
Compiled and Submitted by University Wellness Services
Northwest Missouri State University

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Introduction

The Drug-Free Schools and Communities Act of 1989 requires institutions of higher education to certify that, as a condition of receiving federal funding, it has adopted and implemented a drug prevention program. This program must include the following elements, which are to be distributed annually, in writing, to each employee and student within the institution:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- A clear statement that the IHE will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law), and the description of those sanctions, up to and including expulsion or termination of the employment and referral for prosecution, for violations of the standards of conduct required. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

In addition to these program requirements, the institution must complete a biennial review of the program, both to determine the effectiveness of the program (and implement changes as necessary), and to ensure that disciplinary sanctions are consistently enforced. This document is to serve as the biennial review for the 2014-15 and 2015-16 academic years at Northwest Missouri State University (Northwest). This review includes Northwest Drug and Alcohol policies, prevention programs/efforts of the institution, and enforcement and discipline practices, relevant to drug and alcohol use at Northwest. It is the purpose of this document to show that Northwest Missouri State University is in compliance with the required elements of the Drug-Free Schools and Communities Act of 1989. Furthermore, this document is to provide comprehensive assessment of Northwest’s Drug and Alcohol program, with the intent to assess both strengths and areas of improvement.

Biennial Review Process

The Biennial Review process is a collaborative effort involving multiple departments at Northwest, as well as local/community partners. Parties involved in the Biennial Review process include:

- University Wellness Services
  - B.K. Taylor—Assistant Director Wellness Services; Prevention, Outreach, and Education
- Maryville Partners in Prevention (MVPIP)
- Northwest’s Student Affairs Division
  - Student Development and Conduct
  - Residential Life
  - Office of Student Involvement
- Office of Human Resources
- University Police

Data is collected and assessed on an ongoing basis from the Student Development and Conduct Office, through presentation evaluations, and through the University Police Annual Fire and Safety Report. The Biennial Review process began in September, 2015 and will end December, 2016. Biennial Reviews are kept in the Financial Aid Office, the
University Wellness Center, and are available online via the Northwest website (www.nwmissouri.edu). Hard copies can be requested by contacting Wellness Services at 660.562.1348. Biennial Reviews are to be kept for at least 10 years.

**Annual Notification**

As mentioned, Northwest is required by the Drug-Free Schools and Communities Act of 1989 to annually notify all students, staff, and faculty of its alcohol and other drug policies and programming. This is achieved primarily through the electronic distribution of the Annual Security and Fire Safety Report and the Consumer Report. All students, staff, and faculty receive an email with a link to the Annual Security and Fire Safety Report, which is published by the University Police Department. The Annual Security and Fire Safety Report contains a detailed outline of the University’s Alcohol Policy. This report can be seen in its entirety in Appendix A. The Consumer Report reflect all information any person at Northwest would need included but not limited to Alcohol and Drug Policy. In summary, the annual notification process contains these elements:

- Description of which students receive the policy;
  - Everyone enrolled in at least one course for academic credit, including continuing education students.
- Description of which employees receive the policy;
  - Every employed individual, including part-time/temporary employees, as well as those employed off-campus (outreach centers, online instructors), receive the Annual Fire and Safety Report and Consumer Report.
- Method of distribution used;
  - Both are distributed by email, containing a link to the report.
  - Both emails are sent triannually to make sure to reach every student, faculty, and staff no matter the time they start; Fall, Spring, or Summer.
- How is the policy provided to students, faculty, and staff who join Northwest in between the email distribution?
  - Alcohol and Drug Abuse Prevention Policy, as well as the Annual Fire and Safety Report, are accessible at any time online.
  - All students are provided a Northwest Student Handbook, which provides information regarding the University’s alcohol policies and programs, and references the Annual Fire and Safety Report.
  - Also, all employees are provided an Employee Handbook, which outlines the University’s alcohol policies and programs, and references the Annual Fire and Safety Report.
- Content/Copy of policy;
  - Alcohol and Drug Abuse Prevention Policy can be found in its entirety in Appendix B.
  - Standards of conduct that clearly prohibits, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.
  - A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
  - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
  - A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students.
  - A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct; a disciplinary sanction may include the completion of an appropriate rehabilitation program.
• Notation of how students who are taking classes off-campus, abroad, and on-line get policy;
• Additional methods used to distribute policy (online availability, inclusion in written materials, etc.). The policies are available for review online at any time at www.nwmissouri.edu/facts/consumerinfo.htm;
• Information on how requests for policy are granted;
  o If there is a request to view the policy, individuals are directed to Northwest’s website.

Northwest Alcohol/Drug Policy—Employee Handbook

The Office of Human Resources provides each University employee with an employee handbook—Employee Handbook for Administrative, Professional, and Support Staff, Faculty Handbook, or Employee Handbook for Student Employees (all included in this report in Appendix D)—upon initial employment. In addition, this policy is included in the Annual Security and Fire Safety Report, which is distributed via email to all Northwest employees and students by the University Police Department (http://www.nwmissouri.edu/police/PDF/2016SecurityReport.pdf). This policy can also be viewed by University employees (including student employees) at any time by logging into myNorthwest (https://my.nwmissouri.edu/cp/home/disp laylogin), selecting the Human Resources tab, and selecting the appropriate handbook link. The Northwest Missouri State University employee policy reads:

2.5 Illegal Drug and Alcohol Policy

Northwest Missouri State University (“The University”) recognizes its responsibility to foster a learning environment that minimizes negative impact of high-risk alcohol use and drug use/possession on student life and academic success. The University recognizes that unlawful drug use must be prohibited and care must be taken to allow alcohol only in settings where it is responsible to do so, and to ensure that policies do not result in an atmosphere in which irresponsible or dangerous alcohol use is likely to result.

The University takes seriously the need to enforce federal, state and local rules and laws prohibiting the illicit use of drugs and limiting alcohol on campus and at University-sponsored events. In accordance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 as well as other federal, state, and local laws, the University has adopted this anti-drug and alcohol abuse policy for its campus, employees, faculty, students and student organizations. (Faculty and staff are collectively referred to as “Employees” throughout this policy)

Annual distribution of alcohol and drug prevention materials to all students and Employees are accomplished through the Annual Security Report and Consumer Report.

As mandated by federal regulation, the University compiles a Biennial Review of the University’s alcohol and drug policy and initiatives. It can be found at http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf.

Drug Free University

The University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on University owned or controlled property, as any part of a University activity, and while doing University work. The University prohibits individuals from being under the influence of illegal drugs on University owned or controlled property or as part of a University activity.

This practice does not prohibit use of legally obtained drugs, including prescription drugs and over-the-counter drugs, while on University premises, while engaged in a University activity, or while performing University work, provided those drugs are used in accordance with the prescription by the prescription holder or with over-the-counter directions.
Such use by an Employee must not impair the Employee’s ability to perform the essential functions of his or her job effectively and in a safe manner. An Employee using prescription or over-the-counter drugs is required to report such to their supervisor or the Office of Human Resources if it may affect the Employee’s capacity to perform job duties or may create a danger to the Employee or others.

Employees must report to the University any conviction or guilty plea under a criminal drug statute for violations occurring on or off University premises. A report of conviction must be made to the Office of Human Resources within five (5) days after the conviction or guilty plea.

University policy does not recognize use of illegal drugs or abuse of other drugs as an excuse for misconduct of any kind – including violations of University policies – by Employees, students, or student organizations.

Use of Alcohol

Responsible Use of Alcohol

University policy also does not recognize the misuse of alcoholic beverages as an excuse for misconduct of any kind – including violations of University policies – by Employees, students, or student organizations. Emphasis is placed on the responsible use of alcohol. Responsible drinking is the use of alcohol in ways that do not negatively affect either the individual or the community and do not violate the law. Alcohol is not permitted anywhere on University property except as specified in the University’s Alcoholic Beverages on University Property Policy (Appendix C) and can also be found on myNorthwest under the Human Resources tab.

Other than responsible use in the context of appropriate University-related social events, Employees may not use, possess, distribute, sell or be under the influence of alcohol while on University premises or doing University work.

Alcohol/Drug Testing

To ensure an environment free of illegal drugs and irresponsible use of alcohol, the University reserves the right to require an Employee to undergo alcohol and/or drug testing (such as on urine and/or blood) as a condition of employment or continued employment at the following times:

1. Reasonable Suspicion. “Reasonable suspicion” exists when an Employee exhibits signs of impairment due to the use of illegal drugs and/or irresponsible use of alcohol. In such a situation, an Employee may be asked to report to a testing facility for a drug/alcohol screening.

2. Post-Accident. An Employee who is involved in an accident or other incident while on University business that results in injury and/or property damage may be subject to drug/alcohol screening.

3. DOT Requirements. Employees to whom the testing rules of the Department of Transportation apply will be subject to drug/alcohol testing as required by the Department of Transportation regulations.

The University will incur the cost of the drug/alcohol screening. The following may result in disciplinary action up to and including termination of employment with the University: (1) a confirmed positive drug screening, and/or (2) a confirmed positive alcohol screening that demonstrates illegal conduct or – outside of responsible use in the context of appropriate University-related social events – alcohol use while on University premises or doing University work, Additionally, interference with or refusal to submit to a drug and/or alcohol screening will result in disciplinary action up to and including termination of employment with the University. Two or more diluted or adulterated samples, without a medical explanation, will be deemed interference.
The University reserves the right to inspect or search University vehicles, desks, and/or other University property at any time. Refusal to cooperate will subject the Employee to disciplinary action up to and including termination of employment from the University. A confirmed positive drug and/or alcohol screening (regardless of responsible use of alcohol) or any other violation of this policy may also influence an Employee’s workers’ compensation and/or unemployment compensation benefits.

**Potential University Sanctions**

Any Employee, student, or student organization found to be in violation of this policy will be subject to appropriate disciplinary action pursuant to University policies and consistent with local, state, and federal laws. Such disciplinary action may include counseling, mandatory participation in an appropriate rehabilitation program, a verbal or written warning, suspension from or termination of employment or academic program, and expulsion from the University. Sanctions will be determined pursuant to applicable Employee, faculty, student, or student organization procedures. In addition, violators may be referred to appropriate law enforcement authorities for prosecution.

**Drug Convictions and Student Financial Aid Eligibility**

Under federal regulations, students convicted for a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Student (Financial) Aid, lose eligibility for that aid. Federal Student Aid includes grants, loans, and work assistance otherwise provided to eligible college students under Title IV of the Higher Education Act. The period of non-eligibility begins on the date of the conviction and remains in effect until the student has met certain rehabilitation requirements.

The prohibition on federal aid applies to any student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance as defined by Section 102(6) of the Controlled Substances Act (21 U.S.C. § 802(6)). Laws regulating distilled spirits, wine, and malt beverages are not included within the definition of “controlled substance.”

Other financial aid programs, including certain state programs, may also limit eligibility for students convicted of a drug offense.

**Parental Notification**

It is not the intent of the University to institute a policy of parent notification for every incident involving student use of alcohol or other controlled substances. Rather, student affairs personnel will use these guidelines to intercede in situations where alcohol and drug abuse has led to situations which threaten the health or safety of individual students, has contributed to significant deterioration of the living-learning community, or has interfered with a University sponsored activity or event.

Examples of incidences in which parents could be notified include intoxication or impairment which was deemed to be health threatening, fighting, harassment, or property damage which can be linked to excessive drinking or drug use. Evidence of recurring patterns of alcohol or drug related violations, residence hall violations, and/or other violations of the University’s judicial code may also result in parent notification.

**Federal, State, and Local Alcohol and Drug Laws**

**Federal Law**

Federal law provides strict penalties for violation of federal drug laws. For a first conviction of illegal possession of a controlled substance, a person may be imprisoned for up to one year and/or fined at least $1,000 but not more than $100,000; after two or more prior convictions the penalty increases to at least 90 days in jail but not
more than three years and/or a fine of at least $5,000 but not more than $250,000. Federal trafficking penalties for controlled substances (such as marijuana, heroin, cocaine, PCP and LSD) range from less than five years in prison and/or a fine of less than $250,000 to life imprisonment and/or a fine of up to $8 million (for an individual). Other penalties may apply, such as forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance, denial of certain federal benefits, and revocation of certain federal licenses.

Certain federal laws may apply to unlawful manufacture, possession, and trafficking of alcohol as well. Penalties range from fines to prison terms.

State and Local Law

Missouri law and local law also provide penalties for violations of laws relating to the unlawful manufacture, sale, use or possession of controlled (and/or imitation of) controlled substances and alcohol. In addition, Missouri and localities have laws relating to underage drinking, driving while intoxicated or under the influence of alcohol and/or illicit drugs. Sanctions for violations may range from local citation to state law felonies. Penalties may range from small fines to prison terms, depending on the violation and past criminal history of the individual.

Further Information

Further information on these laws and penalties is available at http://www.moga.mo.gov/mostatutes/chaptersIndex/ChaptIndex631.html.

Health and Safety Risks of Drug and Alcohol Use

Alcohol Health and Safety Risks

Alcohol use carries several risks. These include drinking/driving accidents, increased incidents of rape and assault, academic problems, police involvement, medical problems including alcohol abuse and dependence and fetal alcohol syndrome, and fatalities.

Substance Abuse Health and Safety Risks

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. These effects may include toxicity, HIV infection with intravenous drug use, heart attack, stroke, sudden death, pregnancy complications, birth complications and defects, physical and psychological dependence, withdrawal, disruption of normal heart rhythm, high blood pressure, stroke, bleeding and destruction of brain cells, memory loss, depression, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and neurological and pulmonary damage.

Further Information

Further information on these laws and penalties is available at http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf.

University and Community Resources and Referral Information

Northwest Missouri State University provides counseling services for students and Employees seeking assistance or information concerning alcohol and drug issues. Students wishing to take advantage of this service may contact the
University Wellness Services at (660) 562-1348 and Employees wishing to take advantage of this service may contact the Employee Assistance Program at (800-96-HELPS) or (800-964-3577).

In addition, other resources are available. Several self-help groups hold meetings throughout the area, including Alcoholics Anonymous, Narcotics Anonymous, and Al-Anon. Individuals can contact the National Clearinghouse for Drug and Alcohol Information (800-729-6686), which is operated by the U.S. Department of Health and Human Services and staffed 24 hours a day, 7 days a week; specialists provide information and referrals.

For further information and help with these issues, please visit http://www.nubeginning.org/.

Northwest Alcohol/Drug Policy—Student Handbook

The Northwest Missouri State University Student Handbook (see Appendix D) is available at any time to all Northwest students via myNorthwest (https://my.nwmissouri.edu/cp/home/displaylogin). Students are reminded of the policy on an annual basis through multiple venues—Residence Hall meetings, Freshmen Seminar courses, presentations across campus, etc. Specific to Northwest’s alcohol and drug policy, the handbook provides comprehensive information pertaining to the University’s Alcohol and Drug Abuse Prevention policy, policy enforcement and possible legal sanctions for violations of the policy, health risks associated with drug and alcohol use, and education/treatment information available to students. As it relates to alcohol and other drugs, the Northwest Missouri State University student handbook reads:

Northwest is an alcohol free campus, except for during home football games in designated locations, functions and activities at the Gaunt House, and single specific events as approved the President (or his/her designee). Northwest has established its policy on alcohol and drug use in accordance with the Standards of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse and the American Council on Education. The Standards were developed by the presidents and other officials of 23 institutions of higher education in 1988 and have been subscribed to by 1,300 postsecondary institutions. The Standards include sections on policy, education, enforcement and assessment for the full policy, please view [https://www.nwmissouri.edu/policies/personnel/Illegal-Drug-and-Alcohol-Policy.pdf]..

In order to avoid discrimination and complications in enforcement, the same policy was adopted for the entire University, with procedures and enforcement developed by each unit appropriate to unit-specific functions and stated in respective handbooks (e.g., faculty, support staff, administration, student).

Assessment
Section 1. Assessment activities to guide program development will be conducted by the Wellness Services staff, and results will be used to evaluate and guide program development. Assessment, at a minimum, will include the following information:

A. An appraisal of the environment for subtle causes of alcohol and drug abuse;
B. Surveys of campus awareness, attitudes and behaviors regarding the abuse of alcohol and other drugs;
C. The collection and use of alcohol and other drug-related information from police and security reports;
D. The collection and use of summary health and counseling client information;
E. The collection and use of summary data from drug-related disciplinary actions.
F. Northwest uses the Missouri Assessment of College Health and Behaviors (MACHB) to monitor the behaviors of Northwest students. A substance abuse task force (MVPIP) with representation from
all facets of the University reviews the MACHB data annually. By reviewing this data annually, it ensures the University is properly addressing certain behaviors effectively.

G. A yearly summary of Northwest’s alcohol and drug related efforts is available in the Student Affairs Office.

Local and on-campus referral information
Off campus: Contact Wellness Services at 562.1348 for off-campus referrals.
On campus: Information and assistance is available through the Wellness Services and University Police.

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Wellness Services</td>
<td>562.1348</td>
</tr>
<tr>
<td>University Police</td>
<td>562.1254</td>
</tr>
</tbody>
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Wellness Services provides individual and campus-wide education and resources to promote healthy living and reduce consequences from alcohol and other drug use.

Classroom presentations, interactive programs for residence halls, campus organizations and individuals about alcohol and other drug use, laws pertaining to their use, and personal risks related to using these substances are available.

Peer Educators plan and implement major awareness events to promote student wellness and safety throughout the year, and are an important educational resource for students.

Students may schedule appointments with the staff at the Wellness Services for confidential consultation and recommendations for assistance related to alcohol use.

Wellness Services chairs the Maryville Partners in Prevention, a multidisciplinary team that reviews policies, assesses needs and develops plans that are aligned with best practices in college health.

Self help groups
The following is a list of self-help groups available in the Maryville area. Similar groups meet in St. Joseph and other surrounding towns.

**Alcoholic Anonymous (AA) meetings:** AA closed meetings are for anyone with a desire to quit drinking. AA meetings are for anyone who wants to learn more about alcoholism.
- Mondays—Noon, Wesley Center (Northwest campus)
- Mondays—6pm, Methodist Church, 1st and Main, Maryville
- Wednesdays—6pm, Margaret Davison Square, Maryville
- Thursdays—Noon and 8pm, Wesley Center, Northwest campus

**Narcotics Anonymous (NA) meetings:** Narcotics Anonymous is a community-based association of recovering drug addicts.
- Mondays—6pm, Wesley Center, Northwest campus
- Tuesdays—6pm, Countryside Christian Church
- Wednesdays—6pm, Wesley Center, Northwest Campus
- Thursdays—6pm, Countryside Christian Church
- Fridays—8pm, Wesley Center, Northwest Campus
• Saturdays—Noon, Wesley Center, Northwest Campus
• Sundays—6pm, Countryside Christian Church

**Overeaters Anonymous (OA) meetings:** Overeaters Anonymous offers a program of recovery from compulsive overeating that addresses physical, emotional and spiritual well-being.
• Mondays—5:30pm, St. Francis Hospital and Health Services, Maryville
• Saturdays—9am, St. Francis Hospital and Health Services, Maryville

**Physical consequences of drug and alcohol abuse**

**The Liver**
• Alcohol—Severe swelling, cirrhosis and hepatitis;
• Cocaine—Hepatitis from injecting with non-sterile needles.

**The Muscles and Bones**
• Alcohol—Weakness and loss of muscle tissue, decreased bone strength, nutritional deficiency.

**The Nose**
• Cocaine—Ulcers in the mucous membrane;
• Tobacco—Deadens the sense of taste.

**The Lungs**
• Alcohol—Greater chance of infections;
• Marijuana—More susceptible to colds, pneumonia and flu. May lead to chronic bronchitis, emphysema and lung cancer;
• Cocaine—Breathing failure;
• Tobacco—Leads to incurable cancer; also bronchitis and emphysema.

**The Stomach**
• Alcohol—Inflammation, ulcers.

**The Brain**
• All—Permanent cell damage;
• Alcohol—Brain atrophy, deficits in problem solving, abstract thinking and difficult memory tasks. Links to violence and aggression, accidental deaths and injury. Dementia, blackouts, seizures, deficits in general intelligence and verbal learning. Memory loss, confusion, hallucinations;
• Marijuana—Acute fears and anxiety;
• Cocaine—Paranoia, aggressiveness, hallucinations, convulsions;
• Amphetamines—Speech and thought disturbance;
• Tobacco—Neurotransmitters disrupted.

**The Heart**
• Alcohol—High blood pressure, enlarged heart, heart failure;
• Marijuana—increases heart rate by 50%, lowers oxygen supply to heart muscle;
• Cocaine—Heartbeat irregularity, heart attack;
• Tobacco—Heart disease, heart attack;
• Amphetamines—Rapid or irregular heartbeat, heart disease or attack from injecting high doses.

**The Pancreas and Intestines**

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• Alcohol—Inflammation, diarrhea, chronic and acute pancreatitis.

The Sex Organs
• Alcohol—Impotence. Hormonal changes lead to organ damage;
• Marijuana—Temporary loss of fertility. Impairs normal sexual development. Especially harmful during adolescence or pregnancy.

The Immune System
• Alcohol—Increased susceptibility to infection, pneumonia, peritonitis.

The Blood Vessels
• Amphetamines—Serious and life-threatening infections including AIDS from injecting amphetamines with non-sterile equipment or contaminated solutions;
• Alcohol—High blood pressure;
• Tobacco—Constricts blood vessels. Circulatory problems, increased cholesterol deposits.

Signs and Symptoms of Substance Abuse

Presentation may vary depending on the substance. The following are general signs and symptoms that may indicate substance abuse:
• Odor of alcohol on the breath;
• Unexplained changes in personal or professional relationships;
• Deteriorating work performances;
• Mood swings with increased anxiety or depression;
• Facial telangiectasia (spiders Veins);
• Unusual scarring or bruising;
• Deterioration in appearance;
• Social isolation;
• Unusual hoarseness;
• Increased irritability;
• Speech, coordination, memory problems;
• Hyperactivity and/or psychomotor retardation;
• Eye redness, irritation.

Detailed information regarding enforcement, disciplinary actions, and the judicial process for Northwest students can be found in the Student Code of Conduct (see Appendix E of this report).

Northwest Alcohol/Drug Policy—Residential Life

The Residential Life Handbook (included in this report in Appendix D) is discussed with all students who reside on campus, on an annual basis, through multiple venues. Each on-campus student reads and signs a registration card, upon check-in, that outlines the policies in this handbook. This handbook is also discussed in floor meetings at the beginning of each semester, and all students are directed online to view the handbook in its entirety (www.nwmissouri.edu/reslife/PDF/ResLifeHandbook.pdf). Furthermore, the Alcohol/Drug Policy is referenced on several signs throughout University housing facilities, in high traffic areas for all students to view. This handbook references the alcohol/drug policy in the student handbook, and reads as follows:
The unlawful manufacture, distribution, dispensing, possession/or in the presence, or use of alcohol or a controlled substance is prohibited on the Northwest Missouri State University campus. See the complete Drug and Alcohol policy in the Northwest Missouri State University Student Handbook.

Northwest Missouri State University Alcoholic Beverages on University Property Policy and Procedure

Northwest has recently shifted its Alcoholic Beverages policy on campus. Alcohol is not permitted anywhere on University property except as follows:

- The possession and consumption of alcoholic beverages is permitted during home football games in designated locations by those that are of legal age. Alcoholic Beverage on University Property Guidelines shall clearly specify areas, times and circumstances under which the possession and/or consumption of alcohol is allowed.

- The possession and consumption of alcoholic beverages may be permitted at functions and activities at the Gaunt House, and single specific events, as approved by the President (or his/her designee). Such approval may be granted as provided in the Alcoholic Beverage on University Property Guidelines, so long as the campus food service provider or a third-party vendor contracted to provide such service is responsible for the possession and distribution of alcohol. Any third party vendor must possess a valid liquor license and shall adhere to all applicable laws and regulations concerning alcohol.

The policy goes into greater depths about the details of having alcohol on campus to see the full policy refer to the Northwest Missouri State University Alcoholic Beverages on University Property Police and Procedure (included in this report in Appendix C)

Disciplinary Procedures

Northwest will impose disciplinary sanctions to students and employees for violations of University alcohol/drug policies, as well as violations of local, state, and/or federal law. These disciplinary procedures are outlined in University policies, which are included in this document. In addition, the University has taken steps to ensure that the sanction process is handled consistently.

The Student Conduct and Development Coordinator holds trainings for all Student Conduct Administrators prior to the beginning of each academic year. As part of this training, consistent sanctions are discussed for common conduct violations, including drug and alcohol violations. These sanctions include, but are not limited to:

- Warning and/or probationary period
- Fines
- Alcohol-education programming
- Substance abuse-education programming
- Parental notification
- Substance abuse counseling
- University suspension or dismissal

Additionally, to ensure consistency, all second and subsequent alcohol violations, and all drug violations, are heard by the Student Conduct and Development Coordinator. In doing so, these violations are sanctioned consistently based on the proportionate and progressive nature of each individual incident.
The Student Conduct and Development Coordinator also conducts monthly Clery reviews within the student conduct software program to verify that sanctions are applied consistently to all drug and alcohol violations. This allows for the Student Conduct and Development Coordinator to review all drug and alcohol violations for the time period and ensure consistency among all Student Conduct Administrators.

**Summary of Programming and Prevention Efforts**

Northwest takes a collaborative, multidisciplinary approach to drug and alcohol education and prevention. This model involves entities from across campus including Athletics, MVPIP, Office of Student Involvement, Office of Human Resources, Residential Life, University Police Department, and University Wellness Services. Descriptions of programs and interventions through these departments are detailed below.

**Athletics**
- **MVPIP Coalition involvement:**
  - MVPIP is a campus and community collaborative coalition. The group meets once a month to work on initiatives set forth in the strategic plan. It is facilitated by Wellness Services but involves various departments from across campus as well as community entities. We target students both on and off campus. Our mission: MVPIP will create a healthy culture and environment on campus and in the community that encourages responsible decision making.
- **Summary/Outcome data:**
  - Athletics had an active member on the coalition for the last two years providing insight and feedback about how MVPIP efforts could help/be beneficial with the students they worked with. They also provided support in our efforts through manpower and collaborative funding.
- **Drug Education, Counseling, and Testing Program**
  - This program is through The National Center for Drug Free Sport and aims to keep student athletes drug free. Tests are random through the academic year. If athletes test positive, they are referred to Wellness Services or off campus counseling. The program is targeted at student athletes and is individual in scope.
- **Summary/Outcome data**
  - Testing of athletes was conducted 4 times since the policy was adopted. 7% of each athletic roster was tested.
- **Athletic Wellbeing Screening**
  - All athletes have participated in a six part screening for mental health concerns and substance abuse.
- **Summary/Outcome data**
  - The athletes were given their results and connected to the proper resources to seek treatment if needed.

**Maryville Partners in Prevention (MVPIP)**
- **MVPIP is involved with the statewide coalition, Partners in Prevention.** MVPIP is a campus and community collaborative coalition. The group meets once a month to work on initiatives set forth in the strategic plan. It is facilitated by Wellness Services but involves various departments from across campus as well as community entities. We target students both on and off campus. Our mission: MVPIP will create a healthy culture and environment on campus and in the community that encourages responsible decision making. MVPIP uses an environmental/socio-ecological approach to address AOD topics.
- **Summary/Outcome data: MVPIP**
  - MVPIP met over 20 times in the last two years and hosted/cohosted over 10 events about making responsible decisions. Typically, MVPIP has around 20 members present with most representation coming from Student Affairs and law enforcement both on and off campus.
- **Awareness Efforts at Tailgating**
With a new policy allowing alcohol at tailgating, we have taken an environmental approach to promoting responsible behavior with alcohol. We do this by offering Wellness Water (branded bottled water) with social norm messaging on them. The Wellness Water also highlight standard drinks sizes and protective factors. This approach targets everyone who tailgates and is funded through our PIP funds, Athletics, and University Police.

Summary/Outcome Data: Awareness Efforts at Tailgating
1. MVPIP worked with University Police to distribute over 3,000 bottles at the home football games where tailgating took place.

E-Chug offered at events and online anytime
1. E-Chug is a brief online assessment looking at alcohol use among our students. It provides feedback and education about consuming alcohol and tobacco. It also provides resources to students. We pay for a subscription through our PIP funds every year. The link to the assessment is available on various site pages (University Police, Residential Life, Student Affairs, University Wellness services, etc.) E-chug is available any time but it is promoted at AOD awareness events to encourage completion. This program is meant for individual feedback and we target all students with this programming.

Summary/Outcome data: E-Chug offered
1. E-Chug educational assessments were used during one on one sessions of Brief Alcohol Screening and Intervention in College Students (BASICS) to give students with a concern a better understand of their drinking.

MVPIP Facebook Page
1. Developed an independent MVPIP Facebook page

Summary/Outcome of MVPIP Facebook Page
1. Platform for developing consistent messaging from MVPIP
2. Transparency of events and activities planned and executed by MVPIP

Social Norm marketing campaign – Know Your Limit – Shirts, cards, posters
1. We have a Know Your Limit Campaign with consistent messaging about alcohol use. Know Your Limit
2. The Know Your Limit brand was redesigned through a student marketing campaign. The message was simplified and used the image of a Solo cup to show standard drink sizes. Below is the image:

![Solo Cup Image]

1. We also have three social norming marketing campaigns as well
2. Know your limit using the same image as show above
3. Know the Truth focused on the misperception of Marijuana use on campus
4. Know the Risk focused on the risk of misusing prescription drugs

Summary/Outcome Data: Social Norm marketing campaign
1. This message has been in place for less than a years. More time will be need to assess the effectiveness of the project
2. Total, we have given out over 1,000 shirts with the consistent message/social norm messaging on them.
3. We also distributed over 100 posters across campus.
Office of Student Involvement

- Alternative Spring Break (ASB)
  - Alternative Spring Break is a great alternative to the traditional college spring break. It is a great venue for coming together with other students who have the same common goal of helping others and making an impact in communities. Not only does it allow our students to grow holistically, it also gives them the opportunity to experience and understand the social justice concerns happening in our society today and experience cultures different than their own.

- Student Activities Council (SAC)
  - Late Night Programming
    - These events are alcohol free social opportunities for students that occur every other week during the academic year from 8 or 9 p.m. until 11 p.m. at night on Thursday evenings. SAC hosts approximately 12-16 of these events each academic year (fall and spring trimesters).
  - Weekend Programming
    - These events are alcohol free social opportunities for students that occur on the weekends, typically Friday and Saturday evenings but have also included selected activities at other times during the weekend as well. SAC hosts approximately 10-12 of these events each academic year.
  - Special Events
    - These events are alcohol free social opportunities for students that are put on during specific weeks of the school year such as Family Weekend, Homecoming and Northwest Week. These events provide alternative social opportunities for students during these higher risk times of year.
  - Lectures
    - Depending on the year, some lectures are focused on alcohol awareness and prevention efforts.
  - Summary of Alternative Events
    - In 2014-2014 – there were 12 late night events held on Thursdays. There were approximately 16 other weekend events for students to attend throughout the year. There were 7 special events hosted during University-wide special events which occurred during the week and weekends.
    - In 2015-2016 – there were 15 late night events held on Thursdays. There were approximately 15 other weekend events for students to attend throughout the year. There were 5 special events hosted during University-wide special events which occurred during the week and weekends.
  - Survey Results from Selected Alternative Events is below in 2014-2015 and 2015-2016 annual reports covering the above events.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Total Attendance</th>
<th>Event Quality</th>
<th>Met expectations</th>
<th>Connected with students</th>
<th>Connected with Northwest</th>
<th>Event Planner Evaluation</th>
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2015-2016 Academic Year Events

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- Greek Life Programming
  - Various events focusing on promoting responsible decision making among Greek students. Bringing in speakers, host educational events like Becoming A New Greek (BANG) for new Greek members. These are often targeted to Greek Life members but speakers are usually open to the entire campus. This is a selected approach focusing on the Greek Life population.
  - Summary/Outcome data: Greek Life Programming
    1. Becoming A New Greek (BANG) for new Greek members in Fall 2014 and Fall 2015 reaching approximately 275-300 students during each session.
    2. IMPACT was held in February of 2014 There were about 80 students in attendance.
    3. TJ Sullivan came and spoke in April of 2014. We had about 700 students attend that event.
    4. Mitch Crane was selected as the Spring 2016 Greek educational speaker. Mitch’s presentation covered risk management and liability concerns when alcohol is present in Greek organizations.
    5. Specialized programs- an alcohol education, Title IX training, in-depth discussion of consent, and risk management policies were given to two Greek fraternities (spring 2015 and fall 2015).
  - Alcohol Audit
    1. During the Fall 2015 semester, Wellness Services and Greek Life partnered to conduct an Alcohol Audit on our Greek Community.

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2. The Vice President of Student Affairs, Assistant Director of Wellness Services, and Greek Life Coordinator visited most chapter meetings to ask for participation in the Audit.
3. Students were asked about how often they have a drink containing alcohol, how many drinks containing alcohol they have on a typical day when drinking, how often they have six or more drinks on one occasion, how drinking has impacted their ability to do a task, if they have needed a drink in the morning to get going, received an injury or hurt someone else, loss of memory due to alcohol, and if a relative, friend, doctor, or health care worker has been concerned about their drinking or suggested they cut down.

- **Summary/Outcome data: Alcohol Audit**
  1. Based on the information collected, students would receive an email letting them know their score and resources available to them at Northwest Missouri State University and in the Maryville community.

- **Greek Life Risk Management Training**
  1. Each semester the Greek Life Office delivers a risk management presentation which covers our alcohol policy, event management requirements, hazing and safety. In conjunction with this presentation, topics such as alcohol safety and Title IX are covered.

- **Summary/Outcome data: Greek Life Risk Management Training**
  1. Risk Management training provides students with the knowledge on how to host safe alcoholic and non-alcoholic events and how to have safety measures in place during these events.

- **MVPIP Coalition involvement**
  1. MVPIP is a campus and community collaborative coalition. The group meets once a month to work on initiatives set forth in the strategic plan. It is facilitated by Wellness Services but involves various departments from across campus as well as community entities. We target students both on and off campus. Our mission: MVPIP will create a healthy culture and environment on campus and in the community that encourages responsible decision making.

- **Summary/Outcome data: MVPIP Coalition involvement**
  1. The Office of Student Involvement had at least two active members on the coalition for the last two years providing insight and feedback about how MVPIP efforts could help/ be beneficial with the students they worked with. They also provided support in our efforts through manpower and collaborative funding.

- **Late Night Bites**
  1. Late Night Bites are a collaborative program between the Division of Student Affairs and University Police Department. Late Night Bites are hosted on popular holiday weekends, such as Homecoming, Halloween, and St. Patrick’s Day where high drinking occurs. Free hotdogs and water are distributed to students near the downtown area close to several local bars.

- **Summary/Outcome data: Late Night Bites**
  1. Food and water are provided to students as they socialize with Northwest employees as a way to help keep them safe while consuming alcohol.

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**Office of Human Resources**

- **MVPIP Coalition involvement**
  1. MVPIP is a campus and community collaborative coalition. The group meets once a month to work on initiatives set forth in the strategic plan. It is facilitated by Wellness Services but involves various departments from across campus as well as community entities. We target students both on and off campus. Our mission: MVPIP will create a healthy culture and environment on campus and in the community that encourages responsible decision making.

- **Summary/Outcome data: MVPIP Coalition involvement**
  1. The Office of Human Resources had an active member on the coalition at various times throughout the last two years providing insight and feedback about how MVPIP efforts could align with their efforts.

- **Employee Assistance Program**
○ This program is in place to assist any employees who need assistance in dealing with emotional concerns or drug/alcohol addiction. This service is offered free to Northwest employees on an as needed basis. It is a selected approach as it is targeted to all Northwest employees.

Residential Life
- Alcohol Free Residence Halls
  ○ All campus residence halls are alcohol free. Resident Assistants and other Residential Life staff work to educate students about the policy and they also work to enforce the policy. Drinking alcohol on campus in the halls is not allowed, even if you are over the age of 21. This is a selected approach targeting on campus students.
- MVPIP Coalition involvement
  ○ MVPIP is a campus and community collaborative coalition. The group meets once a month to work on initiatives set forth in the strategic plan. It is facilitated by Wellness Services but involves various departments from across campus as well as community entities. We target students both on and off campus. Our mission: MVPIP will create a healthy culture and environment on campus and in the community that encourages responsible decision making.
- Summary/Outcome Data: MVPIP Coalition involvement
  ○ Residential Life had an active member on the coalition for the last two years providing insight and feedback about how MVPIP efforts could help be beneficial with the students they worked with. They also provided support in our efforts through manpower and collaborative funding.
- Pizza and Police with RHA/UPD
  ○ The Residence Hall Association (RHA) and University Police Department (UPD) collaborate to host Pizza and the Police events in the Residence Halls. These events are an opportunity for students to get to know University Police officers in a relaxed environment. The events typically have a topic of focus – ordinances being considered by City Council, prescription drug misuse, alcohol on campus, etc. Events take place in the evening, at different halls, every few weeks. This is a selected approach focusing on students who live in the Residence Halls.

Student Affairs
The Student Affairs division at Northwest has made it a priority to focus on alcohol responsibility and education. It has established a shared goal, which all departments within Student Affairs are to strive for. These goals were established in academic year 2015-16, and will be assessed on an on-going basis. The goal is as follows:

- **Goal:** Students with an alcohol concern or at risk of an alcohol concern will be given the Alcohol Use Disorder Identification Tool (AUDIT) and given the information and resources to better themselves
  ○ **Actions**
    - **All Departments:**
      - All students who score a 8+ will be will be strongly suggested, to receive BASICS
      - All students who score a 15+ and have a policy violation will be required to complete BASICS
    - **Residential Life:** 95% of students who meet with a professional member of residential life for an alcohol violation or concern will be given the AUDIT
    - **Student Development and Judicial:** 95% of students who meet with Kori for an alcohol violation or concern will be given the AUDIT
    - **Multicultural Student Success:** 95% of students who meet with a professional member of the Office of Intercultural Affairs with an alcohol concern will be given the AUDIT
    - **Student Involvement:** 95% of Greek students will be give the AUDIT and 95% of students who meet with a professional member of the Office of Campus Activities with an alcohol concern will be given the AUDIT
    - **Wellness Services:** 95% of students who meet with a professional member of Wellness Services with an alcohol concern will be given the AUDIT
• Goal
  o Students with a score of 8 or higher on AUDIT will be strongly suggested, to receive BASICS from the best suited professional for them.
  o All students who score a 15 or higher and have a policy violation will be required to complete BASICS
  o Actions
    ▪ All Departments:
      • Two or more professionals will be trained in BASICS
      • Creation of a Northwest BASICS Team
      • One BASICS trained professional from each department will sit on the Northwest BASICS Team
  • Outcomes
    o Northwest saw a decrease of 4.1% in binge drinking rates with the general population going from 32% to 28.6% in 2015 to 2016 (MCHBS)
    o Northwest’s Greek population saw a decrease of 11% in binge drinking rates going from 50% to 39% in 2015 to 2016 (MCHBS)

As detailed in other areas of this review, individual departments within Student Affairs are designing programming with the intent of impacting these objectives.

University Police Department
• Awareness Efforts at Tailgating
  o With a new policy allowing alcohol at tailgating, we have taken an environmental approach to promoting responsible behavior with alcohol. We do this by offering water bottles with social norm messaging on them. The cups also highlight standard drinks sizes and protective factors. This approach targets everyone who tailgates and is funded through our PIP funds.
• Summary/Outcome Data: Awareness Efforts at Tailgating
  o MVPIP worked with University Police to distribute over 3,000 bottles at the home football games where tailgating took place.
• Hard Core Safety during Advantage with Res Life, UPD and Wellness
  o This is a selected program geared to incoming Freshman put on by Residential Life, University Police and Wellness Services during orientation weekend. During the program various safety measures are reviewed including responsible behaviors with alcohol and other drugs.
• Summary/Outcome Data: Hard Core Safety during Advantage
  o This session is provided 5 times on the Saturday of move in to all incoming freshman each year. The sessions are an hour and we have reached over 2,000 students through this presentation in the last two years.
• MVPIP Coalition involvement
  o MVPIP is a campus and community collaborative coalition. The group meets once a month to work on initiatives set forth in the strategic plan. It is facilitated by Wellness Services but involves various departments from across campus as well as community entities. We target students both on and off campus. Our mission: MVPIP will create a healthy culture and environment on campus and in the community that encourages responsible decision making.
• Summary/Outcome Data: MVPIP Coalition involvement
  o University Police had at least two active members on the coalition for the last two years providing insight and feedback about how MVPIP efforts could help/ be beneficial with the students they worked with. They also provided support in our efforts through manpower and collaborative funding.
• Pizza and Police with RHA/UPD
  o The Residence Hall Association (RHA) and University Police Department (UPD) collaborate to host Pizza and the Police events in the Residence Halls. These events are an opportunity for students to get to
know University Police officers in a relaxed environment. The events typically have a topic of focus – ordinances being considered by City Council, prescription drug misuse, alcohol on campus, etc. Events take place in the evening, at different halls, every few weeks. This is a selected approach focusing on students who live in the Residence Halls.

- **SafeRides with UPD**
  - The safe Rides program is student fee funded and has grown significantly since its inception over 10 years ago. This program offers students free rides around town. These rides can be to local stores for shopping or home from liquor serving establishments. This program helps to minimize drinking and driving in our area. Hours of operation focus on peak times (Thursday-Saturday evenings) so students are able to use the program when needed. This is a universal approach because all students are encouraged to use the program since they are paying for it through their fees.

- **Underage Drinking law Enforcement Programs**
  - Compliance Checks are performed in the community to hold liquor license holding establishments responsible. Consequences are enforced if they are found serving to minors through this program. This is an environmental approach aimed at responsible selling practices among license holders.
  - Bar/Party patrols are conducted to ensure that liquor serving establishments are not serving to minors and that minors are not drinking in the bars. They also work to promote safer party situations by enforcing the drinking age at off campus parties. This is an environmental approach focusing on bars/parties serving to minors.
  - DUI enforcement - Saturation points are established throughout the community to enforce DUI laws and regulations. They are often hosted by both on campus and off campus police departments during peak times such as Homecoming and the end of the year. This is an environmental approach aimed at anyone who is drinking and driving.

**University Wellness Services**

- **AUDIT, General alcohol question asked of all patients**
  - Clinic Services within Wellness Services has started asking every patient if they have had five or more drinks in a sitting in the last 30 days. If they answer yes, we are starting to ask more in depth questions from the AUDIT assessment to determine the level of risk and if a referral is needed. This is an individual based intervention based on the needs of the student.
  - Personal Development and Counseling (PDC) services also ask about alcohol use in their general health questions during intake sessions. If excessive use is determined, students are referred off campus to specific drug and alcohol counselors or to the Health Educator for BASICS. This is an individual approach targeting only those students that use services provided by the PDC.

- **Summary/Outcome Data: AUDIT, General alcohol question asked of all patients**
  - Clinic Services and Counseling Services within Wellness Services has started asking every patient if they have had five or more drinks in a sitting in the last 30 days.

- **BASICS with students transported to the hospital and sent by judicial**
  - When students are transported to the hospital due to excessive/dangerous alcohol use they are then referred to Wellness Services to complete BASICS sessions. BASICS uses motivational interviewing tactics to help students think about their behavior and their overall goals at the University. This is an individual approach to prevention and at this time is only targeted to those students that have a need based on being transported to the hospital.
  - All students who score a 16 or more on the AUDIT and have a judicial violation are required to attend BASICS as well. Any student seen through judicial and scores an 8 or above will be referred to BASICS but not required.
  - Motivational Interviewing techniques are also used during PDC sessions as appropriate. This is an individual approach focusing only on those students who need it during PDC counseling sessions.

- **Summary/Outcome Data: BASICS with students transported to the hospital**
- All student who have an alcohol concern would be given the resources to seek help.
- The number of BASICS have increased in the past year.

- **Hard Core Safety during Advantage with Res Life, UPD and Wellness**
  - This is a selected program geared to incoming Freshmen put on by Residential Life, University Police and Wellness Services during orientation weekend. During the program various safety measures are reviewed including responsible behaviors with alcohol and other drugs.

- **Summary/Outcome Data: Hard Core Safety during Advantage**
  - This session is provided 5 times on the Saturday of move in to all incoming freshman each year. The sessions are an hour and we have reached over 2,000 students through this presentation in the last two years.

- **Health Education Prevention Events**
  - Various events aim to educate students how to relieve stress in healthy ways and to build resilience so that when situations arise, they are empowered to make responsible decisions. Events include the Stress Less Fest and Live your Life Day both aimed at increasing life skills among students. This is a universal approach that targets all students at Northwest.

- **Summary/Outcome Data: Health Education Prevention Events**
  - In all, health education hosted or co-hosted over 10 events or activities each semester. Reaching approximately 50-500 students at each event.
  - Over the course of two years, the events and activities reached over 2,000+ students.

- **MVPIP Coalition involvement and facilitation**
  - MVPIP is a campus and community collaborative coalition. The group meets once a month to work on initiatives set forth in the strategic plan. It is facilitated by Wellness Services but involves various departments from across campus as well as community entities. We target students both on and off campus. Our mission: MVPIP will create a healthy culture and environment on campus and in the community that encourages responsible decision making.

- **Summary/Outcome Data: MVPIP Coalition involvement and facilitation**
  - Wellness Services had at least 6 active members on the coalition for the last two years providing insight and feedback about how MVPIP efforts could help/ be beneficial with the students they worked with. Facilitation of the group is also housed within Wellness Services. They also provided support in our efforts through manpower and collaborative funding.

- **Peer Education Events: Safe Spring Break Week, Alcohol Awareness Week, Safe RX program**
  - We conduct various educational-awareness raising events throughout the year to promote responsible decision making among students. We host fun, educational activities and provide social norm giveaways to work on changing perceptions. This is part of our comprehensive approach to prevention knowing that education alone is not enough to change behavior. These are universal programs as we target all students.

- **Summary/Outcome Data: Peer Education Events**
  - Peer Education hosted or co-hosted approximately 8 events each semester for the last two years for a total of 34 events aimed at educating their peers and raising awareness about health and wellness topics.
  - With awareness weeks, and some larger events, peer education reached over 1,600 students during the last two years.

- **Refer off campus to community resources as needed**
  - If assessments indicate that students have a significant concern with alcohol or others drugs, they are referred off campus to counselors in the community for in depth screening and counseling/treatment. This is an individual based approach targeting only those students who have a need.
AOD SWOT/C Analysis

The SWOT/C Analysis process at Northwest has been overseen by MVPIP. This multidisciplinary group has assessed Northwest’s alcohol and other drug programming as such:

- **Strengths related to policies**
  - Across the university we have several strong policies in place holding students and employees accountable for their actions regarding alcohol and other drugs.
  - These policies are updated and reviewed on a regular basis.
  - The policies cover broad groups as well as specific, targeted groups as their requirements may be different.

- **Weaknesses related to policies**
  - Some policies are not enforced as well as others.
  - Some staff/students might not be as knowledgeable about the policies that are in place.
  - People might not know what to do if they see someone violating the policy.

- **Opportunities related to policies**
  - It would be beneficial to gather key players to consider data and enforcement of the various policies.
  - There may be additional policies that would be beneficial to consider for the campus.
  - Possibly assess current understanding/knowledge about existing policies.

- **Threats/challenges related to policies**
  - If they are not enforced, people will be less likely to respect them.
  - If they are not enforced, people might question if they are necessary.
  - New personnel/personnel changeover might impact current policies in a negative way.

- **Strengths related to programs/interventions**
  - There is a solid group of people (MVPIP) working on AOD prevention efforts.
  - There is a broad understanding about how AOD issues impact our campus community and the success of our students.
  - We have a wide variety of programming and interventions in place.

- **Weaknesses related to programs/interventions**
  - We need to improve, streamline, and increase data collection about the programs/interventions.
  - We don’t communicate as well as we could across the campus about what we’re doing with programs/interventions.
  - Our MACHB data demonstrates that we still have specific areas we need to work on in AOD prevention.

- **Opportunities related to programs/interventions**
  - We will have a new provost in place who might be willing/able to consider new policies/programs to increase AOD prevention efforts.
  - We need to get more people on board so they know the message about AOD prevention and can help us spread the message.
  - Find 2-3 specific data pieces to focus on that we can impact.

- **Threats/challenges related to programs/interventions**
  - That MVPIP/others working on AOD prevention will get overloaded with areas/items to work on.
  - That people will stop focusing on AOD prevention as a priority area for campus – lose upper level support.
  - New personnel/personnel changeover might impact current programs/intervention in a negative way.
AOD Comprehensive Program Goals and Objectives for Biennium Period Being Reviewed

Northwest Missouri State University Drug and Alcohol Program, Recommendations for Improvement from 2014 review:

1. Though communication and information sharing efforts have increased, some strides can still be made regarding centralization of data and reports specific to drug and alcohol use/abuse. Recommendation is for MVPIP to analyze effective methods for compiling all relevant data into a central location, without compromising accessibility of data and the high level of communication established throughout all departments involved;
2. Currently there is not a systematic process for annually reviewing/revising drug and alcohol policies at Northwest. Recommendation is for MVPIP to work with relevant University departments (Office of Human Resources, Student Affairs, Residential Life, etc.) to establish an annual system of review;
3. Research shows students are entering college with a history of drug/alcohol use. Recommendation is for Northwest to continue to develop community-engagement programming that reaches not only the Maryville community, but surrounding areas with prospective students;
4. Increase education to the entire campus community—administration, faculty, student leaders, etc.—about the impact that alcohol has on student success.

Progress Since 2014:

1. The University has signed an agreement with Maxient that will help streamline the tracking of all alcohol and drug violations. This would ensure that all interested parties have the same, necessary data.
2. We are working with Partners in Prevention (PIP) to develop an annual process for review through the required Quarterly Reporting process.
3. MVPIP continues to work with PIP to implement best practices regarding drug and alcohol prevention programming. On campus efforts to raise awareness have increased over the last two years to include broad social norming and consistent messaging.
4. We are working on a community level through MVPIP to address the health/wellness concerns our students are entering college with.
5. We still need to increase the understanding across campus that alcohol has a significant impact on our students. We have presented concerns/data to stakeholders about the potential impact.

AOD Goal and Objective Achievement

Based on our data, overall the goals and objectives set forth in the last review (2014) were met. Additionally, we made progress toward most of the recommendations from the last review.

AOD Goals from 2014-2015 School Year:

Area #1: Marketing and Coalition Capacity Building

Indicators:

It has been shown that building community and campus involvement is based on the marketing and advertisement of our group as well as the one on one connections with people already involved in MVPIP. To be effective at recruiting critical stakeholders in vital areas we must have a cohesive marketing strategy as well as be aware of the places we need to recruit from.

Goals/outcomes:
1. We will identify our vital stakeholders within the community and on the campus of Northwest Missouri State University to have a full picture of who we want involved.

2. To involve our vital stakeholders, we will create a holistic marketing strategy that focus on our vision and mission being communicated through paper mediums, social media and t-shirts.

3. We will increase the connection between the community and the University by increasing involvement in MVPIP

Strategies:

- Identify our vital stakeholders within the community and within the Northwest Campus.
  - Create a list of places our vital stakeholders frequent, then create a list of ways we can recruit them.
- Create a holistic marketing strategy
  - Identify who is already marketing prevention programs within the community and on the campus?
  - Include creating our image, slogans and goals for our marketing timeline.
    - Create a unified community and campus prevention messaging strategy.
    - Create a contest to create the messaging and image associated with it
  - Utilize social media and well as community media outlets in our efforts
    - Promote MVPIP at local hangouts, with Civic Organizations, etc.
- Increase the connection between the community and the University
  - Conduct a community assessment every 3 years to assess what are the commonalities between the Maryville Community and the Northwest Community.
  - After the assessment is complete, create a town hall meeting to discuss strategies for the issues that were identified.

Area #2: Prevention and Addressing Lower Risk Behaviors

Areas/initial goals identified to work for 2014-2016 during the June Planning meeting:
Prevention/Low risk behavior: - Becca, Jacque, Courtney

Broad Goal 1: Prevention Team will propose a peer advocate and crisis line program. The program will use peer educators/advocates to facilitate prevention and educational programming, and to staff a peer crisis line.

Tentative next steps:
  - Research funding sources, with a focus on funding a coordinator position to oversee the program.
  - Create peer advocate position descriptions and determine program setup, including supervising structure and location.
  - Research recruitment strategies.
  - Create training requirements for advocates.

Broad Goal 2: Prevention Team will host a “Life Skills” retreat for at-risk Northwest students, using internal experts.

Tentative ideas:
  - The retreat will be an overnight or weekend experience, possibly at the youth camp at Mozingo. The retreat would focus on developing the student’s life skills, as they relate to: resisting social/peer pressures to engage in risky behaviors, self-esteem and confidence building, effective coping and resilience, and recognition of immediate and long-term consequences of one’s action or non-action.
  - This could also be developed into a series of educational sessions offered on campus.
  - Target population?
    - At-risk students—Student who are not traditionally represented in student groups and/or touched by prevention programming, such as low-income and first generation students, under-represented minority students, and students with disabilities. May offer to conduct and BIT students (not an incentive, just offer as an option).
Broad Goal 3: Increase awareness of common mental health issues among college students, specifically anxiety and depression, and teach stress management.

Tentative ideas:
- Targeting protective factors.
- APA has list of 10 to focus on

<table>
<thead>
<tr>
<th>Proposed Intervention</th>
<th>Action</th>
<th>Who Will Complete?</th>
<th>By When?</th>
<th>Resources Needed?</th>
<th>Barriers/issues to resolve</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>G1: Create peer advocate and crisis line.</strong></td>
<td>Committee members will split duties. If funding is secured for a coordinator position, this person will oversee recruitment and reaming program construction.</td>
<td>TBD</td>
<td>Coordinator position, at least part-time Training materials for the peer advocate training, in addition to receiving Green Dot training. Costs related to program promotion and maintenance</td>
<td>Northwest is awaiting the decision on the OVW grant application that could fully fund this goal.</td>
<td></td>
</tr>
<tr>
<td><strong>G2: Holding a “Life-skills” retreat for at-risk students.</strong></td>
<td>Committee members will split up duties If, possible, Health Education GA will help plan, prepare &amp; carry out event</td>
<td>Spring Trimester-February</td>
<td>Life Skills Training Program Materials (we may be able to utilize an already developed program “life skills”) Dept. of Mental Health may be able to facilitate it. Meals/snacks Duplication Costs Promotional</td>
<td>Identification and selection of participants Obtaining (or developing) “Life-skills” program Man-power to facilitate the event(s) Funding</td>
<td></td>
</tr>
<tr>
<td><strong>G3: Mental Health awareness campaign</strong></td>
<td>Peer Advocates</td>
<td>Fall 2016</td>
<td>Materials Peer Educators will need to implement trainings/programs throughout campus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From 2014-2015:
Indicators: Our data shows that most (90%) feel it is their responsibility to intervene if someone’s health or safety were in jeopardy. Also, most students (98.5%) would get help if they suspected someone had alcohol poisoning. Additionally, 18.7% of our students said they engaged in risky sexual behavior after or as a result of alcohol consumption compared with 15.6% of students in PIP schools. (MCHBS 2015)

Goals/outcomes:
1. The percentage of students who feel it is their responsibility to intervene will increase by 5% to get us to an 95% rate, and from there on will increase 2% per year
2. Those willing to get help for someone suspected of having alcohol poisoning will maintain at 98% or increase.
3. The Northwest Green Dot Initiative! program will be developed and implemented reaching at least 700 students in the 2015-2016 academic year with the goal of increasing by a minimum of 10% per year thereafter
4. Reduce the number of students engaging in risky sexual behavior when consuming alcohol to be at or below the statewide average. MCHBS 2015 Data NW – 18.7% PIP - 15.6%

 Strategies:
Individual:
• Reduce risky behaviors and develop resiliency and coping skills
  o Activity:
    ▪ Collaborate with departments that work closely/regularly with at-risk students, in order to recruit students for the retreat
    ▪ Develop engaging materials that students can take home and refer to when needed
• Increase likelihood that students will seek help for crisis and mental health issues
  o Activity:
    ▪ Encourage faculty to have students attend programming for extra credit
    ▪ Develop engaging peer led programming

Campus:
• Conduct ongoing violence prevention programming
  o Activity:
    ▪ Tap interested students and student leaders to be educators/advocates
    ▪ Conduct informational sessions with freshman seminar, Res. Hall Programming, with student organizations. Possibly in conjunction with Green Dot overviews
• Create a marketing plan for crisis line
  o Activity:
    ▪ Contact University Relations/marketing to help create a plan
    ▪ Collaborate with departments (OSI, UPD, etc.) to market the crisis line and education programs
• Educate and increase awareness about mental health issues that are common among students
  o Activity:
    ▪ Peer Education, CAV and Wellness Services staff to conduct presentations about mental health issues. Specifically, anxiety and depression
    ▪ Support programming by student organizations and other campus entities (i.e. I Will Listen)

Community:
• Get community groups involved to help get peer educators/advocates trained and develop retreat programming for at-risk students
  o Activity:
    ▪ Contact schools and community groups (i.e. the Sexual Assault Response Team (SART), Child and Family Center, MPS) and inform them on what we’re doing and seek training assistance
Area #3: Students Engaging in High-Risk Drinking

Areas/initial goals identified to work for 2014-2016 during the June Planning meeting:
High Risk Behavior: - Kevin Hawkins
Broad Goal 1 – Social Norming
Tentative ideas:
- We want to keep the social media campaign going via postings every Thursday through university affiliated social media sites.
- Late Night Bites have two a semester and have four total.

Broad Goal 2 - Promoting protective factors.
Tentative ideas:
- We want to have a water station at football games.
- We also want to advertise protective measures on 106.7 every Thursday and on the jumbotron during football games.
- Late Night Bites have two a semester and have four total.

Broad Goal 3: Social Gatherings
- We feel that we need to inform the students about the consequences of hosting social gatherings.

<table>
<thead>
<tr>
<th>Proposed Intervention</th>
<th>Action</th>
<th>Who Will Complete?</th>
<th>By When?</th>
<th>Resources Needed?</th>
<th>Barriers/issues to resolve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Station during all home football games.</td>
<td>Kevin Hawkins/BK</td>
<td>9/10,9/26,10/10,10/24,11/7</td>
<td>Staffing the water station</td>
<td>Staffing</td>
<td></td>
</tr>
<tr>
<td>Late Night Bites to have two each semester</td>
<td>Kevin Hawkins</td>
<td>9/18,10/31</td>
<td>People to assist with setup and carrying out the program</td>
<td>Weather</td>
<td></td>
</tr>
<tr>
<td>Ad at sporting event to promote protective behaviors</td>
<td>Kori Hoffmann</td>
<td>September 4</td>
<td>Leaders on campus to volunteer to be on the ad.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From 2013-2014:
Indicator: Students are engaging in high risk drinking off campus, in bars/restaurants and on campus. When they drink the most, Northwest students are consuming alcohol at social gatherings/friend’s house (off campus) (74.3%), where they live (49.1%) and at bars/restaurants (45.9%)(MCHBS 2015)

Goals:
Promote Protective Factors: Increase overall use of protective behaviors among students who drink.
1. Q61-79. Increase the number of students who usually or always drink slowly rather than gulp or chug to the state average (54%) or higher.
2. Increase the number of students who usually or always drink water while drinking alcohol to 38%. (MCHBS 2015 – 32.7%).
3. Increase the number of students who usually or always stop drinking at a predetermined time to 31% (MCHBS 2015 – 25.8%)
4. Increase the number of students who usually or always avoid drinking games to 30%. (MCHBS 2015 – 24.3%)
5. Increase the number of students who usually or always alternate alcoholic and non-alcoholic drinks to 42%. (MCHBS 2015 – 36.2%)

Strategies:
Individual:
- Continue utilizing and developing the BASICS program to work with students with alcohol misuse concerns to promote behavior changes
  - Activity:
    - Train Student Development Coordinator in some of the motivational interviewing techniques to engage students in conversation related to alcohol use at alcohol conduct hearings before behavior rises to the level of being transported for overconsumption.
- Correct misperceptions about peers’ alcohol use
  - Activity:
    - Use social norms marketing campaigns through various methods including social media, posters, and other marketing methods.
- Educate students in regards to safe alcohol use
  - Activity:
    - Promoting standard drink sizes through a variety of means.
    - Alcohol assessments through local counseling center for those students with multiple serious alcohol offenses.

Campus:
- Promote Protective behaviors via the Know Your Limit Campaign
  - Activity:
    - Hand out Sam Spady/Alcohol Poisoning Prevention cards, tip cards and other relevant items at Hard Core Safety during advantage week, football games, and other appropriate functions.
    - Utilize social media to spread message on protective factors.
- Work with various campus groups (including, but not limited to Bearcat Peer Educators, Residential Life staff, etc.) to implement activities which promote responsible drinking behaviors among students who choose to drink, or encourage students not to drink at all (i.e. educational activities, etc.).
  - Activity:
    - University Police will collaborate with various groups to implement these activities through a variety of methods.
- Educate gatekeepers (esp. Res. Life and Greek Life leaders) about the dangers of alcohol poisoning and appropriate response protocol
  - Activity:
    - Work with University Police and Wellness Services staff to provide comprehensive training
    - Educate that, overall, the Northwest campus is concerned first with safety and well-being then policy violations (Amnesty Provision)
- Host late night activities and events as an alternative to drinking. Attempt to focus activities on nights where high-risk drinking might be more prevalent (e.g. Homecoming, weekends, etc.)
  - Activity:
    - Work with the Student Activity Council (SAC) and other student organizations to increase the number of late night events and attendance at events. Begin tracking attendance to set goals for increased attendance in subsequent years.

Binge Rates – 2-hour Binge Rate (All) (2001-2015)
<table>
<thead>
<tr>
<th>Instrument and Year</th>
<th>2-hr Binge Rate</th>
<th>Old Binge Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORE – 2001</td>
<td>No Data</td>
<td>52%</td>
</tr>
<tr>
<td>CORE - 2002</td>
<td>No Data</td>
<td>49%</td>
</tr>
<tr>
<td>CORE - 2003</td>
<td>No Data</td>
<td>58%</td>
</tr>
<tr>
<td>CORE - 2004</td>
<td>No Data</td>
<td>53%</td>
</tr>
<tr>
<td>CORE - 2005</td>
<td>No Data</td>
<td>51%</td>
</tr>
<tr>
<td>CORE - 2006</td>
<td>No Data</td>
<td>Data Unavailable</td>
</tr>
<tr>
<td>MCHBS – 2007</td>
<td>32%</td>
<td>*</td>
</tr>
<tr>
<td>MCHBS – 2008</td>
<td>28%</td>
<td>29%</td>
</tr>
<tr>
<td>MCHBS – 2009</td>
<td>34%</td>
<td>39%</td>
</tr>
<tr>
<td>MCHBS – 2010</td>
<td>42%</td>
<td>35%</td>
</tr>
<tr>
<td>MCHBS - 2011</td>
<td>41%</td>
<td>39%</td>
</tr>
<tr>
<td>MCHBS - 2012</td>
<td>32.2%</td>
<td>33.2%</td>
</tr>
<tr>
<td>MCHBS - 2013</td>
<td>30.9%</td>
<td>33.4%</td>
</tr>
<tr>
<td>MCHBS - 2014</td>
<td>34.8%</td>
<td>32%</td>
</tr>
<tr>
<td>MCHBS - 2015</td>
<td>32%</td>
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<table>
<thead>
<tr>
<th>Instrument and Year</th>
<th>21+ shots</th>
<th>Beer Bongs &amp; Keg Stands</th>
<th>Drinking Games</th>
<th>Drink Specials</th>
</tr>
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<tbody>
<tr>
<td>MCHBS – 2007</td>
<td>8.2%</td>
<td>23.0%</td>
<td>53.1%</td>
<td>32.7%</td>
</tr>
<tr>
<td>MCHBS – 2008</td>
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<td>???</td>
<td>???</td>
<td>???</td>
</tr>
<tr>
<td>MCHBS – 2009</td>
<td>5.9%</td>
<td>34.8%</td>
<td>55.2%</td>
<td>31.4%</td>
</tr>
<tr>
<td>MCHBS – 2010</td>
<td>6.9%</td>
<td>25.9%</td>
<td>51.1%</td>
<td>23.7%</td>
</tr>
<tr>
<td>MCHBS - 2011</td>
<td>8.7%</td>
<td>29.1%</td>
<td>53.8%</td>
<td>27%</td>
</tr>
<tr>
<td>MCHBS - 2012</td>
<td>7.7%</td>
<td>26.7%</td>
<td>50.2%</td>
<td>30.5%</td>
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<tr>
<td>MCHBS - 2013</td>
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Protective Behaviors ("Always" and "Often/Usually"; 2009-2015)

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<tr>
<th>Instrument and Year</th>
<th>Alternated Drinks</th>
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<tr>
<td>MCHBS – 2009</td>
<td>26.9%</td>
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<td>62.3%</td>
<td>78.0%</td>
<td>30.0%</td>
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<tr>
<td>MCHBS – 2010</td>
<td>24.6%</td>
<td>39.5%</td>
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<td>28.9%</td>
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<tr>
<td>MCHBS - 2012</td>
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<td>62%</td>
<td>78.9%</td>
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</tr>
</tbody>
</table>
1. Create collaborative Coalition.
   
   Goals:
   
   Indicators:

<table>
<thead>
<tr>
<th>Area</th>
<th>MCHBS – 2014</th>
<th>MCHBS – 2015</th>
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<tbody>
<tr>
<td></td>
<td>26.4%</td>
<td>36.2%</td>
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<tr>
<td></td>
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<td>41.5%</td>
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Northwest Students who misperceive actual drinking norms on campus

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Actual Alcohol use

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<td>18.5</td>
<td>52.3</td>
<td>10.4</td>
<td>0.7</td>
</tr>
</tbody>
</table>

Area #4: Community Engagement

Indicators:

Because our Coalition is geared towards engaging both the community and campus, it is vital that we have the perspective of community intertwined within the group. To do this, the Community Engagement group is geared towards connecting the community members together, then serving on other committees to connect with the Coalition.

It has been shown that having a campus/community collaborative group working together to reduce alcohol/substance use concerns is an effective approach. We need to continue to build and maintain a strong, collaborative coalition to have the greatest impact.

Goals:

1. Create a connection place for building community relationships, then connect community members to larger coalition committees to collaborate and bring the community perspective.

Goals:

1) Community Engagement and Mental Health Concerns: Promote ALR campaign in appropriate areas of Maryville community.
   
   o Take ALR campaign to any establishment in Maryville
     i. Timeline: Should be distributed no later than the middle of September, refresh on posters done at least one time per semester where needed.
   
   o Promote Digital resources and mental health campaign to all establishments connected to mental health
     i. Timeline: By December of 2015: all establishments will be contacted and informed.
     ii. Would also like to have incentives for ALR use available at any cooperating establishment.
   
   o Work in local school district to get students the information they need to get help with mental health concerns.
     i. Timeline: On-going: may need representation at various city council meetings.
2) Community Engagement and Bystander Intervention: Promote MVPIP message in off-campus housing areas and businesses where students are likely to frequent.
   o Identify off-campus houses that are frequented by students and work with campus connections to provide message/education to those houses.
     i. Timeline: By September 2015: have listing of off-campus Greek and athletic houses.
     ii. Timeline: By October 2015: Provide message/education to each house about Bystander Intervention
   o Work with community partners to increase programming around bystander/bullying intervention in local K-12 schools in the Maryville Area.
     i. Timeline: By November 2015: be in contact with School Administrators about MVPIP, support able to provide, opportunities for collaboration
3) Community Engagement and MVPIP: Promote the mission of MVPIP in the community through advertisement and cooperation.
   o Host a community night at a cooperating establishment where MVPIP can help teach the Maryville community about our mission and the messages we promote.
     i. Timeline: Early September 2015: have promoted and held community night.
   o Work in cooperation with the Maryville Police Department to keep open line of communication about high-risk areas and current trends of substance use.
     i. Timeline: On-going but will need to begin networking with appropriate people from MPD.
   o Identify Maryville community members willing to partake in promotion of the MVPIP message.
     i. Timeline: On-going

AOD Goals for 2015-2017 School Year

Area #1: Marketing and Community Engagement

Indicators:

It has been shown that building community and campus involvement is based on the marketing and advertisement of our group as well as the one on one connections with people already involved in MVPIP. To be effective at recruiting critical stakeholders in vital areas we must have a cohesive marketing strategy as well as be aware of the places we need to recruit from. We need to continue to build and maintain a strong, collaborative coalition to have the greatest impact.

Goals:
1. Promote MVPIP message in off-campus housing areas and businesses where students are likely to frequent.
2. Promote the mission of MVPIP in the community through advertisement and cooperation.

Outcomes:
1. Identify our vital stakeholders within the community and on the campus of Northwest Missouri State University to have a full picture of who we want involved.
2. Create a holistic marketing strategy for our vital stakeholders that focuses on our vision and mission being communicated through paper mediums, social media and t-shirts.
3. Increase the connection between the community and the University by increasing involvement in MVPIP

Strategies:
1. Identify our vital stakeholders within the community and within the Northwest Campus.
   a. Create a list of places our vital stakeholders frequent, then create a list of ways we can recruit them.
2. Create a holistic marketing strategy
a. Identify who is already marketing prevention programs within the community and on the campus?
b. Include creating our image, slogans and goals for our marketing timeline.
   i. Create a unified community and campus prevention messaging strategy.
   ii. Create a contest to create the messaging and image associated with it
c. Utilize social media and well as community media outlets in our efforts
   i. Promote MVPIP at local hangouts, with Civic Organizations, etc.

3. Increase the connection between the community and the University
   a. Conduct a community assessment every 3 years to assess what are the commonalities between the
      Maryville Community and the Northwest Community.
   b. After the assessment is complete, create a town hall meeting to discuss strategies for the issues that
      were identified.

Area #2: Prevention and Addressing Lower Risk Behaviors

Areas/initial goals identified to work for 2015-2017 during the June Planning meeting:

Broad Goal 1: Prevention Team will propose a peer advocate and crisis line program. The program will use peer
educators/advocates to facilitate prevention and educational programming, and to staff a peer crisis line.

Tentative next steps:
   o Research funding sources, with a focus on funding a coordinator position to oversee the
     program.
   o Create peer advocate position descriptions and determine program setup, including supervising
     structure and location.
   o Research recruitment strategies.
   o Create training requirements for advocates.

Broad Goal 2: Increase awareness of common mental health issues among college students, specifically anxiety
and depression, and teach stress management.

Tentative ideas:
   o Targeting protective factors.
   o APA has list of 10 to focus on

Broad Goal 2: Work toward educating Student, Staff, and faculty on how to work with a student in crisis.

Tentative ideas:
   o Do day long trainings on how to identify and assist a student in crisis.
   o Provide food for long trainings to get a greater commitment from the community

<table>
<thead>
<tr>
<th>Proposed Intervention</th>
<th>Action</th>
<th>Who Will Complete?</th>
<th>By When?</th>
<th>Resources Needed?</th>
<th>Barriers/issues to resolve</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1: Create peer advocate and crisis line.</td>
<td>Committee members will split duties.</td>
<td>TBD</td>
<td>Coordinator position, at least part-time</td>
<td>Northwest is awaiting the decision on the OVW grant application that could fully fund this goal.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If funding is secured for a coordinator</td>
<td></td>
<td>Training materials for the peer advocate training, in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program</td>
<td>Awareness</td>
<td>G2: Mental Health Awareness campaign</td>
<td>G3: Student in Crisis Program</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Peer Advocates</td>
<td>Faculty, Staff, and Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2016</td>
<td>Fall 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Materials Peer Educators will need to implement trainings/programs throughout campus</td>
<td>Advertising materials, food, and other things</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>It can be difficult to have Faculty and staff attend trainings during the year.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From 2015-2016:

**Indicators:** We would like to increase the resources available to survivors of sexual assault or misconduct. We are wanting to increase How likely people are to bring up the topic of suicide with someone they think is at risk.

**Goals/outcomes:**

5. The percentage of students who feel it is their responsibility to intervene will increase by 5% to get us to an 95% rate, and from there on will increase 2% per year.
6. Reduce the number of students engaging in risky sexual behavior when consuming alcohol to be at or below the statewide average. MCHBS 2015 Data NW – 18.7% PIP - 15.6%
7. How likely are you to bring up the topic of suicide with someone you think is at risk? Will increase from 68% Likely to Very Likely to 73%.
8. How likely are you to refer someone who tells you they are thinking about suicide to a local resource? Will increase from 86% Likely to Very Likely to 91%.

**Strategies:**

**Individual:**

- Reduce risky behaviors and develop resiliency and coping skills
  - Activity:
    - Collaborate with departments that work closely/regularly with at-risk students, in order to recruit students for the retreat
    - Develop engaging materials that students can take home and refer to when needed
- Increase likelihood that students will seek help for crisis and mental health issues
  - Activity:
    - Encourage faculty to have students attend programming for extra credit
    - Develop engaging peer led programming

**Campus:**

- Conduct ongoing violence prevention programming
  - Activity:
    - Tap interested students and student leaders to be educators/advocates
    - Conduct informational sessions with freshman seminar, Res. Hall Programming, with student organizations. Possibly in conjunction with Green Dot overviews
• Create a marketing plan for crisis line
  o Activity:
    ▪ Contact University Relations/marketing to help create a plan
    ▪ Collaborate with departments (OSI, UPD, etc.) to market the crisis line and education programs
• Educate and increase awareness about mental health issues that are common among students
  o Activity:
    ▪ Peer Education, CAV and Wellness Services staff to conduct presentations about mental health issues. Specifically, anxiety and depression
    ▪ Support programming by student organizations and other campus entities (i.e. I Will Listen)

Community:
• Get community groups involved to help get peer educators/advocates trained and develop retreat programming for at-risk students
  o Activity:
    ▪ Contact schools and community groups (i.e. the Sexual Assault Response Team (SART), Child and Family Center, MPS) and inform them on what we’re doing and seek training assistance

Area #3: Students Engaging in High-Risk Drinking

Areas/initial goals identified to work for 2015-2017 during the June Planning meeting:

High Risk Behavior: - Kevin Hawkins

Broad Goal 1 – Social Norming
Tentative ideas:
  o We want to keep the social media campaign going via postings every Thursday through university affiliated social media sites.
  o Late Night Bites have two a semester and have four total.

Broad Goal 2 - Promoting protective factors.
Tentative ideas:
  o We want to have a water station at football games.
  o We also want to advertise protective measures on 106.7 every Thursday and on the jumbotron during football games.
  o Late Night Bites have two a semester and have four total.

Broad Goal 3: Social Gatherings
  o We feel that we need to inform the students about the consequences of hosting social gatherings.

<table>
<thead>
<tr>
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<th>By When?</th>
<th>Resources Needed?</th>
<th>Barriers/issues to resolve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Station during all home football games.</td>
<td>Kevin Hawkins</td>
<td>9/10,9/26,10/10,10/24,11/7</td>
<td>Staffing the water station</td>
<td>Staffing</td>
</tr>
<tr>
<td>Late Night Bites to have two each semester</td>
<td>Kevin Hawkins</td>
<td>9/18,10/31</td>
<td>People to assist with setup and</td>
<td>Weather</td>
</tr>
<tr>
<td>Ad at sporting event to promote protective behaviors</td>
<td>Kori Hoffmann</td>
<td>September 4</td>
<td>Leaders on campus to volunteer to be on the ad.</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
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</tbody>
</table>

From 2015-2017:

**Indicator:** Students are engaging in high risk drinking off campus, in bars/restaurants and on campus. When they drink the most, Northwest students are consuming alcohol at social gatherings/friend’s house (off campus) (74%), where they live (49%) and at bars/restaurants (42%)(MCHBS 2016)

**Goals:**

Promote Protective Factors: Increase overall use of protective behaviors among students who drink.

6. Q61-79. Increase the number of students who usually or always drink slowly rather than gulp or chug to 64%.
7. Increase the number of students who usually or always drink water while drinking alcohol to 47%. (MCHBS 2016 – 42%).
8. Increase the number of students who usually or always stop drinking at a predetermined time to 35% (MCHBS 2016 – 30%)
9. Increase the number of students who usually or always avoid drinking games to 33%. (MCHBS 2016 – 28%)
10. Increase the number of students who usually or always alternate alcoholic and non-alcoholic drinks to 32%. (MCHBS 2016 – 27%)

**Strategies:**

**Individual:**

- Continue utilizing and developing the BASICS program to work with students with alcohol misuse concerns to promote behavior changes
  - Activity:
    - Train Student Development Coordinator in some of the motivational interviewing techniques to engage students in conversation related to alcohol use at alcohol conduct hearings before behavior rises to the level of being transported for overconsumption.
- Correct misperceptions about peers’ alcohol use
  - Activity:
    - Use social norms marketing campaigns through various methods including social media, posters, and other marketing methods.
- Educate students in regards to safe alcohol use
  - Activity:
    - Promoting standard drink sizes through a variety of means.
    - Alcohol assessments through local counseling center for those students with multiple serious alcohol offenses.

**Campus:**

- Promote Protective behaviors via the Know Your Limit Campaign
  - Activity:
    - Hand out Sam Spady/Alcohol Poisoning Prevention cards, tip cards and other relevant items at Hard Core Safety during advantage week, football games, and other appropriate functions.
    - Utilize social media to spread message on protective factors.
- Work with various campus groups (including, but not limited to Bearcat Peer Educators, Residential Life staff, etc.) to implement activities which promote responsible drinking behaviors among students who choose to drink, or encourage students not to drink at all (i.e. educational activities, etc.).
  - Activity:
    - University Police will collaborate with various groups to implement these activities through a variety of methods.
- Educate gatekeepers (esp. Res. Life and Greek Life leaders) about the dangers of alcohol poisoning and appropriate response protocol
  - Activity:
    - Work with University Police and Wellness Services staff to provide comprehensive training
    - Educate that, overall, the Northwest campus is concerned first with safety and well-being then policy violations (Amnesty Provision)
- Host late night activities and events as an alternative to drinking. Attempt to focus activities on nights where high-risk drinking might be more prevalent (e.g. Homecoming, weekends, etc.)
  - Activity:
    - Work with the Student Activity Council (SAC) and other student organizations to increase the number of late night events and attendance at events. Begin tracking attendance to set goals for increased attendance in subsequent years.

### Binge Rates – 2-hour Binge Rate (All) (2001-2015)

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<td>17.0</td>
<td>51.8</td>
<td>14.9</td>
<td>0.8</td>
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<tr>
<td>NCHA 2011</td>
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<td>12.7</td>
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<td>18.1</td>
<td>18.5</td>
<td>52.3</td>
<td>10.4</td>
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</table>

### Recommendations for Improvement

Broad recommendations for the institution to consider addressing during the next biennium:

1. Continue to work on centralization of data and reports specific to drug and alcohol use/abuse. This will help guide prevention efforts of MVPIP and other departments involved.
2. Consider and potentially implement pre-matriculation education for incoming freshman so they have a baseline understanding of alcohol and the potential impact it can have on their success.
3. Increase community engagement through MVPIP, Town Hall meetings, and general outreach.
4. Establish specific goals that address the root causes of irresponsible decision making based on the data we collect through the NCHA and MCHBS and use the ecological approach to address these.
5. Continue to increase education to the entire campus community—administration, faculty, student leaders, etc.—about the impact that alcohol has on student success, retention, and graduation rates.

### Goals and objectives for next biennium:

MVPIP has established a strategic plan that will guide AOD programming for the next biennium period. This strategic plan can be seen in its entirety in Appendix F. In addition, AOD programming information (which includes historical information on goals, outcomes, etc. for the previous biennium period) can be viewed in Appendix F.

### AOD Certification

AOD Certification, signed by Dr. John Jasinski (President, Northwest Missouri State University) can be seen in Appendix H of this document.
Conclusion

A comprehensive review of Northwest Missouri State University’s Drug and Alcohol program reveals that the University is in compliance with all federal regulations. Overall, we were successful in improving our efforts to address alcohol and other drugs on the Northwest campus. Though we have some goals and objectives left to achieve, we are excited about the strides we made, and are committed to continuing our work toward achieving all goals and objectives set forth.

Northwest is doing well with the policies and programs/interventions we have in place. We cover a variety of populations and topics with our efforts. As the University’s alcohol policies have been revised, we continue to assess enforcement of the policies, and work toward greater communication about the programs/interventions that are offered. We know that by continuing to collaborate, we will be able to sustain and improve our efforts with alcohol and other drug prevention.

Over the next biennium period we will work to build relationships with key stakeholders, streamline data collection and analysis, and consider best practices in prevention programming and intervention strategies. With a comprehensive and collaborative approach, we are certain that we will continue to be in compliance with the federal regulations. Through these efforts, we will collectively have a positive impact on the health and wellness of our campus community.
Appendix A

University Police Annual Security and Fire Safety Report
2015 Combined Annual Security and Annual Fire Safety Report

Dear Northwest Community,

Northwest Missouri State University is committed to providing stakeholders of the campus community and visitors with the safest and most secure environment possible. This cannot be achieved without the awareness and cooperation of the community members who live, study, work, and visit our campus. The Northwest campus in Maryville is served by the Northwest Missouri State University Police Department, a state-commissioned law enforcement agency.

To fulfill the Northwest Missouri State University Police Departments Pillars of Success, a community policing approach is taken. All University Police officers’ time is maximized on patrol activities and interacting with members of the campus community. Safety-related educational programming is conducted on a frequent basis in order to inform the campus community of crime prevention strategies and techniques that will enable them to prevent and/or report crime. Partnerships have been created with local, state, and federal police agencies in order to offer all within the community a multitude of services and ensure a timely response.

The following Combined Annual Jeanne Clery Security Report and Fire Safety Report has been prepared to increase your awareness of crime and the current programs that exist to assist you in protecting your safety and well-being. The information contained within this report, unless otherwise noted within a specific policy, applies to the Northwest Missouri State University main campus located in Maryville, the Kansas City Center branch campus in Kansas City, Missouri, and the St. Joseph Center branch campus in St. Joseph, Missouri (During the 2013 reporting period the Kansas City Center was located in Liberty, Missouri). We hope that this publication proves helpful and informative.

Sincerely,

Clarence Green
Chief, University Police Department
**PILLARS OF SUCCESS**

Everything we do is guided by a set of Pillars that define our commitment; they have been at the core of University Police since its inception. These enduring Pillars are the shared convictions that we bring to every situation to ensure a safe and secure environment.

**Stakeholders**

We are dedicated to serving all and we take our responsibilities seriously with integrity and care. We are passionate about improving the lives of those we serve and we listen and communicate the “why” to develop trust, confidence, and respect. We connect and foster lifelong relationships that impact the lives of our stakeholders.

**Members**

Together, we embrace diversity and hold ourselves to the highest standard. Everyone will support and empower each other while functioning as a team. We value autonomy and decision making by developing members who are committed to providing knowledgeable, professional, and innovative services.
ANNUAL CAMPUS SECURITY REPORT

The University Police Department has been designated as the department responsible for compiling and publishing the University’s Annual Security and Fire Safety Report. This document is intended to serve as such, as required by the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The purpose of the report is to provide information about security on campus to include: campus and community crime statistics, fire statistics and safety information, safety tips, resource phone numbers and a brief overview of the many services the University provides. A map of the main campus can be found at: www.nwmissouri.edu/police/index.htm. Keep this information where it can be easily located, as it serves as a useful source of information.

Information for this report is compiled from reports provided by Campus Security Authorities including, but not limited to, the Office of Student Affairs, Health and Safety Manager, Residential Life, Director of Student Conduct and Development, and campus organization advisors. Statistics are also compiled from law enforcement agencies in jurisdictions that Northwest owns, leases or controls property or those with jurisdiction on adjacent property. Information for the main campus in Maryville was obtained from the Maryville Public Safety Department and Nodaway County Sheriff’s Department. Information for the Kansas City Center was obtained from the Kansas City Police Department and Metropolitan Community College Police Department. Information for the St. Joseph Campus was obtained from the St. Joseph Police Department.

Northwest is committed to providing members of the campus community and visitors with the most safe and secure environment possible. However, even the most extensive initiatives cannot succeed without the awareness and cooperation of the community members who work, study, and live on campus.

SECURITY ON CAMPUS

Located in the Support Service Building on the north side of the main campus, University Police is staffed with state-certified and trained commissioned police officers with the same authority to maintain order, preserve peace, investigate crimes, and make arrests as other state-certified officers. The department enforces federal, state, and local, in addition to University policies and procedures. University Police operates 24 hours a day, 365 days a year. University Police officers have jurisdiction and respond to incidents on the immediate campus in Maryville, Missouri, and property owned or leased by Northwest. University Police does not respond to crimes occurring on the St. Joseph or Kansas City campuses. All crimes occurring on the St. Joseph campus should be reported to the St. Joseph Police Department. All crimes occurring on the Kansas City campus should be reported to the Metropolitan Community College Police on the Maple Woods campus.

University Police works closely with the Maryville Public Safety Department, Nodaway County Sheriff’s Department, the Missouri State Highway Patrol and other state and federal law enforcement officials. These agencies routinely exchange crime-related
reports and statistics. University Police and Maryville Public Safety does have a written 
memorandum of understanding that authorizes all University Police Officers to enforce 
municipal ordinances on campus and within the City of Maryville. University Police 
does not have a written memorandum of understanding with any of these departments for 
the investigation of criminal incidents, as University Police has responsibility and 
authority to conduct all criminal investigations for crimes that occur on Northwest 
owned, leased, or controlled property.

University Police operates under the principle that every person has the right to access the 
system and to seek redress of personal wrongs. There shall be public disclosure of policy 
and openness on matters of public interest. The contributions the University Police 
personnel make to this process are best served by an ongoing dialogue, mutual respect, 
fairness, and courteous treatment of persons in the campus community. Staff members 
are accountable to the community and are expected to conform to community standards 
and expectation. Review systems are in place to ensure that personnel are flexible, 
independent thinkers, and are tolerant of various public attitudes and different types of 
behaviors. Every reasonable effort is made to resolve conflicting interpersonal situations 
by discussion and reason.

**DAILY CRIME/FIRE LOG**
University Police maintains a written, easily understood Daily Crime/Fire Log that 
records, by the date the crime was reported, any crime that occurred on campus, on a 
non-campus building or property, on public property, or within the established 
jurisdiction of the campus and was reported to the department where an official police 
report was taken. This log includes the nature, date, time, and general location of each 
crime, and the disposition of the complaint, if known. This log does not include reports 
made to other agencies. It is the duty of University Police command personnel to prepare 
this report in a timely manner so the community and media have access to the 
information. The log is available at University in the Support Service Building from 9 
a.m. to 4 p.m., Monday through Friday, excluding holidays. Please note that the 
University Police Department crime has been created using state definitions which may 
not correspond to federal definitions and therefore the crime log may not correspond with 
Clery statistics.

**REPORTING A CRIME**
Community members, students, faculty, staff, and visitors are encouraged to report all 
crimes and public safety-related incidents to the University Police Department in a timely 
manner. Sexual violence crimes may also be reported to the Title IX and ADA/504 
Director (all crimes reported to the Title IX office are immediately shared with the 
University Police Department to assess for a Timely Warning). University Police 
encourages the accurate and prompt reporting of all crimes. To report a crime or an 
emergency at Northwest’s main campus, call 660.562.1254. The University Police 
Department is located in the Support Service Building. Communication personnel and 
police officers are available at University Police 24 hours a day to answer calls. In 
response to a call, University Police take the required actions, either by dispatching an 
officer or asking the victim to report to the University Police Department to file an
incident report. Most University Police Department incident reports are forwarded to the Director of Student Development and Conduct for review and referral to the Student Judicial System for potential action. Investigators investigate a report when it is deemed appropriate.

To report a crime or an emergency on the Kansas City campus, call 816.604.1200 or 911.

To report a crime or an emergency on the St. Joseph campus, call 816.271.4777 or 911.

Information Police Will Want to Know When You Call:

- Where:
  - Where are you now?
  - Where did the crime happen?
  - If the suspect(s) are gone, where did they go? In what direction?
  - Did they use a car or some other transportation? Did you get the license plate information?

- What:
  - What exactly happened or is happening? Describe the situation in complete detail.
  - What are the suspect(s) physical characteristics? (sex, height, weight, hair color, race, etc.)
  - What was the suspect wearing?

- When:
  - When did the crime happen? Is it still in progress?

- Who:
  - Who are you? What phone number are you calling from?

Do not hang up the phone until the dispatcher tells you to do so. You may be put on hold while the dispatcher contacts emergency responders.

If a sexual assault or rape should occur on the main campus, staff on the scene, including University Police, will offer the victim a wider variety of services. Northwest has trained sexual assault advocates who are on-call and available to assist a victim of sexual assault 24 hours a day. Contact University Police at 660.562.1254 to activate this service.

REPORTING CRIME OFF-CAMPUS

If a crime does occur off the main campus, contact Maryville Public Safety immediately at 660.562.3209 or 911, St. Joseph contact 816.271.4777 or 911 for police, and Kansas City contact 816.604.1200 or 911 for police. If an off-campus law enforcement agency is contacted about criminal activity occurring off campus involving Northwest students, University Police may not be notified.

Northwest has several officially recognized student organizations that have housing facilities “off-campus.” These facilities are privately owned houses within the Maryville city limits, and local police respond to and address criminal behavior occurring at these
facilities. Typically, University Police does not respond to and/or is not immediately notified of situations at these houses.

CONFIDENTIAL REPORTING
If you are the victim of a crime and do not want to pursue action within the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a University Police officer can file a report on the details of the incident without revealing your identity. If you are located at the St. Joseph and/or Kansas City campus please contact University Police at the main campus. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University 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, and when they involve allegations of sexual harassment (including sexual violence) they are made available to the University Title IX Coordinator. Reporting procedures applicable to allegations of sexual assault are further discussed later in this report.

A confidential report can also be submitted at the following site: https://cm.maxient.com/reportingform.php?NorthwestMOStateUniv&layout_id=4

PASTORAL AND PROFESSIONAL COUNSELORS
As detailed in the Clery Act, the mental health services provided by professional and pastoral counselors are confidential, therefore, campus counselors providing mental health services and support do not report crimes to University Police. Northwest counselors provide support and information to victims about other community services available to them as well as the procedures for reporting crimes to University Police. The St. Joseph and Kansas City campuses do not provide pastoral or professional counseling.

TIMELY WARNING
“Timely warnings” are provided to the community in the event of a reported crime, either on campus or off that is received within 72 hours of the incidence occurrence that, in the judgment of the Police Chief or a designee, constitutes an ongoing or continuing serious threat to the University community. The University President and other senior leaders are consulted prior to issuance of a timely warning. The warnings are generally written by the Police Chief or a designee, and they are typically distributed to the community via email and text message to anyone who has a Northwest email address given by the Office of University Marketing and Communications. Updates about any particular case resulting in a timely warning are normally distributed via email. To sign up for text messaging, please utilize the following link: http://www.nwmissouri.edu/alert/index.htm Alert posters are posted by University Police in campus buildings when deemed necessary. When safety and security alerts are posted in campus buildings, they are printed on orange paper and posted in the lobby/entrance areas of the affected buildings for seven days.
Timely warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault, sex offenses and other Clery crimes are considered on a case-by-case basis, depending on the facts of the case and whether there is a continuing danger to the campus community. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Northwest community members and a timely warning would not be distributed. If an assault occurs on campus and the perpetrator has not been located and the facts of the case indicate the perpetrator possess a threat, a timely warning will be sent. The University Police Chief or designee reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a timely warning is warranted. Timely warnings may also be posted for other crime classifications, as deemed necessary.

All timely warnings issued by Northwest will not include the names of victims.

This policy also applies to the campuses located in St. Joseph and Kansas City.

MISSING STUDENT NOTIFICATION
If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify University Police at 660.562.1254. University Police will generate a missing person report and initiate an investigation.

After investigating the missing person report, should University Police determine that the student is missing, University Police will notify the Maryville Public Safety Department and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, University Police will notify the student’s parent or legal guardian immediately after University Police has determined that the student has been missing.

All students have the ability to register within the CatPaws system an emergency contact person whom they would like to be contacted in an event of a campus emergency. Students may name missing persons emergency contacts who are different from their general University emergency contact. If a student has identified such an individual, University Police will notify that individual no later than 24 hours after the student is determined to be missing. A student’s confidential emergency contact information will only be accessible by authorized campus officials and law enforcement as appropriate in furtherance of a missing person investigation.

FIREARMS/WEAPONS POLICIES
Weapons: e.g., guns, switchblades or other knives (deemed to be dangerous or illegal), hunting bows, or explosives or other items which can be construed as weapons, such as paintball/air-soft, are not permitted on the Northwest campus. Carrying of a concealed weapon is prohibited on the Northwest campus. A violation of this policy is considered a
serious offense and will be referred to the Student-Faculty Discipline Committee for adjudication. Student owned weapons are stored at University Police and are accessible to those students 24 hours a day, seven days a week. Weapons are checked into a private storage unit that is registered to the student. An officer accompanies students to and from their vehicle. Weapons must immediately be taken off campus once picked up and immediately returned to University Police once brought back to campus. Storage of weapons does not apply to the students at St. Joseph and/or the Kansas City campus.

INFORMATION ON REGISTERED SEX OFFENDERS FOR NODAWAY COUNTY
To obtain a list of currently registered sex offenders who work or attend school at Northwest, please contact the Nodaway County Sheriff’s Department. A copy of the list of registered sex offenders can be issued for a fee set by the Sheriff. The Nodaway County Sheriff’s Department is located at 404 N. Vine, Maryville, Missouri. To make inquiries about individuals residing outside of Nodaway County (St. Joseph/Kansas City campus), please check the Missouri State Highway Patrol website at www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html.

REPORTING RESULTS OF DISCIPLINARY PROCEEDINGS TO VICTIM
Upon written request, the University will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by this institution against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

ACCESS TO CAMPUS FACILITIES
The Northwest Missouri State University main campus in Maryville maintains academic and administrative facilities that are generally open to the public. They are open to the public during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Access to some of the buildings is controlled by electronic access after normal business hours, and all buildings have varied levels of access. Schedules for facilities fluctuate and are available by contacting the specific building. University Police patrol academic and administrative facilities.

The Kansas City campus has open access to those attending courses. Visitors are asked to sign in at the main desk within the facility. Electronic access control systems are utilized externally and internally.
The St. Joseph campus has limited access to those attending courses. Visitors are asked to sign in at the main desk within the facility. Commercial-grade hardware is used to secure all internal and external areas.

**Residence Hall Doors:** All exterior residential halls are locked 24/7. Student room doors are secured with commercial-grade hardware. Each student living in a residential hall is assigned an individual exterior electronic key fob and access code. These keys and code should not be shared with others: duplication is not permitted. Access to residence halls is restricted to residents, their guests, and other approved members of the University community.

Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their key fob and access code. University Police officers and student security patrol the residence halls. Residential hall staff also enforce security measures in the halls and work with residents to achieve a community of individual and group rights and responsibilities. Residential hall staff and University Police also conduct periodic educational sessions on prevention of various crimes, including sexual assault and acquaintance rape.

The Kansas City campus and St. Joseph campus do not have on-campus housing facilities for students.

**MAINTENANCE OF CAMPUS FACILITIES**
Landscaping and outdoor lighting on campus are frequently surveyed and modified for pedestrian safety and security. Campus facilities and landscaping personnel trim shrubs from sidewalks, walkways, and building entrances to enhance lighting and visibility. Campus walkways are inspected regularly to ensure adequate lighting and replacement of burned-out lights.

**EDUCATION OF MEMBERS OF THE UNIVERSITY COMMUNITY**
Campus security, emergency procedures, and fire safety procedures are discussed during new student orientation (via a program titled Helping Bearcats Succeed). University Police, Wellness Center, Office of Student Affairs, Residential Life, and the Title IX Coordinator participate in forums, town hall meetings, and programs in residence halls to address students to explain University security, public safety, and fire safety measures and procedures. Security awareness and emergency procedures information is also offered to all incoming international students and employees.

Orientation programming includes information about services such as Safe Rides, security escorts, sexual/relationship violence, alcohol and drug policies, emergency procedures, and general safety. The mobile app is shared as well as information on weapons storage and self-defense courses.

Crime prevention and sexual/relationship violence prevention programs are offered on an ongoing basis. These sessions are provided by staff of University Police, Wellness Services, and the Office for Equity and Accessibility. Additional crime prevention
awareness sessions to educate the campus community about personal safety, services offered, and keep them informed of crime prevention strategies. Information is also disseminated via brochures, University Police website, and social media.

The above information does not apply to the St. Joseph and Kansas City campus.

**CRIME PREVENTION**

The key to preventing crime is awareness, which is best achieved through education. At Northwest, several areas (including University Police, Residential Life, Personal Development and Counseling, and student organizations) work together to help students, faculty, and staff take responsibility for their own safety.

Both the Residential Life Office and University Police provide educational materials and programs to the University community throughout the year. Students are encouraged to participate in Operation ID and other similar programs. Specific policy issues and problems are routinely addressed at residence hall floor meetings, hall council and RHA meetings, or in the student newspaper. Through these efforts, community members are encouraged to care not only for themselves, but for each other.

As part of their patrol responsibilities, University Police officers report repairs needed for exterior lighting. Students and staff are also asked to report exterior lighting deficiencies or other needed repairs. To improve nighttime visibility, trees, shrubs, and other vegetation on campus are trimmed. Surveys of campus facilities, including lighting, are conducted periodically by a campus lighting committee composed of Student Senate members.

Most exterior doors on campus buildings are locked and secured each evening by the building’s staff members, custodial, or maintenance crews. Users of campus buildings are instructed not to compromise security by propping open the doors. During the late night hours, student patrol teams and University Police officers provide random patrol of campus buildings and parking lots.

Students in residential halls receive programs and handouts on security. Through these programs and handouts, it is emphasized that the room key is the basic means of security. Students are encouraged to lock their room doors at all times. Students are also encouraged to report problems to University Police and to help improve security on campus.

**Crime Prevention Tools Offered by University Police:** University Police utilizes all staff members for crime prevention programming. A part of the department’s Pillars of Success is to educate Northwest stakeholders about safety. Knowing how to protect yourself and being aware of your environment are the best ways to prevent yourself from becoming a victim. University Police offers several programs centered on preventing crimes. All programs are free to anyone affiliated with the University and include:

*Escort Service*
Operation ID
Security Survey
Self Defense Training
Bicycle Registration
Personal Safety
Drug Awareness
Van Safety Training
Weapons Storage
Hard Core Safety
Property Registration

Programs are presented on a requested basis. To request a program, please complete the following request form located at:
http://www.nwmissouri.edu/police/programs/request.htm

Facebook and Twitter: Information on safety, programs, events, and new initiatives are regularly shared with the University community through various social networking sites including Facebook and Twitter. Anyone can join the University Police groups.

Your Role: A high percentage of campus crimes are incidents of opportunity. Often students contribute to situational crimes by needlessly placing themselves or their property at risk. Crime will occur wherever there is opportunity, but prevention efforts can be effective in reducing these opportunities. You play an essential role in crime prevention efforts. Be cautious, careful, and alert to your own safety as well as others; protect your possessions and University property.

A secure environment is made possible through community involvement in crime prevention. The purpose of community crime prevention is simple: to help you recognize your own vulnerability to crime and reduce your risk through preventive action and cooperation with the police.

Theft is the most common crime on the Northwest campus. Most thefts occur during the daylight hours, and thieves enter the structure without forced entry. In your residence area, always secure your doors.

SAFETY TIPS
There are no guarantees against becoming a victim. Assailants select their victims based upon the assailant’s desires – they seek an opportunity.

The following are suggestions that will help reduce the opportunity and make you less vulnerable.

1. Know the environment:
   • Know the University Police phone number – 660.562.1254, St. Joseph Police Department 816.271.4777, Kansas City Metropolitan Community College Police Department 816.604.1200.
• Stay in well-lit areas
• Know where you can go for help

2. Reduce the time you spend alone:
• Walk with a friend
• Lock the doors to your room or apartment.

3. Plan what you will do if confronted by a potential assailant:
• Will you scream, run, fight
• Only you can make the decision should you find yourself in a situation

Colleges and university campuses, like any busy neighborhood, are not exempt from crime. But, students, faculty, and staff can make this special community a safe place to live, learn, and work by taking sound precautions, being alert, and looking out for others.

Home and Residential Halls
• Lock all doors and windows, even if you are just going down the hall for a few minutes.
• In over half of all reported rapes, women know their attackers. Be wary of bringing casual acquaintances into your living space.
• Take care of your keys/fobs; do not give anyone the opportunity to duplicate them.

Cellular Phone Tips
• Be suspicious of surveys or wrong number calls, and do not divulge your name and address.
• Hang up immediately on obscene phone callers.
• Never reveal that you are home alone.
• Do not respond to obscene text messages.

Safety While Driving
• Lock your doors and windows when you are leaving your car, whether it be for a few minutes or several hours.
• Park in well-lit areas and try not to walk alone in parking areas at night.
• Store valuables out of sight and lock them in the trunk when the car is parked.
• If your car breaks down in an isolated area, raise the hood. Stay in the locked car. If someone stops to help, ask them to make a phone call for you. Sound the horn if threatened.
• Never pick up hitchhikers.
• Do not text and drive.

If Someone Tries to Assault You
• Stay as calm as possible.
• Evaluate your options.
• Try to get an accurate description of an assailant’s appearance, what was said, or anything else that would assist authorities.
• If you are robbed, threatened, or raped, call University Police at the main campus 660.562.1254 or 911 immediately if you are at the St. Joseph or Kansas City campus. You may prevent someone else from becoming a victim.

**Off-Campus Living:** Apartment complexes, multifamily dwellings, and duplexes pose unique security problems. Because of the temporary nature of many residents that rent/lease property, you need to make an extra effort to be aware of your surroundings. All the good crime prevention tips taught to those living in residence halls apply to those living off campus also.

Often apartment complexes have problems with auto thefts and burglaries. There are several measures that you can take to help prevent this from happening to you:

• Always lock your vehicle.
• Always remove your keys from the vehicle, and never hide a key. The thief knows all the places to look.
• Always remove valuables from your vehicle.

**Good Security Habits (All changes to property you are renting should be in writing to the landlord)**

• Re-key locks when moving into a previously rented residence or after keys have been lost or stolen.
• Deadbolt locks should be on all exterior doors.
• Install locks or protective devices on windows.
• Make sure shrubbery is trimmed away from entryways and windows.
• Light all entryways.
• Have mail and newspapers stopped or picked up each day when you are gone on breaks.

**Identity Theft Prevention:** Do not give out Social Security Numbers, Student ID numbers, computer password information, credit card numbers, and bank account numbers over the phone or electronically unless you initiate the call and the person or site that you are responding to. Never give this information to a stranger, even one claiming to be from your bank or Northwest. Do not write your personal identification numbers down; memorize them. Refrain from printing your Social Security Number or credit card number on your checks.

If you suspect that you are a victim of identity theft, contact University Police immediately at the main campus and the local law enforcement agency in St. Joseph or the Kansas City campus. Call banks to report lost or stolen checks, credit cards, and debit cards. Contact University Police immediately if you lose your Bearcat Card in order to prevent use if you are at any of Northwest campuses.

Review your credit report periodically by contacting one of the major credit reporting companies. As part of the federal Fair Credit Reporting Act, you are entitled to an annual free credit report from each of the three nationwide consumer reporting agencies through [www.annualcreditreport.com](http://www.annualcreditreport.com) or by calling 1.877.322.8228.
Policies, Procedures and Programs Related to Various Sex-Related Offenses, including Sexual Assault, and Domestic Violence, Dating Violence, and Stalking

Consistent with the requirements of Title IX of the Education Amendments of 1972, the Clery Act, and the Violence Against Women Act (“VAWA”), the University prohibits discrimination based on sex in its educational programs and activities, including sexual harassment, and acts of domestic violence, dating violence, sexual violence (including sexual assault) and stalking. The University also prohibits any retaliation, intimidation, threats, coercion or any other discrimination against any individuals exercising their rights or responsibilities pursuant to these laws and institutional policy. The University’s Title IX: Non-Discrimination and Anti-Harassment Policy is used to address complaints of this nature. This policy and the procedures for filing, investigating and resolving complaints for violations of that policy may be found at http://www.nwmissouri.edu/facts/titleix.htm.

The following discusses the University’s educational programs to promote the awareness of domestic violence, dating violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

Primary Prevention and Awareness Program

The University conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. In it they are specifically advised that the University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. In that regard, they are informed of the following definitions that apply within the state of Missouri:

- **Dating Violence**: The institution has determined, based on good-faith research, that Missouri law does not define the term dating violence.

- **Domestic Violence** (Mo. Rev. Stat. §§ 455.010(5) and 455.010 (7)): Abuse or stalking committed by a family or household member, as such terms are defined in Mo. Rev. Stat. § 455.010. "Family" or "household member", spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.

  - Additionally, Missouri law defines the term “Domestic Assault” (Mo. Rev. Stat. §§ 565.072 to 565.074):
- A person commits the crime of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a family or household member, including any child who is a member of the family or household, as defined in section 455.010.

- A person commits the crime of domestic assault in the second degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010, and he or she:
  1) Attempts to cause or knowingly causes physical injury to such family or household member by any means, including but not limited to, by use of a deadly weapon or dangerous instrument, or by choking or strangulation; or
  2) Recklessly causes serious physical injury to such family or household member; or
  3) Recklessly causes physical injury to such family or household member by means of any deadly weapon.

- A person commits the crime of domestic assault in the third degree if the act involves a family or household member, including any child who is a member of the family or household, as defined in section 455.010 and:
  1) The person attempts to cause or recklessly causes physical injury to such family or household member; or
  2) With criminal negligence the person causes physical injury to such family or household member by means of a deadly weapon or dangerous instrument; or
  3) The person purposely places such family or household member in apprehension of immediate physical injury by any means; or
  4) The person recklessly engages in conduct which creates a grave risk of death or serious physical injury to such family or household member; or
  5) The person knowingly causes physical contact with such family or household member knowing the other person will regard the contact as offensive; or
  6) The person knowingly attempts to cause or causes the isolation of such family or household member by unreasonably and substantially restricting or limiting such family or household member's access to other persons, telecommunication devices or transportation for the purpose of isolation.
• Stalking (Mo. Rev. Stat. § 565.225):
  - A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person.
  - A person commits the crime of aggravated stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person, and:
    1) Makes a credible threat; or
    2) At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or
    3) At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or
    4) At any time during the course of conduct, the other person is seventeen years of age or younger and the person harassing the other person is twenty-one years of age or older; or
    5) He or she has previously pleaded guilty to or been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim.

• Sexual Assault (Mo. Rev. Stat. § 455.010(1)(e)): Causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person’s consent.
  - For purposes of the Clery Act, the term “sexual assault” includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Missouri law are as follows:

  ! Rape (Mo. Rev. Stat. §§ 566.030.1 and 566.032.1):
    o A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim’s knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.
    o A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so with that person’s consent.
• Fondling: The institution has determined, based on good-faith research, that Missouri law does not define the term fondling.

• Incest (Mo. Rev. Stat. § 568.020.1): A person commits the crime of incest if he marries or purports to marry or engages in sexual intercourse or deviate sexual intercourse with a person he knows to be, without regard to legitimacy:
  1) His ancestor or descendant by blood or adoption; or
  2) His stepchild, while the marriage creating that relationship exists; or
  3) His brother or sister of the whole or half-blood; or
  4) His uncle, aunt, nephew or niece of the whole blood.

• Statutory Rape (Mo. Rev. Stat. §§ 566.032.1 and 566.034.1):
  o A person commits the crime of statutory rape in the first degree if he has sexual intercourse with another person who is less than fourteen years old.
  o A person commits the crime of statutory rape in the second degree if being twenty-one years of age or older, he has sexual intercourse with another person who is less than seventeen years of age.

  Other crimes under Missouri law that may be classified as a “sexual assault” include the following:

• Sodomy (Mo. Rev. Stat. §§ 566.060.1 and 566.061.1):
  o A person commits the offense of sodomy in the first degree if he or she has deviate sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.
  o A person commits the offense of sodomy in the second degree if he or she has deviate sexual intercourse with another person knowing that he or she does so without that person's consent.

• Statutory Sodomy (Mo. Rev. Stat. §§ 566.062.1 and 566.064.1):
  o A person commits the crime of statutory sodomy in the first degree if he has deviate sexual intercourse with another
A person who is less than fourteen years old. A person commits the offense of sodomy in the second degree if he or she has deviate sexual intercourse with another person knowing that he or she does so without that person's consent.

- A person commits the crime of statutory sodomy in the second degree if being twenty-one years of age or older, he has deviate sexual intercourse with another person who is less than seventeen years of age.

**Sexual misconduct (Mo. Ann. Stat. §§ 566.093.1 and 566.095.1):**

- A person commits the offense of sexual misconduct in the first degree if such person:
  1) Exposes his or her genitals under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm;
  2) Has sexual contact in the presence of a third person or persons under circumstances in which he or she knows that such conduct is likely to cause affront or alarm; or
  3) Has sexual intercourse or deviate sexual intercourse in a public place in the presence of a third person.

- A person commits the offense of sexual misconduct in the second degree if he or she solicits or requests another person to engage in sexual conduct under circumstances in which he or she knows that such request or solicitation is likely to cause affront or alarm.

**Sexual abuse (Mo. Ann. Stat. §§ 566.100.1 and 566.101.1):**

- A person commits the offense of sexual abuse in the first degree if he or she subjects another person to sexual contact when that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion.
- A person commits the offense of sexual abuse in the second degree if he or she purposely subjects another person to sexual contact without that person's consent.

- Consent (as it relates to sexual activity)(Mo. Rev. Stat. § 556.061(5)): Consent or lack of consent may be expressed or implied. Assent does not constitute consent if:
  
  a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
b) It is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
c) It is induced by force, duress or deception.

In addition to the definition of consent under Missouri law, the University uses the following definition of consent for the purpose of determining whether a violation of its Title IX: Non-Discrimination and Anti-Harassment Policy has occurred:

- Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.
  - If coercion, intimidation, threats, and/or physical force are used, there is no consent.
  - If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
  - If a person is asleep or unconscious, there is no consent.
  - Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
  - Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

The PPAP includes instruction on risk reduction, including how to avoid becoming a victim and the warning signs of abusive behavior, the recognition of which will help mitigate the likelihood of perpetration, victimization or bystander inaction. Such information includes the following:

**Bystander Intervention Information**

Be an intervener! Stop these incidents before they occur, and talk to your friends about it so that they will intervene as well!

1. **Notices the Incident**
   Bystanders first must notice the incident taking place. Obviously, if they don’t take note of the situation there is no reason to help.

2. **Interpret incident as an emergency**
   Bystanders also need to evaluate the situation and determine whether it is an emergency—or at least one in which someone needs assistance.
3. Assume Responsibility
Another decision bystanders make is whether they should assume responsibility for giving help. One repeated finding in research studies on helping is that a bystander is less likely to help if there are other bystanders present. When other bystanders are present responsibility for helping is diffused. If a lone bystander is present he or she is more likely to assume responsibility.

4. Attempts to Help
- Whether this is to help the person leave the situation, confront a behavior, diffuse a situation, or call for other support/security.
- The best way bystanders can assist in creating an empowering climate free of interpersonal violence is to diffuse the problem behaviors before they escalate.
- Educate yourself about interpersonal violence AND share this info with friends.
- Confront friends who make excuses for other peoples abusive behavior
  - Speak up against racist, sexist, and homophobic jokes or remarks.

Tips for Intervening in a situation potentially involving sexual assault, relationship violence, or stalking (additional information can be found on the Green Dot website: http://www.nwmissouri.edu/wellness/greendot/index.htm)
- Approach everyone in a non-judgmental way
- Do not be antagonistic
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary
- Keep yourself safe
- If things get out of hand or become too serious, contact the police

Warning Signs of an Abusive Person
This is a list of behaviors that are seen in people who abuse their partners. An abuser may exhibit only a few of these behaviors, but they may be quite exaggerated.

- Past abuse
  - An abuser may say, "I hit someone in the past, but she made me do it." An abusive person who minimizes what happened with a previous partner is likely to be violent with their current partner. Abusive behavior does not
just go away; long-term counseling and a sincere desire to change are necessary.

- **Threats of violence or abuse**
  Threats can involve anything that is meant to control the victim. For example, "I'll tell your parents about your drug use if you don't do what I want." Healthy relationships do not involve threats, but an abusive person will try to excuse this behavior by saying that "everybody talks like that."

- **Breaking objects**
  An abuser may break things, beat on tables or walls or throw objects around or near the victim. This behavior terrorizes the victim and can send the message that physical abuse is the next step.

- **Use of force during an argument**
  An abuser may use force during arguments, including holding the victim down, physically restraining the victim from leaving the room, and pushing and shoving. For example, an abuser may hold a victim against the wall and say, "You're going to listen to me."

- **Jealousy**
  An abuser will say that jealousy is a sign of love. In reality, jealousy has nothing to do with love. It is a sign of insecurity and possessiveness. An abuser may question the victim about whom they talk to or be jealous of time spent with other people. As the jealousy progresses, the abuser will call the victim frequently, stop by unexpectedly or monitor the victim's activities.

- **Controlling behavior**
  An abuser will claim that controlling behavior is out of concern for the victim's welfare. They will be angry if the victim is late and will frequently interrogate the victim. As this behavior gets worse, the abuser will control the victim's appearance and activities.

- **Quick involvement**
  An abuser will often pressure someone to make a commitment after a very short amount of time. The abuser comes on quickly, claiming "love at first sight," and will tell the victim flattering things such as "You're the only person I could ever love."
• **Unrealistic expectations**
  The abuser is dependent on the victim for everything and expects perfection. The victim is expected to take care of everything for the abuser, particularly all emotional support. The abuser will say things like, "You're the only person I need in my life."

• **Isolation**
  The abuser will attempt to diminish and destroy the victim's support system. The abuser will accuse people who are close to the victim of "causing trouble."

• **Blames others for problems**
  Abusers will rarely admit to the part they play in causing a problem. She will blame the victim for almost anything that goes wrong.

• **Blames others for their feelings**
  An abuser will tell the victim, "I hurt you because you made me mad," or "You're hurting me when you don't do what I ask." Blaming the victim is a way of manipulating them and avoiding any responsibility.

• **Hypersensitivity**
  An abuser can be easily insulted. The slightest setbacks are seen as personal attacks. An abuser will rage about the everyday difficulties of life as if they are injustices -- such as getting a traffic ticket or not doing well on an exam.

• **Cruelty to animals or children**
  An abuser may brutally punish animals or be insensitive to their pain or suffering. Pets can be used to control the victim or to emotionally abuse them.

• **Rigid sex roles**
  Male abusers often expect women to serve and obey them. They view women as inferior to men and believe that a woman is not a whole person without a relationship with a man.

• **Jekyll-and-Hyde personality**
  Explosiveness and mood swings are typical of abusers, and these behaviors are related to other traits such as hypersensitivity. This is not always a sign of mental health problems but may be a way of controlling the victim by being unpredictable.
Help Reduce Your Risk and Avoid Potential Attacks

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, and how to avoid potential attacks.

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Contact Wellness Services and request to meet with a counselor for support.
2. Look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners.
3. Consider getting a protective order.
4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
5. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From RAINN)

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- It’s okay to lie. If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it’s okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened.
- Be a good friend. Trust your instincts. If you notice something that doesn’t feel right, it probably isn’t.
- Social media safety: https://www.rainn.org/articles/social-media-safety
  - Turning off geolocation
  - Pause before you post
Do not post pics of yourself incapacitated, which predators look for

**Sexual Assault Prevention (From RAINN)**

- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle.
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Keep track of how many drinks you have had.
- Try to come and leave with a group of people you trust.
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours.

**Traveling around campus**

- Make sure your cell phone is easily accessible and fully charged
- Avoid dimly lit places and notify University Police if lights need to be installed in an area
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Walk with a friend
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain
- If walking feels unsafe, contact University Police for an escort

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

**Ongoing Prevention and Awareness Campaign**

The University also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and
employees on these topics and to improve their skills for addressing the offenses of
dating violence, domestic violence, sexual assault and stalking.

PPAP and OPAC Programming Methods

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the institution. Methods include, but are not limited to: online presentations, distribution of written materials, periodic email blasts, and guest speakers. Past programming and currently planned programming includes the following:

- **PPAPs**
  - Think About It (online)
  - Helping Bearcats Succeed
  - Can I Kiss You?
  - New Faculty Orientation
  - New Staff Orientation (online)
  - International Student Orientation

- **OPACs**
  - Green Dot: Overviews and Bystander Training
  - Assisting Students in Distress
  - Residential Life Student Staff Safety and Response Training
  - Staff Compliance Workshops
  - Pizza and Police
  - University Seminar Presentations
  - Self-Defense

Procedures to Follow if You are a Victim of Sexual Assault, Domestic Violence, Dating Violence, or Stalking

If you are a victim of a sexual assault, domestic violence, dating violence, or stalking, go to a safe place and call 911 or the University Policy Department (Tel: 660-562-1254) At the earliest opportunity, you should also contact the University’s Title IX Coordinator Dr. Rebecca Lawrence (Tel: 660-562-1013; rebecca@nwmissouri.edu). Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported.

**On-Campus Resources**

- Personal Development and Counseling Services – Counseling services are provided free of charge to all Northwest students, and the University highly recommends that survivors speak with a counselor. These conversations are confidential in nature. The PDC is located in the Wellness Center and appointments can be scheduled by calling 660-562-1348.
• Clinic Services – Students needing medical attention after an assault may seek treatment at the Wellness Center during regular business hours. Services include treatment for cuts/bruises/injuries, pregnancy tests, emergency contraception, and treatment for sexually transmitted infections. Appointments can be scheduled at 660-562-1348.

• University Police – UPD ensures the overall safety of the Northwest community, and officers are available 24/7 to respond to emergencies and receive reports of sexual and relationship violence involving students and staff. Additionally, officers can connect survivors with the Survivor Advocate after hours, regardless of whether the survivor chooses to file a police report. UPD can be contacted at 660-562-1254 or by calling 911 on campus.

• Northwest Survivor Advocate – The Survivor Advocate, Rose Viau, is available to answer questions about the criminal prosecution and/or Title IX investigatory process, ensure understanding of the alternatives, and provide support throughout those processes. Rose can be contacted at 660-562-1085 or by email at rviau@nwmissouri.edu. After-hours contact can be made through University Police (above), regardless of whether the survivor chooses to file a police report.

• Student Financial Aid – If you are considering taking a leave of absence from the University because of the circumstances surrounding your complaint, please keep in mind that there may be financial aid implications. The Title IX Coordinator or a Deputy Title IX Coordinator can assist you in contacting the appropriate personnel in the financial aid office in order to ensure you have an understanding of any financial aid related issues that may arise. Here is a link to Northwest’s financial aid website (http://www.nwmissouri.edu/finaid/index.htm).

Off-Campus Resources

• Maryville Public Safety – MPS is the law enforcement agency for the City of Maryville and its officers are available 24/7 to respond to emergencies or receive reports of sexual and relationship violence that occur off-campus. MPS can be contacted at 660-562-3209 or by calling 911.

• St. Francis Hospital – All survivors of sexual violence are highly encouraged to seek care from a Sexual Assault Nurse Examiner (SANE) to collect any evidence available. Additionally, St. Francis can provide treatment for injuries and/or sexually transmitted infection and offers pregnancy tests and emergency contraception. Walk-in emergency care is available 24/7 at the hospital. The address is 2016 S. Main St., Maryville, MO 64468. For more information call 660-562-2600.

• St. Francis Health Services – Provides counseling for wide-range of issues, including to sexual harassment/sexual violence survivors. Appointments can be scheduled at 660-562-7922.
• Children and Family Center – The Children and Family Center can provide a survivor advocate and residential shelter, and it facilities survivor support groups. To contact CFC, call 660-562-2320. CFC’s website is http://www.childrenandfamilycenter.org/.

• Employee Assistance Program – Provides free counseling and referral services to Northwest employees and their immediate family members. EAP can be contacted by calling their 24/7 hotline at 1-800-964-3577.

• Other Support Agencies/Hotlines
  • Missouri Coalition Against Domestic & Sexual Violence: http://www.mocadsv.org/
  • US Dept. of Justice Office on Violence Against Women: https://www.justice.gov/ovw
  • National Coalition Against Domestic Violence: http://www.ncadv.org/
  • National Sexual Violence Resource Center: http://www.nsvrc.org/
  • Stalking Resource Center: http://www.victimsofcrime.org/our-programs/stalking-resource-center
  • National Domestic Violence Hotline: 1-800-799-SAFE (7233)
  • National Sexual Assault Hotline: 1-800-656-HOPE (4673)

• Legal Assistance – Free or low cost legal services may be available through Legal Aid of Western Missouri. You can visit the following websites for more information: http://www.lawmo.org/ and http://www.lsmo.org/.

• Visa and Immigration Assistance
  • Immigration Advocates Network: http://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=MO

2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order. To that end, keep in mind the following:
   • You should not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
   • Don’t bathe or wash, or otherwise clean the environment in which the assault occurred.
   • You can obtain a forensic examination at St. Francis Hospital.
• Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.
• Evidence in electronic formats should also be retained (e.g., text messages, emails, photos, social media posts, screenshots, etc.).

Victims of stalking should also preserve evidence of the crime to the extent possible.

3. The victim’s options regarding notification to law enforcement, which are:
   a. The option to notify either on-campus or local police.
      • University Police is located on campus and are available 24/7 to assist with criminal prosecution and Title IX investigatory process. Please contact them at 660.562.1254.
      • Maryville Public Safety is available 24/7 and can assist with criminal prosecution. They can be contacted at 660.562.3209.
   b. The option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the University is obligated to comply with such a request if it is made).
   c. The option to decline to notify such authorities.

4. Where applicable, the rights of victims and the institution’s responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

   • University Responsibilities in Regards to Orders of Protection:
      – The purpose of an Ex Parte Order of Protection and a Full Order of Protection is to restrain a respondent from committing or threatening domestic violence, stalking, communicating or disturbing a complainant’s peace, and entering a complainant’s place of residence. An Ex Parte Order of Protection is a temporary order in place until a hearing by a judge. After reading a Petition, the Judge will either grant or deny an Ex Parte Order of Protection. Court hearings are typically held within 15 days of filing an Ex Parte Order of Protection as noted in Missouri law. A complainant must be prepared to present documentation, photos, or other forms of evidence with the paperwork when filing a petition for an Ex Parte Order. At a court hearing, a judge can issue a Full Order of Protection for a period of 180 days up to one year. A Full Order of Protection can be renewed twice; each renewal can last up to one
year. No new incident of abuse is required if the Order is renewed before the old one expires. The Court may, upon a finding that it is in the best interest of the parties, include a provision that any Full Order of Protection for one year shall automatically renew unless the Respondent requests a hearing by 30 days prior to its expiration (see Chapter 455 and specifically 455.010, 455.035, & 455.050 RSMo. for more information).

University Police shall enforce any violation of an Ex Parte Order of Protection or Full Order of Protection by a respondent in the same manner as any police officer in any jurisdiction. A violation of either type of order in Missouri is considered a class A misdemeanor for the first offense and any subsequent offense is treated as a class D felony. Any person who obtains an Order of Protection from Missouri or any other state should provide a copy to University Police and the Title IX Coordinator. Depending on conditions specified in a particular order the University may make arrangements with both parties that permit access to classrooms, library, the cafeteria, and/or any other public places. These arrangements shall be made to ensure normal access to public areas that do not violate the terms and conditions of the Order of Protection under normal day to day activities.

- **How to File an Order of Protection:** In Nodaway County (Maryville) a Petition for Order of Protection can be filed at the Nodaway County Circuit Clerk’s Office (during business hours of operation) or the University Police Department (24/7). Missouri Adult Abuse Act requires that court clerks explain how to file all of these necessary forms and documents. In addition, Nodaway County has victim advocates to assist you in the process for filing for an Order of Protection and they may even go with you to court.

- **“No Trespass” Warnings:** If there is enough reason to believe (through investigation) that an individual is likely to cause harm to any member on campus University Police can issue a No Trespass warning. Any individual found to be on campus after a No Trespass warning has been issued against them are typically arrested by University Police. No Trespass warnings can be issued against any member of the Northwest community (students, faculty, or staff) or the public.

**Available Victim Services**

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the University and in the surrounding community. Those services include:
On-Campus Resources

- Personal Development and Counseling Services – Counseling services are provided free of charge to all Northwest students, and the University highly recommends that survivors speak with a counselor. These conversations are confidential in nature. The PDC is located in the Wellness Center and appointments can be scheduled by calling 660-562-1348.

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Other Support Agencies/Hotlines

- Missouri Coalition Against Domestic & Sexual Violence: http://www.mocadsv.org/
- US Dept. of Justice Office on Violence Against Women: https://www.justice.gov/ovw
- National Coalition Against Domestic Violence: http://www.ncadv.org/
- Stalking Resource Center: http://www.victimsofcrime.org/our-programs/stalking-resource-center
- National Domestic Violence Hotline: 1-800-799-SAFE (7233)
- National Sexual Assault Hotline: 1-800-656-HOPE (4673)

Legal Assistance – Free or low cost legal services may be available through Legal Aid of Western Missouri. You can visit the following websites for more information: http://www.lawmo.org/ and http://www.lsmo.org/.

Visa and Immigration Assistance

Accommodations and Protective Measures

The University will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the University is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement. Requests of this nature should be made to the Title IX Coordinator or a Deputy Title IX Coordinator, and the Title IX Coordinator (or Deputy) is responsible for deciding what, if any, accommodations or protective measures will be implemented. When determining the reasonableness of such a request, the Title IX Coordinator (or Deputy) may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same residence hall, dining hall, class, transportation or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The University will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the University’s ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the Title IX Coordinator (or Deputy) in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the University will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

Procedures for Disciplinary Action

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through the institution’s Title IX: Non-Discrimination and Anti-Harassment Policy and related complaint resolution procedures. The procedures are utilized whenever or wherever a complaint is made, regardless of the status of the complainant and the respondent.
The complaint resolution procedures are invoked once a report is made to one of the following individuals:

**Title IX Coordinator**
Dr. Rebecca Lawrence  
Director of Equity and Accessibility, ADA/504 and Title IX Coordinator  
2460 Student Union  
Tel: 660.562.1013  
Email: rebecca@nwmissouri.edu

**Deputy Employee Coordinator**
Nola Bond  
Vice-President of Human Resources  
125 Administration Building  
Tel: 660.562.1127  
Email: nbond@nwmissouri.edu

**Deputy Student Coordinator**
Dr. Kori Hoffmann  
Student Development and Conduct Coordinator  
Union, Room 2140  
Tel: 660.562.1554  
Email: khoff20@nwmissouri.edu

Once a complaint is made, the Title IX Coordinator will designate an Investigating Officer. The Investigating Officer shall commence the investigatory process as soon as practicable, but not later than seven (7) days after the complaint is made. The Investigating Officer will analyze the complaint and notify the respondent that a complaint has been filed. Informal resolution may be considered in certain circumstances if agreeable to both parties, but mediation will never be used in cases of sexual assault.

During a formal investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses and other supporting evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. In the event the Investigating Officer determines there are genuinely disputed material facts requiring resolution, an evidentiary hearing will be held before a panel of three hearing officers designed by the Investigating Officer. The panel will review the statements and other evidence gathered during the investigation, and both parties are given an equal opportunity to address the panel. In its discretion, the panel may also hear live testimony from witnesses. The hearing panel resolves genuinely disputed material facts and issues a written statement of its findings to the Investigating Officer.
At the conclusion of the investigation, the Investigating Officer will prepare a preliminary written report explaining the scope of the investigation and whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The preliminary written report will incorporate any findings of fact resulting from the evidentiary hearing. The preliminary written report is submitted to the Title IX Coordinator for review, and the Title IX Coordinator may accept the report, request to review additional information, or return the preliminary report for further investigation. After review of the preliminary report is complete, the Title IX Coordinator will issue a written determination of the complaint and provide it to both parties. The University strives to complete investigations of this nature, including any hearings, within sixty (60) calendar days.

Both parties have an equal opportunity to appeal the determination by filing a written appeal with the Vice President of Student Affairs (VPSA) or Vice President of Strategy and Operations (VPSO) within ten (10) days of being notified of the outcome of the investigation. The VPSA or VPSO will resolve the appeal within fifteen (15) days of receiving it, and may take any and all actions that he/she determines to be in the interest of a fair and just decision.

Rights of the Parties in an Institutional Proceeding

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.

   - A prompt, fair and impartial process is one that is:

     - Completed within reasonably prompt timeframes designated by the institution’s policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.

     - Conducted in a matter that:

       ▪ Is consistent with the institution’s policies and transparent to the accuser and the accused.
       ▪ Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
       ▪ Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.

     - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on
the issues related to domestic violence, dating violence, sexual assault and
stalking and on how to conduct an investigation and hearing process that protects
the safety of victims and promotes accountability.

- Such training addresses topics such as relevant evidence and how it should
be used during a proceeding, proper techniques for questioning witnesses,
basic procedural rules for conducting a proceeding, and avoiding actual and
perceived conflicts of interest. During the 2015-2016 schools year,
investigators and hearing panel members attended one to two day
workshops that covered trauma-informed investigation and adjudication
techniques.

3. The same opportunities to have others present during any institutional disciplinary
proceeding, including the opportunity to be accompanied to any related meeting
or proceeding by the advisor of their choice. The institution may not limit the
choice of advisor, but may establish limits regarding the extent to which that
advisor may participate in the proceeding, as long as those limits apply equally to
both parties.

4. Have the outcome determined using a preponderance-of-the-evidence standard
based on the totality of the evidence presented.

5. Simultaneous, written notification of the results of the proceeding, any procedures
for either party to appeal the result, any change to the result, and when the result
becomes final. For this purpose, “result” means “any initial, interim and final
decision by an official or entity authorized to resolve disciplinary matters” and
must include the rationale for reaching the result and any sanctions imposed.

Possible Sanctions or Protective Measures that the Institution May Impose for Domestic
Violence, Dating Violence, Sexual Assault or Stalking Offenses

Following a final determination in the institution’s disciplinary proceeding that domestic
violence, dating violence, sexual assault, or stalking has been committed, the institution
may impose a sanction depending on the mitigating and aggravating circumstances
involved. The possible sanctions include:

- Expulsion/Termination
- Suspension, of a term of at least a semester
- Suspension until complainant has graduated or otherwise separated from
  the University
- Suspension, of a term determined by Human Resources
- No-Trespass Order issued through UPD
- No-Contact Order issued through Title IX Office or HR
- Permanent or temporary ban from living in residence halls
- Permanent or temporary ban from participating in student groups or
  University-sanctioned groups
• Permanent or temporary ban from attending University events
• Campus probation, for duration of time as student
• Staff probation
• Termination of admissions or employment offer
• Educational and training requirements prior to reinstatement, or in addition to sanctions

In addition, the University can make available to the victim a range of protective orders. They can include such things as: Forbidding the accused from entering the victim’s residence hall and from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in living or working situations, etc.

Publicly Available Recordkeeping

The University will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of domestic violence, dating violence, sexual assault, and stalking who make reports of such to the University to the extent permitted by law.

Victims to Receive Written Notification of Rights

When a student or employee reports to the University that he or she has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

MANDATORY REPORTER LAW IN MISSOURI (RSMo. 210)

At various times throughout the year faculty and staff members may be responsible for the supervision of various programs in which minors (individuals under the age of 18) participate on campus. A University employee who has reason to believe that a minor has been abused on campus; on property owned or leased by the University; while members of the faculty, staff or student body are participating in a University-connected activity off campus; or who has received a report of such alleged abuse while assuming responsibility for the care of the child, whether the reported abuse occurred in conjunction with a University event or not, must report this information to the Child Abuse Hotline at 1.800.392.3738. After the hotline call is made, a report should also be made to University Police

All faculty and staff responsible for the supervision of a child for any part of a 24 hour day are considered mandatory reporters under RSMo. 210.110 & 210.115. Responsible employees cannot leave the onus of reporting in the hands of the chain of command of an organization. Northwest shall not impede or inhibit any employee from reporting. No person making a report shall be subject to any sanction, including any adverse employment action, for making such report.
An individual may call the hotline at 1.800.392.3738, The Children’s Division staff this hotline 24 hours a day, 7 days a week, 365 days a year. They will take information from you and respond to child abuse and neglect.

**Be sure you have:**
The name of the child
The name of the parent(s)
The name of the alleged abuser
Where the child can be located

**You will also be asked:**
Is the child in a life-threatening situation now?
How do you know about the abuse/neglect?
Did you witness the abuse/neglect?
Were there other witnesses and how can they be contacted?

**NORTHWEST ALCOHOL AND DRUG INFORMATION**
The University does not condone or authorize and prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol on University owned or controlled property or as any part of a University activity. The University prohibits individuals from being under the influence of illegal drugs on University owned or controlled property or as part of a University activity. The University enforces state underage drinking laws, as well as federal and state drug laws.

The University’s Student and Employee Illegal Drug and Alcohol Policy is located at: [http://www.nwmissouri.edu/policies/archive/PDF/health/DrugAlcoholPolicy.pdf](http://www.nwmissouri.edu/policies/archive/PDF/health/DrugAlcoholPolicy.pdf).

The University’s Alcoholic Beverages on university Property Policy and Procedure is located at:

As mandated by federal regulation, the University also compiles a Biennial Review of the University’s alcohol and drug policy and initiatives. It can be found at: [http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf](http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf).

**EMERGENCY NOTIFICATIONS**
Northwest will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. In accordance with the Higher Education Act of 1965, the University has implemented a comprehensive communication system to provide prompt warning notifications and alerts of immediate threat to the health and safety of members of the campus community using a variety of methods, including but not limited to: email notices, text messages, University website, social media, campus PA systems, and face-to-face. To sign up for text alerts, please utilizing the following link: [http://www.nwmissouri.edu/alert/index.htm](http://www.nwmissouri.edu/alert/index.htm). Some or all of these methods of communications may be activated in the event of an immediate threat to the Northwest community. Parents and members of the larger community are not eligible to sign up for immediate notification through Northwest Alert Systems, but they can follow the institution’s various social media pages as well as local media for updates.
Northwest community members are encouraged to notify University Police of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of the students, faculty, staff, or visitors on campus. University Police has the responsibility of responding to and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, University Police has a responsibility to respond to such incidents so that it can assist in the determination of whether the situation does in fact pose a threat to the community.

University Police in consultation with other appropriate personnel is primarily responsible for confirming that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community. There are other departments on campus that could be in a position to assist confirming certain types of emergencies, such as a pandemic flu outbreak, gas leak, etc. The Emergency Management Coordinator and University Police have access to the systems to notify the campus community of immediate threats that have occurred and necessitate evacuation, shelter in place, or other action on the part of students, employees, and campus visitors. If necessary, one or both of these areas will assist in determining the appropriate segment or segments of the campus community that will receive alerts, to determine the content of the alert, and initiate the notification system. The institution typically provides follow-up information to the community using the same systems that were used to send out the original alert.

One of the three listed areas above will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of first responders, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The typical first responders to an incident that causes an immediate threat to the health and safety of the Northwest community include University Police, Maryville Public Safety, Nodaway County Sheriff’s Department, Nodaway County Ambulance Services, and the Missouri State Highway Patrol. Additional information deemed appropriate by the University Police Department will be disseminated at different points in times during and after an incident.

**EMERGENCY RESPONSE AND EVACUATION TESTING PROCEDURES**

An evacuation (fire) drill is coordinated by University Police and Residential Life each semester for all residential halls. Announced fire tests/drills are also conducted within academic facilities each semester (September 17, 2015 & January 21, 2016). Announced tornado test/drills are conducted annually across campus (March 17, 2016). On January 5, 2016, University Police conducted a functional drill involving faculty, staff, Maryville Public Safety Police, Nodaway County Sheriff’s Department, Missouri State Highway Patrol and Water Patrol, and University Police officers in an armed intruder drill. The armed intruder drill was announced. On Monday, May 9, 2016, University Police and internal institutional senior leaders participated in an announced table top exercise concerning a power outage. Thus, the emergency response and evacuation procedures
are tested at least three times annually. Students and employees learn the locations of the emergency exits and shelter locations within buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. University Police does not tell students and employees in advance about the designated locations for long-term evacuations and shelter locations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both short-term and long-term building evacuations and shelter events, University Police and Residential Life Staff on the scene will communicate information to students regarding the routes.

The purpose of evacuation and shelter drills is to prepare building occupants for an organized evacuation in the case of a fire or other emergency. At Northwest, evacuation drills are used as a way to educate and train occupants on emergency issues specific to their building. During the drill, occupants “practice” evacuation and shelter procedures and familiarize themselves with the location of exits and the sound of the fire alarm. Emergency Response Cards with educational information are located on each resident’s internal door. In addition to educating the occupants of each building about the evacuation and shelter procedures during the drills, the process also provides the University an opportunity to test the operation of emergency notification systems.

Evacuation drills are monitored by University Police, Health and Safety, and Residential Life to evaluate egress and behavioral patterns. Reports are prepared by participating departments that identify deficiencies so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Students receive information about evacuation and sheltering-place procedures during their first floor meetings and during other educational sessions that they can participate in throughout the year. The Residential Life staff members are trained in these procedures as well and act as an on-going resource for the students living in residential facilities.

The University Police Department conducts announced and unannounced drills and exercises each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. University Police coordinates announced and unannounced evacuation drills each semester, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. Test/drills are documented regardless of whether they are announced.

University Police publishes a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year. Plans and procedures are published on the University Police website as well as the mobile School Due “Crisis Manager” App. Both can be located at www.nwmissouri.edu/police/.
Test of the emergency texting system, Bearcat Alert, is done biannually (September 2, 2015 and January 13, 2016).

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

The University’s Emergency Operations Plan includes information about the emergency response team; University operating status parameters; incident priorities and performance expectations; shelter in place and evacuation guidelines; and local contingency and continuity planning stating what University departments are responsible for developing contingency plans and continuity of operation plans for their staff and areas of responsibility. The University conducts emergency response tests each year, such as table top exercises, functional exercises, fire drills, tornado drills, and emergency notification systems. The tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Northwest police officers and supervisors have received training in incident command and responding to critical incidents on campus. The incident command system (ICS) is utilized when responding to incidents with other Northwest departments and local public safety agencies to manage, mitigate, and recover from incidents.

General information about the emergency response and evacuation/shelter procedures for Northwest is publicized each year as part of the University’s Clery Act compliance efforts and is available on the University Police Department website as well as within the In Case of Crisis app, which is also located on the University Police website. Emergency events and tests/drills are typically shared with local law enforcement and media by University Police.

Northwest will test its emergency response and evacuation/shelter procedures on at least an annual basis. At a minimum, Northwest will conduct an annual announced spring drill in conjunction with the Missouri State Tornado Drill. In addition, the fire alarm system will be tested, along with possible corresponding drill for fire evacuation, at various intervals throughout a year within the residential halls and academic facilities. Also, Northwest has embarked on a series and schedule for progressively more complex exercises and drills (starting with announced drills, with plans for future unannounced drills) on additional scenarios that will be completed over the next academic year. All tests/drills are documented regardless of whether they are announced.

**CRIME STATISTICS**

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: University Police, Maryville Public Safety Department, Nodaway County Sheriff’s Department, Missouri State Highway Patrol, Liberty Police Department, Metropolitan Community College Police Department, St. Joseph Police Department, and Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.
Training is provided to those identified as Campus Security Authorities, as defined by federal law. This training outlines the expectation of all Campus Security Authorities to contact University Police in the event of a crime being reported to them. Members of the Sexual Assault Response Team (SART) also provide statistics to University Police about cases they have dealt with where the victim chose not to report the incident to University Police or Maryville Public Safety.

All statistics are gathered, compiled, and reported to the University community via this report, entitled “Annual Security and Fire Safety Report,” which is published by University Police. University Police submits the annual crime statistics published in this brochure to the Department of Education. The statistical information by the Department of Education is available to the public through its website.

University Police sends an email to every enrolled student and current employee on an annual basis. The email includes a brief summary of the contents of this report. The email also includes the address for University Police webpage where the “Annual Security and Fire Safety Report” brochure can be found online and a physical copy may be obtained by making a request to University Police at 660.562.1254.

**CRIME STATISTICS AND DEFINITIONS**

The Clery Act requires institutions of higher education to disclose crime statistics covering the previous three years on four general categories of crimes: (1) primary criminal offenses (murder and non-negligent manslaughter, manslaughter by negligence, sex offenses (rape, fondling, statutory rape and incest), robbery, aggravated assault, burglary, motor vehicle theft, and arson); (2) hate crimes (any of the primary criminal offenses except manslaughter by negligence and any incidents of larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property that were motivated by certain biases); (3) arrests or referrals for disciplinary action for weapons, drug and liquor law violations; and (4) crimes of domestic violence, dating violence and stalking.

The definitions of these offenses follow FBI guidelines and are as follows:

**Primary Crimes**

*Murder and non-negligent homicide:* The willful (non-negligent) killing of one human being by another.

*Manslaughter by negligence:* The killing of another person through gross negligence.

*Rape:* The 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 victim. (This offense includes the rape of both males and females).

*Fondling:* The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the
victim is incapable of giving consent because of his/her age of because of his/her temporary or permanent mental incapacity.

_Incest:_ Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

_Statutory Rape:_ Sexual intercourse with a person who is under the statutory age of consent.

_Robbery:_ The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

_Aggravated assault:_ An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or by a means likely to produce death or great bodily harm.

_Burglary:_ The unlawful entry of a structure to commit a felony or a theft.

_Motor vehicle theft:_ The theft or attempted theft of a motor vehicle.

_Arson:_ Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Hate Crimes**

Hate crimes involve those crimes motivated by the following biases: race, gender, religion, sexual orientation, ethnicity, disability, national origin, and gender identity. As noted, hate crimes include those defined above (except manslaughter by negligence) that were motivated by one or more of these biases. They also include a second category as follows:

_Larceny-theft:_ The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

_Simple assault:_ An unlawful physical attack by one person upon another where the offender neither displays a weapon nor the victim suffers obvious severe or aggravated bodily injury, such as apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
**Intimidation:** Unlawfully placing another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/damage/vandalism of property:** Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control of it.

**Arrests & Referrals for Disciplinary Action**

The third category of crime statistics disclosed related to arrests and referrals for disciplinary action for violations of law relating to weapons, drugs or liquor. For this purpose, the following definitions apply:

**Arrest:** A person processed by arrest, citation or summons.

**Referral for disciplinary action:** The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Weapons Violation (Carrying, Possessing, Etc.):** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

**Drug Abuse Violations:** The violation of law prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

**Liquor Law Violations:** The violation of state or local laws or ordinance prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

**VAWA Crimes**

**Domestic violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is, or has, cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the reporting party’s statement and with consideration of the length, and type of relationship and the frequency of interaction between the persons involved in the relationship.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others’ safety, or to suffer substantial emotional distress.

The statistical summary of the above crimes for this campus over the past three calendar years is found below. Statistics in this report have been reviewed to reduce or eliminate duplication.
<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>On Campus</th>
<th>*Residential Facilities</th>
<th>Non-Campus</th>
<th>Public Property</th>
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* Crimes in the residential facilities are also included in the on-campus category.
- There were no reported hate crimes in 2013. There were two reported hate crimes on the main campus of Northwest in 2014. Both were reported as intimidation with a bias of sexual orientation with one occurring on campus and the other within a residential hall. There was one reported hate crime on the main campus of Northwest in 2015. It was reported as intimidation with a bias motivated by race.

Northwest Missouri State University – Liberty/Kansas City, Missouri Campus

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</table>
The Liberty campus moved to Kansas City Missouri in 2014. * There were no residential facilities at the Liberty campus and there are none at the Kansas City campus either.

There were no reported hate crimes on the Liberty campus of Northwest in 2013-2015.

### Northwest Missouri State University - St. Joseph, Missouri Campus

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</table>

- * The St. Joseph campus does not have any residential facilities.
- There were no reported hate crimes on the St. Joseph campus of Northwest in 2013-2015.

No crimes were determined to be ‘unfounded’ by law enforcement officials and subsequently withheld from the crime statistics noted in the charts above.
Overview
The Higher Education Opportunity Act became law in August 2008 requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics related to student housing. This report details all information required by this law as it relates to Northwest. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. A physical copy may be obtained by making a request to University Police.

Northwest Missouri State University is dedicated to providing excellent fire safety to the students, faculty, staff, and all others who use the facilities on campus. All student housing facilities and most academic buildings have an addressable, self-diagnostic fire alarm system that provides 24-hour monitored diction. The fire alarm system is designed, installed, and tested according to NFPA 72, National Fire Alarm Code.

If a fire occurs in a Northwest building, community members should immediately notify University Police. University Police will initiate a response, as the department has a direct dial line and radio communication to Maryville Public Safety and can summon the fire department quickly through these communication links. If a Northwest community member finds evidence of a fire that has been extinguished, and the person is not sure whether University Police has already responded, the community member should immediately notify University Police to investigate and document the incident.

Fire alarms alert community members of potential hazards and community members of potential hazards, and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community members should familiarize themselves with the exits in each building.

When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are stuck in the elevator, push the emergency phone button. The emergency phone in elevators on campus typically rings to the University Police dispatcher.

A daily fire log is available at University Police in the Support Service Building from 8 a.m. to 5 p.m. Monday through Friday, excluding holidays. The information in the fire log typically includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

FIRE SAFETY SYSTEMS, TRAINING, AND DRILLS
Adding sprinkler protection to the facilities at Northwest has been a priority since the early 1990s. All substantial remodels and new construction projects have resulted in adding fire sprinklers to buildings. Roberta Hall, South Complex, Hudson/Perrin, Tower Suites East and West and the Forest Village Apartments are fully protected by sprinklers.

All residential halls conduct fire drills during the first two weeks of classes during the fall trimester. The Horace Mann Laboratory School conducts monthly fire drills for the preschool and grade school students. Both staffs receive additional fire safety training at the beginning of each academic year. In addition, all of their emergency and evacuation procedures are reviewed. Each room on campus has emergency procedures located within it that directs occupants on preparedness for most emergency events.

All residential hall staff receive additional intensive and comprehensive fire safety training at the beginning of the academic year. This training consists of an hour long session describing the type of detection system the University utilizes and how it works. The training also covers the type of protection systems in place at Northwest and detailed instruction on how each one of them functions. These consist of wet systems, dry systems, clean agent systems, kitchen hood systems and fire extinguishers. The session ends with hands-on fire extinguisher training.

**FIRE REPORTING**

University Police monitors the status of all fire detection and fire suppression systems in residence halls. If a fire has occurred, it should be reported to University Police by calling 660.562.1254.

**POLICIES**

Smoking - Numerous reports by the U.S. Surgeon General over the years have documented the harmful effects of second-hand cigarette smoke on health. Additionally, these reports cite that there are no safe levels of exposure to second-hand smoke. In order to provide an environment that is safe and healthy for all students, employees, and visitors to Northwest, a policy has been adopted that prohibits smoking on all University-owned or leased property and in all University vehicles. “Smoking” is defined as the use of cigarettes, cigars, pipes, and all other forms of smoke-generating products.

Open Flames - Candles and incense are prohibited in the residence halls. Any open-flame burning is not permitted in resident rooms and chapter rooms due to possible fire hazards. Candles may be burned in Roberta Hall sorority chapter rooms only during ceremonies, with prior written permission from the hall director. Electric potpourri pots and wax warmers are allowed.

Please refer to the Northwest Missouri State University Fire Code located at www.nwmissouri.edu/policies/PDF/health/Fire_Code_Policy.pdf for all additional policies and procedures.

**PROCEDURES FOR STUDENTS AND EMPLOYEES IN THE EVENT OF A FIRE**
• Find the nearest fire alarm and sound the alarm.

• Shut all doors and windows in the vicinity of the fire.

• If the fire is small, use fire extinguishers to put it out.

• Exit by nearest safe stairway. Do not use the elevators.

**PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY**

The University continues to assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment process.

**FIRE SAFETY TIPS**

• Should you see a fire, sound the fire alarm immediately and call 911.

• Advise the police of the size and location of the fire.

• The police will notify the fire department and will respond to assist.

• Do not enter a building that is on fire.

• Advise the police if you know that someone is in the building.

• Always report any fire, even if it has been extinguished.

• Report vandalized or discharged fire extinguishers to University Police.

• Make sure you know what your building’s fire alarm sounds like.

• Know your evacuation route (at least two exits).

• Close doors to help prevent the fire from spreading.

• Do not open doors if you suspect fire may be on the other side.

• Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.

• Never prop open or lock a fire exit.

**FIRE STATISTICS**

The most current statistics were obtained from various police and fire departments and Northwest’s Health and Safety Manager. All statistics used are reported to the University Police Department.

**Definitions**

- **Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner

- **False Alarm:** When the fire alarm system is intentionally activated when no fire or danger exists, or the system malfunctions

- **Unwanted Alarm:** When the fire alarm system is activated as it is designed to do, though the ultimate cause of the alarm is false; for example, dust entering a smoke detector
Security and Safety Amenities in Residence Halls

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<th></th>
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<th>Full Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devises</th>
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**STATISTICS AND INFORMATION REGARDING FIRES 2013**

There were no reported fires in any on-campus housing in 2013.

There were no reported fires in any on-campus housing in 2014.

There were no reported fires in any on-campus housing in 2015.
Appendix B

STUDENT AND EMPLOYEE ILLEGAL DRUG AND ALCOHOL POLICY
I. Policy

Northwest Missouri State University ("The University") recognizes its responsibility to foster a learning environment that minimizes negative impact of high-risk alcohol use and drug use/possession on student life and academic success. The University recognizes that unlawful drug use must be prohibited and care must be taken to allow alcohol only in settings where it is responsible to do so, and to ensure that policies do not result in an atmosphere in which irresponsible or dangerous alcohol use is likely to result.

The University takes seriously the need to enforce federal, state and local rules and laws prohibiting the illicit use of drugs and limiting alcohol on campus and at University-sponsored events. In accordance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 as well as other federal, state, and local laws, the University has adopted this anti-drug and alcohol abuse policy for its campus, employees, faculty, students and student organizations. (Faculty and staff are collectively referred to as “Employees” throughout this policy)

Annual distribution of alcohol and drug prevention materials to all students and Employees are accomplished through the Annual Security Report.

As mandated by federal regulation, the University compiles a Biennial Review of the University’s alcohol and drug policy and initiatives. It can be found at: http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf.
Drug Free University

The University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on University owned or controlled property, as any part of a University activity, and while doing University work. The University prohibits individuals from being under the influence of illegal drugs on University owned or controlled property or as part of a University activity.

This practice does not prohibit use of legally obtained drugs, including prescription drugs and over-the-counter drugs, while on University premises, while engaged in a University activity, or while performing University work, provided those drugs are used in accordance with the prescription by the prescription holder or with over-the-counter directions.

Such use by an Employee must not impair the Employee’s ability to perform the essential functions of his or her job effectively and in a safe manner. An Employee using prescription or over-the-counter drugs is required to report such to their supervisor or the Office of Human Resources if it may affect the Employee’s capacity to perform job duties or may create a danger to the Employee or others.

Employees must report to the University any conviction or guilty plea under a criminal drug statute for violations occurring on or off University premises. A report of conviction must be made to the Office of Human Resources within five (5) days after the conviction or guilty plea.

University policy does not recognize use of illegal drugs or abuse of other drugs as an excuse for misconduct of any kind – including violations of University policies – by Employees, students, or student organizations.

Use of Alcohol

Responsible Use of Alcohol

University policy also does not recognize the misuse of alcoholic beverages as an excuse for misconduct of any kind – including violations of University policies – by Employees, students, or student organizations. Emphasis is placed on the responsible use of alcohol. Responsible drinking is the use of alcohol in ways that do not negatively affect either the individual or the community and do not violate the law. Alcohol is not permitted anywhere on University property except as specified in the University’s Alcoholic Beverages on University Property Policy.

Other than responsible use in the context of appropriate University-related social events, Employees may not use, possess, distribute, sell or be under the influence of alcohol while on University premises or doing University work.

Alcohol/Drug Testing

To ensure an environment free of illegal drugs and irresponsible use of alcohol, the University reserves the right to require an Employee to undergo alcohol and/or drug testing (such as on urine and/or blood) as a condition of employment or continued employment at the following times:
Reasonable Suspicion. “Reasonable suspicion” exists when an Employee exhibits signs of impairment due to the use of illegal drugs and/or irresponsible use of alcohol. In such a situation, an Employee may be asked to report to a testing facility for a drug/alcohol screening.

Post-Accident. An Employee who is involved in an accident or other incident while on University business that results in injury and/or property damage may be subject to drug/alcohol screening. DOT Requirements. Employees to whom the testing rules of the Department of Transportation apply will be subject to drug/alcohol testing as required by the Department of Transportation regulations.

The University will incur the cost of the drug/alcohol screening. The following may result in disciplinary action up to and including termination of employment with the University: (1) a confirmed positive drug screening, and/or (2) a confirmed positive alcohol screening that demonstrates illegal conduct or – outside of responsible use in the context of appropriate University-related social events – alcohol use while on University premises or doing University work, Additionally, interference with or refusal to submit to a drug and/or alcohol screening will result in disciplinary action up to and including termination of employment with the University. Two or more diluted or adulterated samples, without a medical explanation, will be deemed interference.

The University reserves the right to inspect or search University vehicles, desks, and/or other University property at any time. Refusal to cooperate will subject the Employee to disciplinary action up to and including termination of employment from the University. A confirmed positive drug and/or alcohol screening (regardless of responsible use of alcohol) or any other violation of this policy may also influence an Employee’s workers’ compensation and/or unemployment compensation benefits.

Potential University Sanctions

Any Employee, student, or student organization found to be in violation of this policy will be subject to appropriate disciplinary action pursuant to University policies and consistent with local, state, and federal laws. Such disciplinary action may include counseling, mandatory participation in an appropriate rehabilitation program, a verbal or written warning, suspension from or termination of employment or academic program, and expulsion from the University. Sanctions will be determined pursuant to applicable Employee, faculty, student, or student organization procedures. In addition, violators may be referred to appropriate law enforcement authorities for prosecution.

Drug Convictions and Student Financial Aid Eligibility

Under federal regulations, students convicted for a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Student (Financial) Aid, lose eligibility for that aid. Federal Student Aid includes grants, loans, and work assistance otherwise provided to eligible college students under Title IV of the Higher Education Act. The period of non-eligibility begins on the date of the conviction and remains in effect until the student has met certain rehabilitation requirements.

The prohibition on federal aid applies to any student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance as defined by Section 102(6) of the Controlled Substances Act (21 U.S.C. § 802(6)). Laws regulating distilled spirits, wine, and malt beverages are not included within the definition of “controlled substance.”
Other financial aid programs, including certain state programs, may also limit eligibility for students convicted of a drug offense.

**Parental Notification**

It is not the intent of the University to institute a policy of parent notification for every incident involving student use of alcohol or other controlled substances. Rather, student affairs personnel will use these guidelines to intercede in situations where alcohol and drug abuse has led to situations which threaten the health or safety of individual students, has contributed to significant deterioration of the living-learning community, or has interfered with a University sponsored activity or event.

Examples of incidences in which parents could be notified include intoxication or impairment which was deemed to be health threatening, fighting, harassment, or property damage which can be linked to excessive drinking or drug use. Evidence of recurring patterns of alcohol or drug related violations, residence hall violations, and/or other violations of the University’s judicial code may also result in parent notification.

**Federal, State, and Local Alcohol and Drug Laws**

**Federal Law**

Federal law provides strict penalties for violation of federal drug laws. For a first conviction of illegal possession of a controlled substance, a person may be imprisoned for up to one year and/or fined at least $1,000 but not more than $100,000; after two or more prior convictions the penalty increases to at least 90 days in jail but not more than three years and/or a fine of at least $5,000 but not more than $250,000. Federal trafficking penalties for controlled substances (such as marijuana, heroin, cocaine, PCP and LSD) range from less than five years in prison and/or a fine of less than $250,000 to life imprisonment and/or a fine of up to $8 million (for an individual). Other penalties may apply, such as forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance, denial of certain federal benefits, and revocation of certain federal licenses.

Certain federal laws may apply to unlawful manufacture, possession, and trafficking of alcohol as well. Penalties range from fines to prison terms.

**State and Local Law**

Missouri law and local law also provide penalties for violations of laws relating to the unlawful manufacture, sale, use or possession of controlled (and/or imitation of) controlled substances and alcohol. In addition, Missouri and localities have laws relating to underage drinking, driving while intoxicated or under the influence of alcohol and/or illicit drugs. Sanctions for violations may range from local citation to state law felonies. Penalties may range from small fines to prison terms, depending on the violation and past criminal history of the individual.

**Further Information**

Further information on these laws and penalties is available at [http://www.moga.mo.gov/mostatutes/chaptersIndex/ChaptIndex631.html](http://www.moga.mo.gov/mostatutes/chaptersIndex/ChaptIndex631.html).
Health and Safety Risks of Drug and Alcohol Use

Alcohol Health and Safety Risks

Alcohol use carries several risks. These include drinking/driving accidents, increased incidents of rape and assault, academic problems, police involvement, medical problems including alcohol abuse and dependence and fetal alcohol syndrome, and fatalities.

Substance Abuse Health and Safety Risks

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. These effects may include toxicity, HIV infection with intravenous drug use, heart attack, stroke, sudden death, pregnancy complications, birth complications and defects, physical and psychological dependence, withdrawal, disruption of normal heart rhythm, high blood pressure, stroke, bleeding and destruction of brain cells, memory loss, depression, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and neurological and pulmonary damage.

Further Information

Further information on these laws and penalties is available at [http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf](http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf).

University and Community Resources and Referral Information

Northwest Missouri State University provides counseling services for students and Employees seeking assistance or information concerning alcohol and drug issues. Students wishing to take advantage of this service may contact the University.

Wellness Services at (660) 562-1348 and Employees wishing to take advantage of this service may contact the [http://www.guidanceresources.com](http://www.guidanceresources.com).

In addition, other resources are available. Several self-help groups hold meetings throughout the area, including Alcoholics Anonymous, Narcotics Anonymous, and Al-Anon. Individuals can contact the National Clearinghouse for Drug and Alcohol Information (800-729-6686), which is operated by the U.S. Department of Health and Human Services and staffed 24 hours a day, 7 days a week; specialists provide information and referrals.

For further information and help with these issues, please visit [http://www.nubeginning.org/](http://www.nubeginning.org/).
Appendix C

Northwest Missouri State University Alcoholic Beverages on University Property
Policy and Procedure
I. Policy

General Guidelines

1. Individuals, organizations or other entities participating in University events and tailgating at which alcohol present are responsible for their own conduct and expected to respect the rights of others and the University community.

2. Individuals, organizations, and other entities should follow all federal, state, and local laws and regulations – as well as University policies, procedures, and guidelines – pertaining to the use, serving, sale, and distribution of alcohol at all times.

3. The University does not permit or condone the consumption, possession, or distribution of alcoholic beverages by or to any individual under the age of 21 under any circumstance. Official identification may be required to verify that an individual consuming or possessing alcohol on University property is of legal age for doing so.

4. Advertising as to availability of alcohol on University premises is prohibited.

5. The University Police Chief and/or the Vice President of Student Affairs (or their designees) may place additional restrictions on the possession, use, and distribution of alcohol on University property and/or at University events at any time.

6. The University President is the final appeals authority for all decisions made under these guidelines and/or additional restrictions on the possession, use, and distribution of alcohol on University property and/or at University events.
Tailgating Guidelines

1. Alcohol is permitted at tailgating events before each home football game, starting five hours before game time and no earlier than 8 a.m. on game day and ending at kickoff.
2. No one under the age of 21 is permitted to consume or possess alcohol.
3. Possession and/or consumption of alcohol may take place only in parking lots 60, 62, and Lot 1 (Visitors Tailgate). No possession and/or consumption is allowed in the area known as the Raymond J. Courter College Park Pavilion. This area on game day is known as the HyVee Bearcat Zone.
4. Possession and/or consumption of alcohol is prohibited outside of the designated tailgating lots (Lots 60, 62, 63 and Lot 1 (Visitors Tailgate)) with the exception of the suites at Bearcat Stadium.
5. Anyone possessing and/or consuming alcohol shall possess valid photo identification establishing that he/she is 21 years of age or older and comply with a request to show such identification when requested by law enforcement or game security personnel.
6. Kegs, party-balls, multi-quart containers, and bulk-dispensing of alcohol are prohibited.
7. Glass containers are prohibited. Aluminum and plastic containers are recommended for the safety of all fans.
8. In an effort to maintain a safe and responsible atmosphere, no one may possess or consume alcohol from any device or apparatus designed to consume alcohol at a greater-than-normal rate of speed (including but not limited to funnels or beer bongs).
9. Drinking games (included but not limited to beer pong) or other designed efforts that may promote excess drinking are prohibited.
10. The sale of beer and/or alcoholic beverages is prohibited.
11. Those providing alcohol for themselves and their guests should provide non-alcoholic beverages and food as well.
12. Providing alcohol to anyone other than your guests is prohibited. Individuals or groups may not allow unrestricted access to alcoholic beverages.
13. Tailgaters are responsible for disposing of garbage. They must take particular care to dispose of or secure any unattended containers of alcohol appropriately.
   - Failure to comply with this policy may result in criminal charges, loss of tailgating privileges and/or student disciplinary charges.
14. The University reserves the right to refuse tailgating privileges to anyone at any time. Inappropriate and/or illegal conduct will result in the loss of tailgating privileges [without refund], and may result in permanent loss of such privileges at any time [without refund].

Bearcat Stadium Suites

1. Alcohol (beer/wine/liquor) is permitted within the suites.
2. Suite Owners must provide alcohol for the suite (see Supplying Suite with Alcohol)
3. All non-alcoholic beverages/water must be purchased via Northwest Campus Dining and outside products are not allowed to be brought to suite.
4. All alcohol is required to be consumed in plastic cups (provided by Northwest).
5. Kegs and other common bulk containers are not allowed at anytime.
6. No one under the age of 21 is permitted to consume or possess alcohol. Verification of age of suite guests is the responsibility of each suite holder.
7. Anyone possessing and/or consuming alcohol shall comply with request to show valid photo identification establishing that he/she is 21 years of age or older if requested by law enforcement, game security personnel or university official.
2. In an effort to maintain a safe and responsible atmosphere, no one may possess or consume alcohol from any device or apparatus designed to consume beverages at a greater than normal rate of speed (including but not limited to funnels or beer bongs).
3. Access to the event must be restricted to invited guests.
4. The sale of alcohol at any point within the suites is strictly prohibited.
5. Alcohol may not be shared between suites.
6. All patrons must be in possession of a suite ticket or a gameday suite access pass to access the suite level prior to and during the game.

Supping Suite with Alcohol

1. Suite Holder (or designee) must bring any alcohol to be consumed within their suite to the press box prior to game day. Suite holders must contact Athletic Department representatives to make plans for dropping off alcohol. Secure refrigerated storage will be provided in each suite by Northwest.
2. No alcohol may be brought in to suite on game day.

General Suite Rules

1. Alcohol must be consumed in and remain within the suite at all times. No alcohol permitted to move from suite to suite, on the walkway or outside of the 3rd floor area.
2. Beverages cannot be taken from the 3rd floor to any other area of the stadium.
3. Alcohol Consumption must conclude no later than the end of the 3rd quarter.
4. Maximum number of guests per suite is 20 (12 tickets and 8 gameday suite access passes).
5. Suites are requested to be cleared within 30 minutes of the conclusion of the game.
6. Violation or abuse of alcohol policies will be addressed by University personnel or designees.
7. The University reserves the right to suspend/terminate alcohol privileges for violation of rules and or conduct detrimental to Northwest Missouri State University.

Other University Event Guidelines

1. The possession and consumption of alcoholic beverages may be permitted at functions and activities at the Gaunt House, in the JW Jones Student Union and single specific events,
   a. as approved by the President (or his/her designee)
   b. where the campus food service provider contracted to provide such service is responsible for the possession and distribution of alcohol. Any third party vendor must, in addition to other terms provided in the contract,
      i. possess a valid liquor license,
      ii. adhere to all applicable laws and regulations concerning alcohol,
      iii. obtain all appropriate and necessary liquor permits and pay all charges associated with obtaining those permits,
      iv. provide all qualified, trained personnel necessary for dispensing and controlling alcoholic beverages at the event,
      v. maintain liquor liability insurance, including contractual liability coverage, by endorsement to commercial general liability insurance or otherwise, with limits of not less than $1,000,000 per occurrence.
2. The majority of guests attending such an event must be 21 years of age or older.
3. Access to the event must be restricted to invited guests.
4. Service shall end at least 30 minutes prior to the scheduled conclusion of the event.
5. Any alcohol consumed shall be purchased or provided by the campus foodservice.
6. Alcohol will be available only by the glass or single-service container.
7. Non-alcoholic beverages and food must be provided at all events where alcoholic beverages are served. Food quantity must be relative to the volume of alcohol served. (i.e. providing popcorn or snack mix is not sufficient for a cash bar).
8. Participants may not remove alcohol from the event location.
9. Admission should not be charged for events where complimentary alcohol is served.
10. No University funds or student fees may be used to purchase alcoholic beverages for events covered by these guidelines.
11. Alcohol may not be brought to an event by participants except as provided in the Tailgating and Bearcat Stadium Suites Guidelines.
12. To the extent a sponsoring organization wishes to supply alcohol for an event, it may not do so through the University and must address the matter to the campus food service provider.

Requests to serve alcohol must be submitted via the online request form found on the Auxiliary Services homepage and submitted to the Student Union Event Coordinator to be processed at least 21 days prior to the event. Final approval will be made by the University President or his/her designee.
Appendix D

Handbooks
Employee Handbook for Administrative, Professional, and Support Staff

Approved by Board of Regents
March 13, 2015

Office of Human Resources
Northwest Missouri State University
Administration Building 125
800 University Drive
Maryville, MO 64468
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CHAPTER 1
INTRODUCTION

1.1 Welcome

Welcome to Northwest Missouri State University. The University’s main responsibility, as a public institution of higher learning, is to provide a quality education for all who attend. All activities are carried out with this goal in mind and each employee has a role in helping to achieve it. The University enjoys the reputation of having the most beautiful, functional, and friendly campus in the state. Without the cooperation and support of all employees, this reputation would not be possible. Courtesy and mutual respect among students, faculty, and staff are of utmost importance in creating an environment conducive to education.

This Employee Handbook has been prepared by the Office of Human Resources as a guide to inform administrative, professional, and support staff employees of their responsibilities and benefits. Employees are strongly encouraged to read this Employee Handbook and keep it available for reference. In addition to the policies outlined in this Employee Handbook, each employee should familiarize himself or herself with the specific policies and responsibilities of their department. Every attempt has been made to ensure that this Employee Handbook is complete and that the policies and procedures contained herein conform to local, state and federal requirements. Employees who have questions about employment policies or procedures that are not answered in this Employee Handbook should contact their supervisor, department head, or the Office of Human Resources for assistance. The most recent edition of the Employee Handbook is also available on the myNorthwest web portal.

1.2 At-Will Employment

This Employee Handbook is not a contract of employment. Unless otherwise agreed in writing signed by the Board of Regents and subject to these policies and any applicable law, all University employees are employed on an at-will basis. This means that employment is not guaranteed for any specific duration of time, and the University retains the right to terminate an individual’s employment at any time, with or without cause. No oral representations made by a University employee with respect to continued employment can alter this relationship. Likewise, no statement made in this Employee Handbook is intended to alter the at-will nature of employment with the University.

1.3 Policy Changes

The University retains the right to change, modify, suspend, interpret, or cancel in whole or in part any of its published or unpublished policies or practices, with or without advance notice. If statements in this Employee Handbook are found to be in conflict with existing or future local, state or federal laws or regulations, such rules shall supersede and prevail over the Employee Handbook statements. This edition of the Employee Handbook supersedes all previous editions of the Employee Handbook.
The regulations and policies contained herein shall cover all administrative, professional, and support staff employed by the University. Policies pertaining to faculty members are contained in the Faculty Handbook.
CHAPTER 2
GENERAL POLICIES AND PROCEDURES

2.1 Nondiscrimination/Equal Employment Opportunity Statement

Northwest Missouri State University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class, in employment or in any program or activity offered or sponsored by the University, including, but not limited to, athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing. As an equal opportunity employer, the University promotes and maintains affirmative action programs to ensure that all individuals participate fully in every facet of employment opportunities.

Persons having inquiries concerning the University’s compliance with this policy or any laws and regulations prohibiting discrimination are directed to contact the following:

- An employee with questions or concerns about any type of discrimination in the workplace, including discriminatory harassment, is encouraged to bring these issues to the attention of the Equal Employment Opportunity (EEO) Officer, who may be contacted at: EEO Officer, Northwest Missouri State University, 800 University Drive, Maryville, Missouri, 64468-6001 (660-562-1128).

- Questions or concerns regarding the University’s compliance with Title IX may be directed to the University’s Title IX Coordinator or Deputy Title IX Coordinators. The University has designated the following Title IX Coordinator and Deputy Title IX Coordinators as named in the University’s Title IX Policies and Procedures:

  Rebecca Lawrence
  Title IX Coordinator
  Student Union
  Tel: 660-562-1013
  Email: rebecca@nwmissouri.edu

  Nola Bond
  Vice-President of Human Resources (Deputy Employee Coordinator)
  125 Administration Building
  Tel: 660-562-1127
  Email: nbond@nwmissouri.edu

  Kori Hoffmann
  Student Development and Conduct Coordinator (Deputy Student Coordinator)
Union, Room 2140  
Tel: 660-562-1554  
Email: khoff20@nwmissouri.edu

- For ADA/Section 504 related questions or concerns, please contact:

  Rebecca Lawrence  
  ADA/504 Coordinator  
  Student Union  
  Tel: 660-562-1013  
  Email: Rebecca@nwmissouri.edu

- For all other inquiries related to discrimination at the University, please contact:

  Nola Bond  
  Vice-President of Human Resources  
  125 Administration Building  
  Tel: 660-562-1127  
  Email: nbond@nwmissouri.edu

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the University’s nondiscrimination/EEO policy, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of the law or University policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

Copies of the University’s Equal Employment Opportunity (“EEO”) Guidelines are available in the Office of Human Resources.

2.2 Harassment

Northwest’s Commitment

All members of the University community have an interest in increasing and maintaining an environment free from harassment, including sexual harassment. Sexual harassment is a violation of federal and state law, as well as Northwest policy. All faculty, staff, and students need to be aware that they will be subject to disciplinary action for violations of this policy up to and including termination. Northwest is committed to providing an environment in which individuals are treated fairly and with respect. Harassment will not be tolerated under any circumstances within the University’s jurisdiction, whether it is in an academic, employment, residential, or social situation.
Definition of Sexual Harassment

Defined by the Equal Employment Opportunity Commission (“EEOC”), unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing, or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working, academic, or social environment.

Examples of conduct that may constitute sexual harassment include:

- Verbal: suggestive comments about a person’s clothing, body, or sexual activity; humor or jokes about sex or about gender-related characteristics; sexual innuendos and comments; direct or indirect threats linked to sexual propositions or sexually-explicit questions
- Nonverbal: suggestive or insulting sounds (leering, whistling); display of sexually-explicit pictures or photographs; obscene gestures; staring at a person’s physical features
- Physical: intentionally brushing a person in passing; inappropriate touching, patting, or tickling; pinching or squeezing; coerced sexual activity and sexual assault
- Written: suggestive notes, letters; suggestive E-mail messages, text messages

Reporting Procedure

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. If you feel you have experienced or observed any form of unlawful harassment, please take the following actions:

- Promptly advise the offender(s) that the conduct is unwelcome and request that it be stopped immediately.
• Document the incident as to date, time, place, witnesses, and nature of the incident.

• Report the incident to the EEO Officer immediately.

In all cases, the EEO Officer or his or her designated representative will be available to hear complaints. The EEO Officer can be contacted at: EEO Officer, Northwest Missouri State University, 800 University Drive, Maryville, Missouri, 64468-6001 (660-562-1128).

Additional Points

Every effort will be made to ensure the confidentiality of those who report a complaint or participate in the procedures. Persons making false accusations in harassment cases will be subject to disciplinary action, up to and including termination of employment. Persons who retaliate against those who report sexual harassment, use the reporting procedures, or are involved in the harassment procedure, will likewise be subject to disciplinary action, up to and including termination.

2.3 Consensual Amorous Relationships

In General

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. In the University context, such positions include (but are not limited to) supervisor and employee, senior faculty and junior faculty, mentor and trainee, and professor and student. Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. Such relationships may be less consensual than the individual whose position confers power or authority believes. The relationship is likely perceived in different ways by each of the parties to it, especially in retrospect.

Moreover, such relationships may harm or injure others in the academic or work environment. Relations in which one party is in a position to review the work or influence the career of the other may provide grounds for complaints by third parties when that relationship gives undue access or advantage, restrict opportunities, or creates a perception of these problems. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct after notice is given that such conduct is no longer welcome.

Where such a relationship exists, the person in the position of greater authority or power will bear the primary burden of accountability, and must ensure that he or she – and this is particularly important for teachers – does not exercise any supervisory or evaluation function over the other person in the relationship. Where such recusal is required, the recusing party
must also notify his or her supervisor or department head, so that such supervisor or department head can exercise his or her responsibility to evaluate the adequacy of the alternative supervisory evaluative arrangements to be put in place. Staff members, may instead, as an option, notify the Office of Human Resources. To reiterate, the responsibility for recusal and notification rests with the person in the position of greater authority or power. Failure to comply with these recusal and notification requirements is a violation of this policy, and therefore grounds for discipline, up to and including termination.

With Students

The University will view it as unethical and a violation of this policy if University employees engage in sexual or romantic relationships with students enrolled in their classes or subject to their supervision. Such employee-student relationships may include, but are not limited to, faculty and student, advisor and advisee, teaching assistant and student, coach and athlete, and the individuals who supervise the day-to-day student living environment of student residents. The behavior is, in most cases, unethical even when the relationship is consensual (i.e., both parties have consented), because the voluntary consent of the student is in doubt, given the power imbalance in the student-employee relationship. Even if consent were to be shown, a clear conflict of interest would still exist which might create the appearance of discrimination or favoritism in grading or access to educational opportunities. Relationships between a graduate student and an undergraduate student, when the graduate student has some supervisory responsibility for the undergraduate student, are covered by this policy.

An employee with questions or concerns about consensual amorous relationships in the workplace is encouraged to bring these issues to the attention of the EEO Officer.

2.4 Disability and Reasonable Accommodation

Northwest’s Commitment

Northwest Missouri State University is committed to providing an accessible and supportive environment for employees with disabilities. Equal access for qualified employees with a disability is an obligation of the University under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (“ADA”), and the ADA Amendments Act of 2008 (ADAAA). The University does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service or activity offered by the University. The University is committed to ensuring that no otherwise qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue hardship to the University or fundamentally alter the essential functions of the job.

Implementation and Responsibility
Employees are responsible for initiating requests for any desired disability related workplace accommodations. Requests by non-faculty employees should be made to supervisors or to the Office of Human Resources; faculty employees should contact their department head or the Office of Human Resources. Supervisors/Department Heads are responsible for receiving requests for workplace accommodations, informing employees of the process and referring requests to the Office of Human Resources. Supervisors are also responsible for initiating a discussion concerning accommodations when they have reason to believe that an employee’s disability precludes the employee from initiating a request. Supervisors should inform the Office of Human Resources of all requests for accommodations.

Office of Human Resources is responsible for evaluating the request, determining what type of documentation is necessary, and determining if the requested accommodation is appropriate and effective.

Definitions

Disability: The term “disability” means, with respect to an individual— (a) a physical or mental impairment that substantially limits one or more major life activities of such individual, (2) a record of such an impairment; or (3) an impairment that is episodic or in remission if it substantially limits a major life activity when it is active.

Substantial Limitation: An impairment is substantially limiting if it prohibits or significantly restricts an individual’s ability to perform a major life activity as compared to the ability of the average person in the general population to perform the same activity. The determination of whether an impairment substantially limits a major life activity depends on the nature and severity of the impairment, the duration or expected duration of the impairment, and the permanent or long-term impact of the impairment.

Major Life Activity: A major life activity is defined as the act of caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Qualified Individual with a Disability: An employee or applicant for employment who, with or without a reasonable accommodation can perform the essential functions of the position.

Reasonable Accommodation: A modification or adjustment to a position, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to perform the essential functions of the position. Examples
of reasonable accommodations may include, but are not limited to: (1) making existing facilities readily accessible to and usable by persons with disabilities; (2) job restructuring, modifying work schedules, reassignment to a vacant position; or (3) acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

**Essential Job Function:** The fundamental duties of the position or the primary reasons the position exists. The University does not have to eliminate an essential function from the position, nor does it have to lower quality or performance standards to make an accommodation, as long as those standards are applied uniformly to employees with or without a disability. The University does not have to create a new position to accommodate an employee.

**Undue Hardship:** An accommodation or action requiring significant difficulty or expense when considered in light of factors such as the University’s size, financial resources, and the nature and structure of its operation. Undue hardship also refers to an accommodation that is unduly expensive, substantial, or disruptive, or one that would fundamentally alter the nature of the position.

*Procedure to Request a Reasonable Accommodation*

Applicant and employee requests for reasonable accommodations shall be made to the Office of Human Resources. Supervisors or representatives of the Office of Human Resources receiving a request should immediately contact the EEO Officer for guidance.

*Appeals/Grievance Procedure*

In the event an employee disagrees with the determination and/or proposed accommodation, he or she may contact the EEO Officer.

*Confidentiality*

All necessary steps will be taken to ensure the confidentiality of information pertaining to an employee’s disability or request for accommodation. Information should be shared on a limited basis with supervisors or department heads regarding necessary accommodation, first aid, emergency procedures, and insurance companies, as necessary. All medical records of employees are kept in separate confidential files.

*2.5 Illegal Drug and Alcohol Policy*

Northwest Missouri State University (“The University”) recognizes its responsibility to foster a learning environment that minimizes negative impact of high-risk alcohol use and drug use/possession on student life and academic success. The University recognizes that unlawful drug use must be prohibited and care must be taken to allow alcohol only in settings where it is
responsible to do so, and to ensure that policies do not result in an atmosphere in which irresponsible or dangerous alcohol use is likely to result.

The University takes seriously the need to enforce federal, state and local rules and laws prohibiting the illicit use of drugs and limiting alcohol on campus and at University-sponsored events. In accordance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 as well as other federal, state, and local laws, the University has adopted this anti-drug and alcohol abuse policy for its campus, employees, faculty, students and student organizations. (Faculty and staff are collectively referred to as “Employees” throughout this policy)

Annual distribution of alcohol and drug prevention materials to all students and Employees are accomplished through the Annual Security Report.

As mandated by federal regulation, the University compiles a Biennial Review of the University’s alcohol and drug policy and initiatives. It can be found at http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf.

Drug Free University

The University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on University owned or controlled property, as any part of a University activity, and while doing University work. The University prohibits individuals from being under the influence of illegal drugs on University owned or controlled property or as part of a University activity.

This practice does not prohibit use of legally obtained drugs, including prescription drugs and over-the-counter drugs, while on University premises, while engaged in a University activity, or while performing University work, provided those drugs are used in accordance with the prescription by the prescription holder or with over-the-counter directions.

Such use by an Employee must not impair the Employee’s ability to perform the essential functions of his or her job effectively and in a safe manner. An Employee using prescription or over-the-counter drugs is required to report such to their supervisor or the Office of Human Resources if it may affect the Employee’s capacity to perform job duties or may create a danger to the Employee or others.

Employees must report to the University any conviction or guilty plea under a criminal drug statute for violations occurring on or off University premises. A report of conviction must be made to the Office of Human Resources within five (5) days after the conviction or guilty plea.

University policy does not recognize use of illegal drugs or abuse of other drugs as an excuse for misconduct of any kind – including violations of University policies – by Employees, students, or student organizations.
Use of Alcohol

Responsible Use of Alcohol

University policy also does not recognize the misuse of alcoholic beverages as an excuse for misconduct of any kind – including violations of University policies – by Employees, students, or student organizations. Emphasis is placed on the responsible use of alcohol. Responsible drinking is the use of alcohol in ways that do not negatively affect either the individual or the community and do not violate the law. Alcohol is not permitted anywhere on University property except as specified in the University’s Alcoholic Beverages on University Property Policy found on myNorthwest under the Human Resources tab.

Other than responsible use in the context of appropriate University-related social events, Employees may not use, possess, distribute, sell or be under the influence of alcohol while on University premises or doing University work.

Alcohol/Drug Testing

To ensure an environment free of illegal drugs and irresponsible use of alcohol, the University reserves the right to require an Employee to undergo alcohol and/or drug testing (such as on urine and/or blood) as a condition of employment or continued employment at the following times:

1. Reasonable Suspicion. “Reasonable suspicion” exists when an Employee exhibits signs of impairment due to the use of illegal drugs and/or irresponsible use of alcohol. In such a situation, an Employee may be asked to report to a testing facility for a drug/alcohol screening.

2. Post-Accident. An Employee who is involved in an accident or other incident while on University business that results in injury and/or property damage may be subject to drug/alcohol screening.

3. DOT Requirements. Employees to whom the testing rules of the Department of Transportation apply will be subject to drug/alcohol testing as required by the Department of Transportation regulations.

The University will incur the cost of the drug/alcohol screening. The following may result in disciplinary action up to and including termination of employment with the University: (1) a confirmed positive drug screening, and/or (2) a confirmed positive alcohol screening that demonstrates illegal conduct or – outside of responsible use in the context of appropriate University-related social events – alcohol use while on University premises or doing University work. Additionally, interference with or refusal to submit to a drug and/or alcohol screening will result in disciplinary action up to and including termination of employment with the University.
University. Two or more diluted or adulterated samples, without a medical explanation, will be deemed interference.

The University reserves the right to inspect or search University vehicles, desks, and/or other University property at any time. Refusal to cooperate will subject the Employee to disciplinary action up to and including termination of employment from the University. A confirmed positive drug and/or alcohol screening (regardless of responsible use of alcohol) or any other violation of this policy may also influence an Employee’s workers’ compensation and/or unemployment compensation benefits.

**Potential University Sanctions**

Any Employee, student, or student organization found to be in violation of this policy will be subject to appropriate disciplinary action pursuant to University policies and consistent with local, state, and federal laws. Such disciplinary action may include counseling, mandatory participation in an appropriate rehabilitation program, a verbal or written warning, suspension from or termination of employment or academic program, and expulsion from the University. Sanctions will be determined pursuant to applicable Employee, faculty, student, or student organization procedures. In addition, violators may be referred to appropriate law enforcement authorities for prosecution.

**Drug Convictions and Student Financial Aid Eligibility**

Under federal regulations, students convicted for a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Student (Financial) Aid, lose eligibility for that aid. Federal Student Aid includes grants, loans, and work assistance otherwise provided to eligible college students under Title IV of the Higher Education Act. The period of non-eligibility begins on the date of the conviction and remains in effect until the student has met certain rehabilitation requirements.

The prohibition on federal aid applies to any student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance as defined by Section 102(6) of the Controlled Substances Act (21 U.S.C. § 802(6)). Laws regulating distilled spirits, wine, and malt beverages are not included within the definition of “controlled substance.”

Other financial aid programs, including certain state programs, may also limit eligibility for students convicted of a drug offense.

**Parental Notification**

It is not the intent of the University to institute a policy of parent notification for every incident involving student use of alcohol or other controlled substances. Rather, student affairs personnel will use these guidelines to intercede in situations where alcohol and drug abuse has
led to situations which threaten the health or safety of individual students, has contributed to significant deterioration of the living-learning community, or has interfered with a University sponsored activity or event.

Examples of incidences in which parents could be notified include intoxication or impairment which was deemed to be health threatening, fighting, harassment, or property damage which can be linked to excessive drinking or drug use. Evidence of recurring patterns of alcohol or drug related violations, residence hall violations, and/or other violations of the University’s judicial code may also result in parent notification.

Federal, State, and Local Alcohol and Drug Laws

Federal Law

Federal law provides strict penalties for violation of federal drug laws. For a first conviction of illegal possession of a controlled substance, a person may be imprisoned for up to one year and/or fined at least $1,000 but not more than $100,000; after two or more prior convictions the penalty increases to at least 90 days in jail but not more than three years and/or a fine of at least $5,000 but not more than $250,000. Federal trafficking penalties for controlled substances (such as marijuana, heroin, cocaine, PCP and LSD) range from less than five years in prison and/or a fine of less than $250,000 to life imprisonment and/or a fine of up to $8 million (for an individual). Other penalties may apply, such as forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance, denial of certain federal benefits, and revocation of certain federal licenses.

Certain federal laws may apply to unlawful manufacture, possession, and trafficking of alcohol as well. Penalties range from fines to prison terms.

State and Local Law

Missouri law and local law also provide penalties for violations of laws relating to the unlawful manufacture, sale, use or possession of controlled (and/or imitation of) controlled substances and alcohol. In addition, Missouri and localities have laws relating to under age drinking, driving while intoxicated or under the influence of alcohol and/or illicit drugs. Sanctions for violations may range from local citation to state law felonies. Penalties may range from small fines to prison terms, depending on the violation and past criminal history of the individual.

Further Information

Further information on these laws and penalties is available at http://www.moga.mo.gov/mostatutes/chaptersIndex/ChaptIndex631.html.
Health and Safety Risks of Drug and Alcohol Use

Alcohol Health and Safety Risks

Alcohol use carries several risks. These include drinking/driving accidents, increased incidents of rape and assault, academic problems, police involvement, medical problems including alcohol abuse and dependence and fetal alcohol syndrome, and fatalities.

Substance Abuse Health and Safety Risks

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. These effects may include toxicity, HIV infection with intravenous drug use, heart attack, stroke, sudden death, pregnancy complications, birth complications and defects, physical and psychological dependence, withdrawal, disruption of normal heart rhythm, high blood pressure, stroke, bleeding and destruction of brain cells, memory loss, depression, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and neurological and pulmonary damage.

Further Information

Further information on these laws and penalties is available at http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf.

University and Community Resources and Referral Information

Northwest Missouri State University provides counseling services for students and Employees seeking assistance or information concerning alcohol and drug issues. Students wishing to take advantage of this service may contact the University Wellness Services at (660) 562-1348 and Employees wishing to take advantage of this service may contact the Hartford at www.guidanceresources.com.

In addition, other resources are available. Several self-help groups hold meetings throughout the area, including Alcoholics Anonymous, Narcotics Anonymous, and Al-Anon. Individuals can contact the National Clearinghouse for Drug and Alcohol Information (800-729-6686), which is operated by the U.S. Department of Health and Human Services and staffed 24 hours a day, 7 days a week; specialists provide information and referrals.

For further information and help with these issues, please visit http://www.nubeginning.org/.

2.6 Smoke-Free Campus

The University is committed to providing an environment that is safe and healthy. Consistent with this policy, the University became a smoke-free campus as of August 1, 2010. Smoking is prohibited on all University owned or leased property and in all university vehicles. This policy
will apply to all students, employees, contractors, volunteers, and visitors on University-controlled property. Smoking encompasses cigarettes, cigars, pipes, and all other forms of smoke-generating products.

Cats Advocating Smoke-Free Environment (CASE) along with the University Wellness Center will coordinate University efforts for policy notification, education, promotion, support and assessment to ensure successful implementation.

The University reserves the right to initiate disciplinary procedures against any individual found to be in continuous violation of this policy; however all faculty, staff, and students will have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement. Individuals observed smoking are to be reminded in a professional and courteous manner of the University policy.

2.7 Solicitation

The University’s policy regarding solicitation on campus is covered in the following resolution of the Board of Regents.

“No agent, solicitor, peddler, or other person shall solicit, offer for sale or sell any subscription, policy, service, article or things whatsoever ... upon the premises of the University, while it is in session, and for one half hour before school convenes and for one half hour after school has dismissed, PROVIDED this prohibition shall not apply to any school, University or civic enterprise specifically approved by the President of the University.”

The attention of the faculty, students, employees of the University and all other persons is directed to the above resolution and full cooperation is required. Solicitation for a University project must be made in writing to the Student Affairs Office.

2.8 Outside Activities and Other Employment

Employees are expected to consider his/her job with the University as his/her primary employment responsibility. While work other than for the University is not prohibited, hours worked in outside employment must not coincide or conflict with hours of work for the University. Outside employment and activities must not detract from work responsibilities at the University, must not interfere with performance of University duties, nor create a conflict of interest. Questions concerning this policy should be directed to the Office of Human Resources.

2.9 Political Activity

Northwest Missouri State University actively encourages employees to exercise their rights as citizens and to participate in the political life of their community, state and nation. However, in all areas of participation a University employee has the responsibility to make clear that he/she is in no way representing the University.
Activity in Political Party Organizations

A. Employees may engage in lawful political activities:

1. Of organizations of political parties qualified to place candidates on the ballot in accordance with Missouri statutes or of political parties seeking such qualifications;

2. Of nonparties or bipartisan groups seeking the election of candidates to public office or the approval or disapproval of issues which are or may be submitted to the voters for approval, or;

3. On behalf of individual candidates for public office, including candidates for membership of any political committee established by Section 115.611 R.S.Mo., et. seq., (formally Chapter 120, R.S.Mo.).

B. Such activity, like any other personal, non-official undertaking, must be done on the individual’s own time and should not interfere with University duties.

C. Employees may contribute funds to above parties, groups or candidates or expend funds on behalf of parties, groups, candidates or issues, subject only to state and federal laws which regulate political contributions.

Elections to or Holding Public Offices

Before officially announcing as a candidate for or accepting any elective office, employees must inform their supervisor of such intention and that supervisor must make the fact known to the President of the University through appropriate channels. If regulations permit, the President will offer no objection to the candidacy, provided it does not require time or attention that should be given to University duties.

A. Subject to requirement of notice to the President, an employee may, without permission of the President, become a candidate for and hold a non-partisan part-time position as a member of a school board, member of a city council, member of a county legislative body or other local school or municipal office that is part-time, conducted on the individual’s own time, and does not interfere with University duties.

B. The holding of any elective full-time office in local, county, state or the federal government, including state representative or senator, is forbidden while the person is employed by the University. Before accepting such an office, a person is required to resign their University post. A person seeking selection to such an office must resign or request a leave of absence as of the date of filing in the primary.
C. The policy is subject to any applicable provision of law or determination of the Missouri Ethics Commission.

2.10 Employment of Relatives

No Regent, officer, faculty, or employee shall participate, either directly or indirectly, in a decision to appoint or hire an employee of the University, including regular and part-time appointments, who is related to such person within the fourth degree by blood or marriage. It also shall be a violation of this policy for an employee to supervise, either directly or indirectly, the work of another employee who is related within such fourth degree, unless the supervisory role is specifically approved by the President of the University. A relative within the fourth degree includes, but is not limited to spouse, child, grandchild, great-grandchild, parent, grandparent, great great-grandparent, brother/sister, aunt/uncle, great aunt/uncle, niece/nephew, grand niece/nephew and cousin. All relationships are included, whether full-, half-, step-, foster-, adopted, or in-law. An employee or supervisor who has a question pertaining to the relatives covered by this policy should contact their supervisor or the Office of Human Resources.

2.11 University Closings, Cancellations, and Essential Staff

Emergencies, such as inclement weather, may arise and the President or his/her designated representative will make the decision and announcement of any University closings or cancellations. Northwest Missouri State University will maintain essential services and operations as needed. When a closing or cancellation occurs, essential staff will report to work as usual. Essential staff provides services that relate directly to the health, safety, and welfare of the University, ensure continuity of key operations, and maintain and protect University properties.

Employees within the areas of University Police Department, Facility Services, and Residential Life are designated as essential staff. Essential staff is required to report to work during an emergency or when the University has suspended operations. There are some individuals who may be required to perform essential services remotely. Those individuals will be identified in advance and notified by their supervisor. In most cases essential staff is expected to be on-site.

Essential staff should treat a University closing as a regular work day. Essential staff reporting to work or non-essential staff who are asked to report to work during a University closing or cancellation will receive his/her regular pay. In addition, he/she will receive time off equivalent to the hours worked while the University is closed, up to 8 hours. This compensation time must be used in the same increment of time as awarded and within 30 days of the closing or cancellation.
2.12 Workplace Violence and Threats

The University is concerned about the safety of its employees and is committed to maintaining a work environment that is secure and free from incidents of violence or threats of violence. The University will not tolerate incidents of violence because such incidents are contrary to and interfere with University objectives. Acts of aggression are often precursors to actual violence so the University will give immediate attention and serious consideration to all reports of incidents of aggression and will initiate appropriate actions.

This policy defines aggression broadly as any of the following: unwelcome forceful physical touching; intimidating, threatening or hostile actions; intimidating, threatening or hostile communications, whether oral, written, or nonverbal, made in person or communicated by or any other means; vandalism; arson; sabotage; throwing objects; unauthorized possession or use of a weapon on University property; or any other acts or communications of a similar nature. This policy also covers interpersonal conflicts occurring off campus that may create the risk of aggression resulting from such conflicts being carried out on campus.

The Vice President of Human Resources is responsible for the overall implementation and oversight of the University’s workplace aggression management plan. After University Police responds to a threat or act of aggression, the Vice President of Human Resources will determine whether further investigation is required, the manner of that investigation, and will oversee any such investigation of the incident. The Vice President of Human Resources, the Counseling Center Director, and University Police Chief shall also be charged with reviewing incidents of aggression to identify ways in which similar incidents can be prevented. The Vice President of Human Resources shall also coordinate all critical incident debriefings of students, staff or faculty that are affected by the incident.

All University employees are required to immediately report any acts or threats of aggression. If urgent, call University Police (660-562-1254) or call 911. For help with non-urgent threats, call the Office of Human Resources (660-562-1128) or the Counseling Center (660-562-1220).

All employees and students who apply for or obtain a protective or restraining order (Ex Parte, Full Order of Protection, Child Protection Order) which lists University property as being a protected area must provide a copy of the Order to University Police and the Office of Human Resources.

2.13 Weapons

To improve the overall safety of the campus community, employees (other than University Police officers) are not permitted to bring weapons on the University campus. Prohibited weapons include guns, switchblades, or other knives (deemed to be dangerous or illegal), hunting bows, explosives, or other items which could be construed as weapons, such as paintball/airsoft guns. A violation of this policy will be considered a serious offense, and
employees violating this policy will be subject to disciplinary action, up to and including termination of employment.

2.14 Workplace Surveillance and Searches

The University may utilize reasonable surveillance and search measures that ensure an appropriate work environment and compliance with University policies and applicable law. Subject to legal requirements, the University reserves the right to inspect and search all work areas, desks, computers, file cabinets, lockers, lunch boxes, or other containers, and personal vehicles on University premises. In addition, all records contained in computers (including voice mail and e-mail) and storage devices (including removable media) should be business-related, and are therefore open to inspection by the University in accordance with University policies, subject to applicable legal requirements.

2.15 Driver Requirements

University employees and students may be authorized to operate University vehicles for the purpose of conducting University business, provided they have an appropriate and valid U.S. driver’s license for the vehicle being used, and agree to operate the vehicle in a safe and prudent manner. The driver’s requirements are in addition to any requirements, standards, operating restrictions, or suspensions imposed by Missouri law. Drivers are to have in their possession a valid driver’s license at all times.

2.16 Information Technology

It is the policy of the University to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages the free exchange of ideas and sharing of information. Access to this environment and the University’s information technology resources should be considered a privilege and must conform with all laws, with University policy, and with any policies specific to a resource. All University employees are subject to the University’s computing policies, which can be found on the University’s Information Systems website at: http://www.nwmissouri.edu/compserv/ClientComputing/ComputingPolicies.htm.

2.17 Children in the Workplace

The University values family life and has worked to develop employment policies and benefits that are supportive of families. While the University seeks to focus on providing an environment open to work and family issues, it also believes that the work place should not be used in lieu of a child care provider.

It is the policy of the University that minor children in an employee’s care may not be present at an employee’s workplace (e.g., office, classroom, shop area), in lieu of other child care arrangements, during the employee’s working hours. The supervisor is responsible for
enforcing this policy in their respective work areas. This policy is not intended, however, to
prohibit children from the campus when the purpose of their visit is to attend classes or to
participate in University-sponsored activities specifically scheduled for their benefit.

2.18 Mediation/Arbitration Policy

Northwest Missouri State University recognizes that differences may arise between the
University and the employees of the University before, during or following employment and
that those differences may or may not be related to the employee’s employment. In most
instances, these differences are resolved informally. However, where this does not produce a
complete resolution, the only recourse has been litigation. The litigation process is costly to all
parties and is extremely time consuming. The University believes there is a better method to
resolve disputes that cannot be resolved informally or through internal dispute resolution
procedures. That method is a two-step alternative dispute resolution technique of mediation
and arbitration – which is a fair and equitable procedure to resolve disputes.

Consequently, the University has adopted as its policy this Mediation and Arbitration Policy
(hereinafter “Policy”). Under this Policy, claims or controversies as defined in this Policy
(hereinafter “Claims”), arising out of the employee’s hiring, employment or termination, that
the employee may have against the University and that the University may have against the
employee, which are not resolved informally or through internal dispute resolution procedures,
shall be resolved through mediation, and, if necessary, exclusive, final and binding arbitration as
provided in this Policy.

Claims Covered by this Policy

The Claims covered by this Policy include, but are not limited to, claims for breach of any
contract; tort claims; claims for discrimination or retaliation including, but not limited to, race,
color, religion, national origin, sex, ancestry, age, disability, genetic information, or status as
Vietnam-era veteran; claims for violation of any federal, state, or other governmental law,
statute, regulation or ordinance; and any other claims arising under common law, which
employee may have against the University or the University may have against employee.
Claims against the University include Claims against its Board of Regents, officers, directors,
employees or agents of the University, in their capacity as such or otherwise. Claims against
the University also include claims against the employee benefit plans of the University and its
administrators, sponsors, fiduciaries, agents and employees of such plans.

Claims Not Covered by this Policy

The only claims not covered by this Policy are claims the employee may have for workers’
compensation and unemployment compensation benefits and claims for which no legal right
exists.
Employee Benefit Claims

In the case of a Claim for denial of benefits under any University employee benefit plan, any and all employee benefit plan claim filing and appeal procedures must be utilized and exhausted before this Policy is utilized.

Mediation

Where a Claim arises between the University and the employee which is not resolved through informal procedures, the University and the employee will attempt to settle the Claim through mediation under the American Arbitration Association’s National Rules for the Resolution of Employment Disputes (“Employment Rules”), which are in effect at the time the Claim is submitted to the American Arbitration Association, except to the extent the Employment Rules have been modified by this Policy. A copy of the Employment Rules may be obtained from the office of the American Arbitration Association.

If the AAA is unable or unwilling to administer mediation, the University and the employee will attempt to settle the Claim through mediation in accordance with the applicable rules of a similar arbitration organization, as mutually agreed upon by the University and the employee.

The University and the employee shall each bear respective costs for legal representation at any such mediation. The cost of the mediator shall be shared equally by the parties.

Arbitration

If the Claim is not resolved through mediation, the Claim shall be settled by exclusive, final and binding arbitration in accordance with the American Arbitration Association’s National Rules for the Resolution of Employment Disputes (“Employment Rules”), which are in effect at the time the Claim is submitted to the American Arbitration Association, except to the extent the Employment Rules have been modified by this Policy. A copy of the Employment Rules may be obtained from the office of the American Arbitration Association.

If the AAA is unable or unwilling to administer arbitration, the Claim shall be settled by exclusive, final and binding arbitration in accordance with the applicable rules of a similar arbitration organization, as mutually agreed upon by the University and the employee.

Jurisdiction for arbitration shall be in the county and state where the employee is employed by the University.

The Arbitrator, and not any federal, state, or local court or agency, shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability or formation of this Policy including, but not limited to any claim that all or any part of this Policy is void or voidable.
The arbitrator may grant any remedy or relief that the arbitrator deems just and equitable that would have been available if the matter had been heard in court. Judgment upon an award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

The University and the employee shall each bear respective costs for legal representation at any such arbitration. The cost of the arbitrator and court reporter, if any, shall be shared equally by the parties.

_Governing Law_

Implementation of this Policy shall in all respects and at all locations be pursuant to the Federal Arbitration Act and the applicable laws of the State in which the Employee is employed with the University.

_Not an Employment Agreement_

This policy does not in any way alter the “at-will” status of an employee’s employment. Nothing in this Policy will limit the employee’s right to resign from the University for any reason or no reason, or the University’s right to terminate the employee’s employment for any reason or no reason.

_Change or Revocation_

The University reserves the right to change or discontinue this Policy at any time upon prior notice to employees from the University, except that any Claim submitted under this Policy to mediation or arbitration before the effective date of any modification or discontinuance shall continue to be resolved through this Policy as it existed before modification or discontinuance. Employees are deemed to have agreed to the provisions of the Mediation/Arbitration Policy by virtue of accepting employment with the University and/or continuing employment with the University.
CHAPTER 3
EMPLOYMENT POLICIES AND PROCEDURES

3.1 Employment Applications

The University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in this information or data may result in the University’s exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3.2 Orientation

Upon the commencement of employment, employees will attend an orientation program conducted by the Office of Human Resources. During orientation, employees will receive information regarding University policies, compensation and benefit programs, and other general information about the University. Employees will complete all employment paperwork and forms required for payroll, insurance enrollment, fringe benefit programs, and retirement. Departments will provide their employees with a more specific orientation concerning the department and the employee’s position.

3.3 Background Checks and Criminal Convictions

Candidates selected for University positions are required to pass a background check. This background check may include, but not be limited to, criminal history, verifications of employment and education, and driving records. If the candidate challenges the information contained in the background check with the screening agency, the University is not required to hold open the position. Consideration will be given to the relationship between the information obtained in the background check and the responsibilities of the position. A relevant job-related conviction or guilty plea is grounds for termination of employment or non-selection of the candidate. Convictions and guilty pleas include all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. For positions that require operation of a motor vehicle, the terms conviction and guilty plea shall include minor traffic violations.

Applicants for employment who plead guilty to or are convicted of a criminal violation after they have applied should contact the Office of Human Resources within five (5) days of the conviction or guilty plea. Individuals who have begun employment with the University must notify their supervisor within five (5) days of a conviction or guilty plea to a criminal violation. Failure to report a conviction or guilty plea is grounds for discipline up to and including termination of employment or non-selection of an applicant. Supervisors should notify the Office of Human Resources immediately upon being informed of any such conviction or guilty plea.
3.4 Job Postings

University system-wide vacancy announcements of employment opportunities are available online on the University’s website. Information regarding employment opportunities are also posted on the Office of Human Resources bulletin board located on the first floor, Administration Building.

3.5 Transfers Between Departments

Employees seeking a job transfer or promotion should make application as indicated on the job description posted by the Office of Human Resources. Employees are selected on the basis of their qualifications and are encouraged to seek advancement. Lateral transfers may be made if the employee is given approval for release from his or her current department head. The department hiring will initiate the Personnel Action Form for the transfer.

3.6 Dual Employment

No individual may occupy more than one full-time position, or the hourly equivalent thereof, within the University employment structure.

3.7 Personal Data Changes

It is the responsibility of each employee to promptly notify the University of any changes in personal data. Mailing address, telephone numbers, number and names of dependents, marital status, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. The Office of Human Resources should be notified immediately of any such changes.

3.8 Employee Performance Evaluations

The University expects each employee to perform the duties of his/her position at the highest level of performance possible. All employees should have their performance evaluated periodically to document their performance and provide feedback. The value of performing and documenting a performance evaluation includes, but is not limited to, fostering the professional development of employees, providing clarification of job expectations, raising employee morale, documenting and correcting performance problems, assessing employees for promotional opportunities, and reviewing individual levels of performance in comparison to established standards, as well as identifying individual goals that support the University’s mission.
3.9 Separation from Employment

Employment at the University shall be “at will” and shall be terminable “at will” by the University or the employee with or without cause. No representative of the University has any authority to enter into any employment agreement for any specified period of time or to make any employment agreement contrary to the foregoing. Oral statements and representations are not binding on the University, and any exception to the foregoing must be made in writing and agreed to in writing by the University’s Board of Regents. Separation of employment with the University can occur in several ways. The following is an explanation of each type of separation of employment and the procedures that apply to each type of separation of employment.

Resignation

An employee may terminate employment with the University by submitting a written resignation to his/her supervisor or department head. All resignations should include the reason for leaving the University and the date of resignation which will be the last day the employee is physically present at work. Employees who plan to resign are asked to provide the University with reasonable advanced notice (or as otherwise provided by agreement). The supervisor or department head shall immediately forward the written resignation to the Office of Human Resources.

Layoff

It may become necessary to reduce the number of University employees because of a reduction of work or funds, the elimination of positions or other material change in the duties or organization, or for other related reasons. If such a reduction is necessary, the Office of Human Resources may recommend, and the departmental administrator or supervisor involved will designate, the employee or employees to be laid off and submit such recommendations to the President or his designee.

Termination

Employment with the University is “at will” and may be terminated at any time. The University, at its discretion, may utilize progressive disciplinary procedures in appropriate circumstances. Dismissal requires the approval of the Office of Human Resources.

Non-Reappointment

When an employee is appointed to a position with a limited fixed term, no additional notice of termination will be provided.
Retirement

There is no mandatory retirement age for University employees. Employees who plan to retire are asked to provide the University with reasonable advanced notice. This is to allow ample time for the employee withdrawal process as well as the processing of appropriate retirement benefit forms to ensure that retirement benefits to which the employee may be entitled commence in a timely manner. A letter of retirement should be submitted to the employee’s supervisor or department head, which will then be forwarded to the Office of Human Resources.

3.10 Exit Interview and Property Clearance

When employment with the University is discontinued, for any reason, the employee is responsible for returning all University property in his/her possession. Employees who are leaving the University shall cooperate with their supervisor to complete an Exit Procedures Checklist, which shall be submitted to the Office of Human Resources. A forwarding address must be included on the Exit Procedures Checklist. Employees are encouraged to participate in an exit interview with the Office of Human Resources.

3.11 Confidentiality

Employees of the University and the University anticipate that while serving the University, employees may come into contact with, produce, and/or learn confidential information concerning the University’s personnel, business, including but not limited to its method of doing business, trade secrets, patents, data, and other similar information. Employee shall have access to such information under the conditions that such confidential and/or proprietary information remain confidential and the property of the University.

A. All information of a tangible or intangible nature disclosed to Employee, shall be considered confidential and the property of the University.

B. All rights in and title to confidential information, related materials, samples, products, data or processes disclosed to employees, shall remain the property of and/or vest in the University.

C. Employees shall not, without the prior written consent of the President (Chair) of the Board of Regents or a majority of the Board, disclose or provide access to the University’s confidential information to any other person for any purpose, nor reproduce in any media the confidential information disclosed to employees, except for communication to persons aware of the University’s confidential information and/or to proceed with instructions of the Board or the Chair or to discuss legal issues or concerns with the University’s General Counsel.
D. The obligation of employees to protect confidential information shall not apply to information which:

1. Is or becomes publicly known through no wrongful act of employees;

2. Becomes rightfully known to employees without confidential restrictions from a source other than the University and/or any of its Regents, consultants or contractors;

3. Is approved by the University for disclosure without restriction by the Board of Regents of the University; or

4. If said information is sought from employees by judicial process or under color of law, employees shall immediately notify the University of said process so as to provide the University a reasonable opportunity to participate if necessary in such process.

E. The obligation of employees to hold the confidential information in confidence shall survive the termination (for any reason) of employee’s employment with the University.
CHAPTER 4
CLASSIFICATION AND COMPENSATION

4.1 Job Classifications

It is the intent of the University to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

The Fair Labor Standards Act (FLSA) exempts broad categories of jobs from minimum wage and overtime requirements if they meet certain tests regarding job duties and responsibilities and are paid a certain minimum salary. The University periodically reviews the duties of exempt employees to ensure that they still qualify for exempt status.

Each staff member is designated as either NONEXEMPT or EXEMPT according to the University’s interpretation of the requirements of federal and state wage and hour laws. NONEXEMPT staff members are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT staff members are excluded from specific provisions of federal and state wage and hour laws. A staff member’s EXEMPT or NONEXEMPT classification may be changed only upon written notification by the Office of Human Resources.

In addition to the above categories, each employee will belong to one of the following employment categories:

- **REGULAR, FULL-TIME** employees are those occupying a position on a continuing basis (not assigned to a temporary status) and who are regularly scheduled to work 40 hours per week. They are eligible for the University’s benefit package, subject to the terms, conditions, and limitations of each specific benefit.

- **REGULAR, PART-TIME** employees are those occupying a position on a continuing basis (not assigned to a temporary status) and who are regularly scheduled to work less than 40 hours per week. The benefit package for this classification of employee differs from that of the regular full-time employee. Information regarding the benefit package can be obtained from Office of Human Resources.

- **BENEFIT ELIGIBLE** employees are those occupying a position on a continuing basis (not assigned to a temporary status) and who are regularly scheduled to work 30 or more hours per week.

- **TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees are not eligible for the University’s benefit package.
4.2  Probationary Period

All newly-hired employees may be placed on probationary status for the first 30 calendar days of their employment. The probationary period is designed to give the University and the employee an opportunity to determine the suitability of the placement. If for any reason at or before the end of this probationary period the employee is dissatisfied with the job, or if it is determined that he or she is not suited for the work, he or she may resign or be terminated by the University.

If the employee’s service during the probationary period is deemed unsatisfactory but it is felt that his/her employment should continue in a probationary status rather than being terminated, the recommendation that the employee remain in a probationary status should be forwarded by the supervisor to the department head and the Office of Human Resources. In all such instances, the employee must be counseled regarding the extension of his/her probationary period prior to the completion of 30 days service. The employee may not remain in a probationary status for more than 90 days.

Employees who have successfully completed a probationary period and who are transferring to or being promoted into a new position will be subject to another probationary period. Former employees who are re-hired will be considered new employees, and will be subject to another probationary period.

Employees on probationary status, who are otherwise eligible, begin accruing vacation as of the first day of employment. Employees on probationary status, who are otherwise eligible, may enroll in benefit programs.

Employees who receive a leave of absence during the probationary period will have the probationary period extended by the length of leave of absence.

4.3  Workweek and Work Hours

The University workweek is defined as a seven-day period that begins at 12:00 a.m. Monday and ends at 11:59 p.m. on Sunday. A normal workweek of 40 hours is established for most employees, with hours generally from 8:00 a.m. to 5:00 p.m., Monday through Friday. Because of the variety of functions of the many departments within the University, there may be differences in normal hours and days of work. An employee starting a new job should ask their supervisor or department head for the work schedule. Assignments may fall outside these hours, which are a part of the employee’s responsibility and the employee is expected to perform these responsibilities.
4.4 Overtime Pay

In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees are paid at the rate of time and one-half for overtime work. Overtime work is defined as all hours that employees are required, suffered or permitted to work in excess of 40 hours per week. For the purpose of this policy, hours worked in a workweek will include actual hours worked plus any holiday, vacation, sick leave, or other paid leave absences. Daily work schedules may be adjusted to avoid the necessity of overtime upon agreement of employee and supervisor.

Overtime work is not to be performed at the discretion of the employee, but must be scheduled and approved, in advance, by the employee’s department head or supervisor. All hours worked, including those believed to be overtime, must be recorded by non-exempt employees.

4.5 Employee Flextime and Work Scheduling

The University supports the principles of flex time for its employees in order to allow employees to maintain a work/life balance and better service to the public. The Office of Human Resources or Leadership Team Members will consider and approve the reasonable requests of employees for alternative work schedules when such requests are consistent with the needs of the department to accomplish its objectives.

The University retains the right to specify certain designated work schedules affecting employees or groups of employees. Flex time may be changed or reversed to standard hours by the approving supervisor as needed to meet department needs. Daily or weekly schedules may be changed from time to time at the discretion of the University to meet varying business conditions. All flextime arrangements that will continue for more than one (1) week must be communicated to and approved by the Office of Human Resources prior to implementation.

4.6 Meal and Rest Periods

For most employees, the University will provide a one-hour unpaid meal period each 8-hour workday. Under the Fair Labor Standards Act (FLSA), bona fide meal periods of at least 30 minutes long generally are not compensable time if the employee is relieved completely from duty for the purpose of eating.

Supervisors or department heads have the authority, but are not required, to establish and permit rest periods for non-exempt employees. Rest periods must be taken at the time and place designated by the supervisor. Rest periods are paid work time, and are included as work time on the employee time record. Rest periods are not to be used (1) to offset late arrival or early departure from the work site, (2) to extend the meal period, or (3) to accumulate paid time off from one day to the next. Each employee should discuss with the supervisor the specific practices of the department.
4.7 Payroll

Payday for regular, full-time and regular, part-time employees is on the last working day of the month. New employees must sign an authorization form to have their paycheck electronically transferred to a bank. Paychecks may be picked up at the Student Services Center in the Administration Building or departments may submit a listing to payroll in advance to have department members’ paychecks batched for distribution in the department. Support staff time sheets are due immediately following the last working day of the month.

Employees hired on an hourly or temporary basis will be paid on the 10th of the month following the month worked. Temporary employees’ time sheets must be submitted to payroll immediately following the last working day of the month in order to be paid on the 10th of the following month.
CHAPTER 5
LEAVE BENEFITS

5.1 Vacation Leave

Vacation leave is granted to regular, full-time employees and is prorated to regular, part-time employees. *Temporary employees and faculty* do not receive vacation leave benefits. Administrators and professional staff accrue vacation leave at the rate of 16 hours per month. Support staff accrue vacation at the rate of 8 hours per month. Persons in support staff positions with up to and including 5 years of continuous service receive 8 hours per month; for 6-10 years of continuous service, 10 hours per month; for 11-15 years of continuous service, 12 hours per month; and for 15 or more years of continuous service, 14 hours per month. New employees beginning work on or before the 15th of the month will accrue vacation leave for that month. Employees discontinuing employment on or after the 15th of the month will accrue vacation leave for that month. During extended absences such as disability leave, educational leave and/or sabbaticals, vacation leave will not accrue. Any employee on military service leave will continue to accrue vacation leave.

*Scheduling Leave*

Employees may take vacation leave as accrued in increments no smaller than 15 minutes, but must request and schedule the leave in advance and turn in absence reports no later than within the month in which the vacation leave is used. Supervisors reserve the right to deny, revoke, or reschedule vacation leaves based on workloads and deadlines.

*Maximum Leave Balance/Carry-Over*

*Administrators and professional staff* may accrue a maximum of 192 hours of vacation benefits (“maximum accrual”). Once the maximum accrual is reached, vacation accrual will cease. Vacation accrual will resume after the employee’s vacation is used, and the employee’s accrued vacation has dropped below the maximum accrual.

Effective July 1, 2011, *support staff* may accrue a maximum amount of vacation benefits depending on the employee’s accrual rate (persons with 1-4 years of continuous service may accrue a maximum of 96 hours; persons with 5-9 years of continuous service may accrue a maximum of 120 hours; persons with 10-14 years of continuous service may accrue a maximum of 144 hours; and persons with 15 or more years of continuous service may accrue a maximum of 168 hours) (“maximum accrual”). Once the maximum accrual amount is reached, vacation accrual will cease. Vacation accrual will resume after the employee’s vacation is used, and the employee’s accrued vacation has dropped below the maximum accrual.

*Vacation Payout*
Upon discontinuation of employment, employees will be entitled to a cash payment of the accrued, unused vacation time, up to the maximum accrual. An employee’s last day worked will be defined as the date on which the employee is last physically present. An employee’s last day of employment will be defined as that determined by a contract, or the last day worked.

5.2 Sick Leave

Full-time, regular employees (administrators, professional staff, and support staff) will accumulate sick leave, with pay, at the rate of 10 hours per month of employment (15 days per full year of employment). Personnel employed on a part-time, regular basis will sick leave benefits at the rate of the fraction of their employment. Sick leave will be available to the employee at the end of the first month of hire if employment begins before the 15th of that month and continues at the rate described above.

The University requires that employee substitute (run concurrently) accrued paid leave to which employees may be entitled to cover the employee’s FMLA leave, before using unpaid leave rights under the FMLA. At the time of an employee’s resignation, retirement, or termination, unused sick leave will be reported to MOSERS. At the time of the employee’s retirement, the employee may receive one month of creditable service for each 21 days of unused sick leave reported to MOSERS. At the time the employee retires, the reported unused sick leave is converted to creditable service and is added to the total service, which is only used in calculating the amount of the benefits, not the eligibility for a benefit.

Employees may use sick leave for personal and family purposes as described below:

- **Personal Illness**: Eligible employees may use sick leave for personal illness or injury.

- **Doctor’s Appointments**: Eligible employees may use sick leave for medical appointments. Advance notice of non-emergency appointments is required with the use of an absence report.

- **Family Illnesses**: Eligible employees may use paid sick leave to care for family members who are ill or must be accompanied to a doctor or dentist appointment. Use of such sick leave will be subtracted from the employee’s regular accumulation of sick leave. Family members are defined as parents (or legal guardians), spouses, children, or any family members in the immediate care of the employee.

Sick leave requires prompt notification from ALL employees. Employees are required to notify their immediate supervisor by telephone if they will be unable to come to work that day. For absences of one to three days, the employee’s word will be accepted as proof of the illness. Absences lasting longer than three days may require certification in writing from the employee’s (or family member’s) treating physician. Suspicious absences (such as habitual Monday or Friday illnesses) may require physician certification.
5.3 Personal Leave

All regular, full-time employees may use 24 hours of accrued sick leave each fiscal year as personal leave. Personal leave may be granted for any personal or business obligation of the employee.

If an employee decides to use a day of sick leave as a day of personal leave, the day will be deducted from his/her accrued sick leave balance. Personal leave does not accumulate from one fiscal year to the next.

Personal leave will be approved by the supervisor unless the absence would cause a work scheduling problem or an unreasonable hardship on the other workers in the department. Requests for personal leave must be submitted in advance to the employee’s supervisor.

5.4 Family and Medical Leave

It is the policy of the University to provide Family and Medical Leave (FML) in accordance with the federal Family and Medical Leave Act of 1993 (FMLA) and subsequent amendments. This policy outlines the information provided in “Employee Rights and Responsibilities Under the Family and Medical Leave Act”, a compliance poster issued by the Wage and Hour Division of the U.S. Department of Labor (Revised January 2009).

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

**Benefits and Protections**

During FMLA leave, the University will maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**Eligibility Requirements**

An employee is eligible for up to 12 weeks of unpaid leave during any 12-month period under this policy if he or she: (1) has been employed by Northwest for at least 12 months (which need not be continuous); and (2) has worked at least 1,250 hours during the 12-month period immediately preceding the leave of absence. The 12-month period for an employee is measured using the calendar year as the 12-month period (January through December).

**Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of Leave**
An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the University’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

**Substitution of Paid Leave for Unpaid Leave**

The University requires that employee substitute (run concurrently) accrued paid leave to which employees may be entitled to cover the employee’s FMLA leave, before using unpaid leave rights under the FMLA.

**Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable.

Employees must provide sufficient information for the University to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the University if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**5.4.1 Pay and Benefits During Leave**

The Office of Human Resources will inform the employee of the current status of pay and benefits during leave. The University requires that employees substitute accrued paid leave to which employees may be entitled to cover the employee’s Family and Medical Leave Act (“FMLA”) leave, before using unpaid leave rights under the FMLA.

If an employee has no accrued paid leave available, the Family Medical Leave (“FML”) will be unpaid. Vacation and sick leave benefits will not accrue during an FML leave. Additionally, employees on FML leave will not be paid for a holiday(s) that occur during the period that they are on FML leave.

For the duration of the approved FML, the University will maintain the employee’s benefits at the same level and under the same conditions as if the employee had continued work, with the exceptions noted above. The employee is required to continue to pay his/her contribution to dependent or family coverage or other elective benefit costs. If on paid leave, premiums will be deducted from pay as usual. If some or
all of the leave will be without pay, information on how and when to make premium payments will be provided to the employee. If necessary, employees will be allowed to discontinue coverage and be reinstated to the plan, if they return to work on or before expiration of the FML.

If the employee does not return to work with the University, or returns for less than a period of 30 days after the leave has ended, the employee will owe the University the cost of any benefits provided during the entire duration of the FML, including the employer contribution to the employee’s health benefits. No such amount shall be owed if there is a reoccurrence or onset of a serious health condition, or if, in the opinion of the University, there is a change of circumstances beyond the employee’s control.

5.5 Bereavement Leave

Regular, full-time employees may be granted paid time off to attend the funeral services of a family member. Paid time off may be granted for a maximum of (3) consecutive working days for the death of an employee’s spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, step-mother, step-father, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandchildren, grandparents and great-grandparents, spouse’s grandparents and great-grandparents, step-brother, step-sister, step-children, step-grandparents, and step-grandchildren. Paid time off may be granted for one (1) working day for the death of an employee’s aunt, uncle, niece, nephew, or spouse’s aunt, uncle, niece, nephew or cousin. Funeral pay is calculated on the employee’s base pay rate at the time of absence. Employees who wish to take time off due to the death of a family member should notify their supervisor immediately.

5.6 Military Leave

The University recognizes the important role of the National Guard and Reserves and supports employee participation. The following provisions apply for military leave of absence when an employee is required by a branch of the armed forces to attend an annual training session or serve under emergency mobilization orders.

Employees are entitled to a leave of absence, without the loss of pay, position, seniority, accumulated leave, impairment of performance appraisal, pay status, work schedule, and any other right or benefits to which the employee is entitled in order to perform military service. Such military leave may not exceed 120 hours during a federal fiscal year (Oct-Sept), and only those hours when the employee would otherwise be required to work had it not been for such military leave will be counted toward the 120 hour limit. In the event of an emergency mobilization order, the employee is eligible to be retained on leave of absence status without pay for the duration of the mobilization orders. An employee may choose, but is not required, to use accumulated vacation leave before going on leave of absence without pay.
Employees must furnish the University with a copy of their official military orders in order to receive paid military leave or approved unpaid leave of absence status. If reservists or members of the National Guard are called to active duty, they will have rehire and other benefits as prescribed by federal law.

5.7 Court Leave/Jury Duty

An employee will be granted leave, with pay, if called for jury service or subpoenaed to serve as a witness in a court of law. The employee must provide a copy of the summons or subpoena received from the court to the Office of Human Resources as soon as received so that the University may make arrangements to accommodate their absence. In addition, the employee must record the leave on their timesheet and complete an Absence Report Form.

Paid court leave is not available to an employee when the employee is the named plaintiff or defendant. The employee shall report to work following court leave whenever there are at least four working hours left in his or her work shift, excluding reasonable travel time.

5.8 Voting Leave

If an employee is eligible to vote in any local, state, or national election in the State of Missouri, the employee will normally be able to vote before or after work. However, if an employee does not have three (3) successive hours between the opening and closing of the polls on election day outside the employee’s work schedule, the employee will be excused from work with pay for up to three (3) consecutive hours between the time of opening and the time of closing the polls for the purpose of voting. If the employee plans to take time off for voting, arrangements must be made with the supervisor prior to election day, and the University may specify any three (3) hours between the time of opening and closing of the polls during which the employee may be absent to vote.

5.9 Absence Requests

Absence requests for vacation are to be submitted to the immediate supervisor at least two (2) weeks prior to the proposed vacation and are subject to approval. Exceptions requiring shorter notice may be made at the supervisor’s discretion based on the needs of the area. In the case of an unforeseen absence, such as illness, the employee must notify the supervisor immediately. Failure to notify the supervisor may result in non-approval of the absence. All absences, including vacation, must be reported on the standard Absence Report Form.

5.10 Holidays

Northwest Missouri State University
The University observes several paid holidays throughout the year which are published annually by the Office of Human Resources. Departmental work schedules are organized in accordance with this holiday list.

An employee shall be paid for a holiday only if it falls during the employee’s pay period and the employee worked or was on an approved paid leave (e.g., vacation or sick) on his/her regular scheduled work day following the paid holiday.

Employees who are not scheduled to work during their pay period in which a holiday occurs (for example, nine or ten-month employees or employees on leave without pay) will not be paid for the holiday.

Employees requested to work during a paid holiday period will be given equal time off either before or after the holiday period.

Employees scheduled to work but absent without pay on the day before and after a recognized University holiday will not be paid for the holiday.

Employees who are on Family and Medical Leave or a leave without pay on a day that is a recognized University holiday will not be paid for that holiday.

Employees who are off work due to a work-related injury or illness (i.e., one for which the employee has filed a workers’ compensation claim) will not be paid for the holiday.
CHAPTER 6
BENEFITS

6.1 Insurance Benefits

All benefit eligible employees are provided the following insurance benefits. The descriptive statement provided for each benefit is a summary statement. Detailed information on the various insurance coverages is available in the employee benefit booklets issued during orientation or from the Office of Human Resources. Additional information can also be found on the myNorthwest web portal.

6.1.1 Life Insurance Benefits

The University provides Basic Life and Accidental Death and Dismemberment coverage in the amount of one (1) times the annual salary. This benefit is available to all benefit eligible employees at no cost to the employee.

If the employee qualifies for Basic Life, the employee may also apply for Additional Life coverage to supplement the Basic Life amount. Employees may elect coverage in the amount of one to three times the employee’s annual earnings, subject to maximum amounts. New employees have the initial enrollment period of 30 days to enroll in the Additional Life coverage. Open Enrollment is held during November and December with a January 1 effective date. Late applications and requests for coverage increases are subject to medical underwriting approval.

Dependent Life Insurance is also included in this plan. Employees may elect Dependent Life insurance for their spouse and eligible child(ren). Late applications and requests for coverage increase will also require medical underwriting approval.

6.1.2 Medical Benefits

The University participates in a group health insurance plan which offers medical coverage and prescription drug coverage for benefit eligible employees and their dependents. The cost of the individual employee coverage is paid by the University, to the extent approved by the Board of Regents. The employee may elect to purchase coverage for one dependent or a family membership. If electing dependent coverage, the employee would be responsible for the additional premium cost through payroll deduction. Deductions can be made on a pre-tax basis using the Missouri State Employees’ Cafeteria Plan.

Coverage will be effective on the first of the month following the hire date. New employees have the initial enrollment period of 30 days to enroll in the health insurance plan. Open Enrollment is held during November and December with a January 1 effective date.
6.1.3 Dental Insurance

The University provides an optional dental insurance plan for all benefit eligible employees. Employees will be responsible for 100% of the premium cost. Employees also have the option of purchasing coverage for dependents. Deductions can be made on a pre-tax basis using the Missouri State Employees’ Cafeteria Plan. New employees have the initial enrollment period of 30 days to enroll in the dental insurance plan. Open Enrollment is held during November and December with a January 1 effective date.

6.1.4 Vision Insurance

The University provides optional vision insurance plans to all benefit eligible employees. Employees will be responsible for 100% of the premium cost. Employees also have the option of purchasing coverage for dependents. Deductions can be made on a pre-tax basis using the Missouri State Employees’ Cafeteria Plan. New employees have the initial enrollment period of 30 days to enroll in the vision insurance plans. Open Enrollment is held during November and December with a January 1 effective date.

6.1.5 Long-Term Disability

The University provides long-term disability (LTD) insurance to all benefit eligible employees at no cost to the employee. This plan may provide a total disabled employee a monthly benefit of 60 percent of his/her pre-disability earnings reduced by deductible income. Benefits become payable after the employee has been continuously disabled for 180 days and remains continuously disabled. Benefits are not payable during the benefit waiting period. If an employee becomes disabled before age 62, LTD benefits may continue during disability until the employee reaches the age of 65. If an employee becomes disabled at age 62 or older, the benefit duration is determined by the employee’s age when disability begins.

6.1.6 Cafeteria Plan/Flexible Spending Account

The University participates in the Missouri State Employees’ Cafeteria Plan which allows benefit eligible employees to contribute to certain benefit plans on a before-tax basis. Participation in the plan is voluntary. The plan allows employee contributions for optional insurance coverage and flexible spending accounts for reimbursable health care expenses and child/dependent care expenses to be taken out of each paycheck before taxes are calculated. Other important information concerning the cafeteria plan can be found in the Office of Human Resources, or online at http://www.mocafe.com.
6.2 Retirement Program/MOSERS

The University enrolls all administrative, professional, and support staff, benefit-eligible employees, in the Missouri State Employees’ Retirement System (MOSERS). To learn more about MOSERS, visit http://www.mosers.org.

6.3 Tax-Sheltered Annuity Plans – 403(b)

The University offers benefit eligible employees the opportunity to participate in Tax-Sheltered Annuity 403(b) plans and a deferred compensation 457(b) plan. These plans allow employees to have monies withheld from their pay on a pre-tax basis and set aside for retirement. The contributions made are 100% employee contributions and are a supplement to the MOSERS or CURP retirement benefit.

Interested employees should contact the Office of Human Resources for a list of approved providers and complete the 403(b) Participant Agreement Form (obtain from the Office of Human Resources or Payroll office) to begin or change their current contributions.

6.4 Workers’ Compensation

All employees of the University are covered by Missouri Workers’ Compensation and are entitled to treatment by an authorized medical doctor for any injury sustained on the job. The employee also may be reimbursed for lost time, disability or dismemberment.

Injuries must be reported immediately to the employee’s supervisor and the Office of Human Resources. Employees are required to contact the Central Accident Reporting Office (CARO) at 1-800-624-2354 prior to any medical treatment. Reporting injuries to CARO in a timely manner will allow CARO to make a determination of compensability and direct medical treatment efficiently. It is important to note that CARO cannot consider payment of lost wages, medical bills or medical referrals unless the injury is reported.

Workers’ Compensation paperwork is available on the myNorthwest web portal, or from the Office of Human Resources.

6.5 Reduced Tuition

Regular, full-time and regular, part-time employees and their dependents are eligible for a reduced tuition after the employee has been employed by the University for one year.

Employees must have been employed by the University at least 1/2 time in a regular position at least one year on the first class day. Employees who enroll in University courses after one year of service will receive a fee reduction of 100% which will apply toward University tuition only. The percent will be pro-rated if the employee is part-time. Employees will be responsible for the technology, textbook, and all other non-tuition fees.
Regular, full-time employees may request release time from work with class time (not including online courses) not to exceed 96 clock hours per year (July 1 through June 30). This course work should be related to the individual’s job skills and is subject to the approval of the individual’s supervisor. Employees may take up to six credit hours per trimester. Office hours are not to be used for class preparation.

If an employee ends employment, or withdraws before the end of any enrolled trimester, the employee will reimburse the University the full amount of any fee reduction received that trimester.

Dependents are classified as any spouse, child/stepchild/adopted child who has been claimed as a dependent on an employee’s federal income tax return for the past calendar year. Dependents who enroll in University courses after one year of the employee’s service will receive a fee reduction of 50% which will apply toward tuition only. The percent will be prorated if the employee is part-time.

If the qualifying parent ends employment or the student withdraws before the end of any enrolled trimester, the employee will reimburse the University the full amount of any fee reduction received by the dependent that trimester.

Only one parent may claim a fee reduction.

If the child is of divorced parents, the parent who is the employee does not have to claim the child on the federal income tax if the other parent does. If the child was not claimed the past calendar year, but will be claimed the current year, a refund may be requested upon presentation of the tax return.

The employee is responsible for completing the Authorization for Fee Reduction. The form needs to be signed by the supervisor and returned to the Cashiering Office by the first day of class.

The Fee Reduction Program is a qualified tuition reduction plan under Section §117 of the Internal Revenue Code. Under this program, fees waived for enrollment in undergraduate courses are exempt from federal, state and social security taxes; fees waived for graduate level courses are subject to tax and will be included in the employee’s taxable gross income during the trimester of enrollment. Provisions of federal or state law may, however, change at any time.

6.6 Employee Assistance Program

The University may adopt an Employee Assistance Program (EAP) for its employees. For more information, please contact the Office of Human Resources.
6.7 Bookstore

The University Bookstore, located in the J.W. Jones Student Union, offers a cash discount to employees of the University on all regularly priced purchases of one dollar or more upon presentation of a staff identification card.

6.8 Credit Union

The services of the Northwest Missouri Regional Credit Union are open to all regular, full-time employees who have completed their probationary period. The purpose of the Credit Union is to lend money to all qualified personnel employed by an educational institution in a 19-county service area and to provide a means of saving for those same individuals.

6.9 Fitness Center and Student Recreation Center

The Fitness Center, Student Recreation Center and other recreational facilities are available to employees and their families upon purchase of a discounted pass. Individuals desiring to use these areas should check with the appropriate department for hours of operation and a pass to use the facility.

6.10 Other Payroll Deductions

The University will allow employees to contribute to the United Way, the Northwest Foundation, and the MO$T Program through payroll deductions.

6.11 Social Security

The University contributes its portion for social security benefits.

6.12 Identification Cards

Employees are issued a staff identification card (Bearcat Card). This card serves to identify members of the University community and may be required for use of University facilities and services. There may be a replacement charge for lost or stolen cards and an employee may be held responsible for the abuse of the identification card by other individuals.

6.13 Parking and Vehicle/Bike Registration

To park on campus, employees must register their vehicle and purchase a parking permit. All registered vehicles must display the appropriate sticker. It is requested that any change of car model or license number be reported. These transactions are done at the Student Services Center in the Administration Building.
Bicycle theft can be a problem for students, faculty, and staff on college campuses. All bicycles on University campus are required to be registered. Bicycle registration is free for all students, faculty, staff, and campus guests. Please visit the University Police Department in order to have your bicycle registered for free.

6.14 Uniforms

Some departments within the University require the wearing of distinctive work uniforms. Where uniforms are required, they will be provided by the University. Cleaning and maintenance of uniforms are the responsibility of the individual.

6.15 Keys, Equipment and Other University Property

All keys, equipment, manuals, books, and subscriptions issued to University employees become the responsibility of the employee. Keys are not to be loaned or otherwise distributed to other personnel, faculty or students. All items issued to University employees (including pagers, cell phones, radios, etc.) may be recalled by the University at any time and must be surrendered upon cessation of employment.
CHAPTER 7
EMPLOYEE CONDUCT

7.1 Conduct

Conduct during working hours is expected to reflect the individual’s position as an employee of a public institution of higher learning in the State of Missouri. Conduct that disrupts departmental or University functioning cannot be tolerated and will subject the employee to disciplinary action up to and including dismissal, as determined appropriate by the University.

7.2 Personal Appearance

Dress is in accordance with uniform requirements of the various departments. Where uniform requirements do not exist, the employee is requested to observe a standard of dress appropriate to the University.

7.3 Attendance

To maintain a productive work environment, the University expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the University. In the rare instance when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Authorized absences are covered in Chapter 5 of this Employee Handbook. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

7.4 Disciplinary Action

The University, at its discretion, may determine that disciplinary action less than dismissal may be appropriate in some circumstances. Any of the following disciplinary actions may be imposed by the University depending upon the University’s judgment of the necessary action to address employee conduct in violation of appropriate standards:

First Warning

A first warning brings the problem to the attention of the employee, emphasizes the seriousness of the situation, and presents suggestions or instructions to resolve or correct the problem. A note documenting the incident and the discussion will be sent to the Office of Human Resources.

Written Reprimand

A written reprimand documents the occurrence and the severity and usually warns that further violations will result in suspension without pay or termination. It may be a final opportunity to
improve. A note documenting the incident and the discussion will be sent to the Office of Human Resources.

**Suspension**

A suspension with or without pay may be used to impress upon the employee that a behavior or work performance level must be changed or dismissal will be inevitable.

**Disciplinary Suspension**

A disciplinary suspension may be used in cases when the infraction is of such seriousness that it may warrant dismissal pending review of the facts. Disciplinary suspension should be followed immediately by a thorough investigation of the situation to determine the appropriate action to be taken.

**Termination**

A serious offense or repeated disciplinary problems may require termination of employment. While employment may be terminated at any time without cause, serious misconduct of the following nature may result in immediate termination of employment on the first offense:

1. Theft of University property and/or theft of the property of University employees/students/guests while such property is on University premises (or in University conveyances).
2. Illegal conduct while on University premises.
3. Fighting with any other person while on University premises.
4. Refusal to follow orders/instructions of an appropriate University supervisor or official and/or general insubordination.
5. Destruction of property, equipment, or materials.
6. Reporting to work under the influence of alcohol and/or narcotics or the consumption of these substances while on the University premises.
7. Any actions on the part of the employee which endanger the safety of any person, including the safety of the employee.
8. Falsifying University records.
9. Infraction of any University policies, procedures and/or regulations.
It is the policy of the University to be fair and impartial in all its relations with employees and to recognize the dignity of the individual. Fairness and consistency require that certain general principles of administering discipline be followed by all supervisors. Representatives in the Office of Human Resources are available to discuss the appropriate course of action in a particular case.

Nothing in this policy or in this Employee Handbook (including a description of various types of discipline which may be administered) is intended to limit, in any way, the University’s right to terminate an employee at-will at any time, with or without cause, and with or without advance notice. The fact that different levels of discipline are mentioned above shall not be construed as the University’s adoption of a policy of “progressive discipline” before termination may occur.
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Approved by Board of Regents on June 26, 2014

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APPENDIX A
APPENDIX B
PREAMBLE

This Faculty Handbook of Northwest Missouri State University states the policies which became effective upon the approval of the Board of Regents (“Board”) on June 27, 2013, except that the revisions to Chapter Two will be effective July 1, 2013. The Provost oversees the publication, revision and distribution of the Handbook. The Handbook provides policies, procedures and rules for the orderly conduct of University business and, with the exception of Chapter Two which is contractual, the Board may at any time, revise, add, or delete any policies, procedures, or benefits as deemed necessary for the efficient operation of the University. If statements in this Faculty Handbook are found to be in conflict with existing or future local, state or federal laws or regulations, such rules shall supersede and prevail over the Employee Handbook statements. This edition of the Faculty Handbook supersedes all previous editions of the Faculty Handbook. Interpretation of the Faculty Handbook is the responsibility of the Board. Amendments to Chapter Two of the Faculty Handbook should be submitted to the Faculty Senate for consultation and must be approved by the Board of Regents.

The Faculty Handbook states University-wide policy and takes precedence over policy promulgated by departments, colleges or other units within the University. This does not preclude departments, colleges or other units within the University from issuing policy documents separate from the Faculty Handbook; however, while all such documents may amplify or add detail to policies contained in the Faculty Handbook, all policy disputes will be resolved in favor of those contained in the Faculty Handbook. Policy documents will not be incorporated by reference into this Faculty Handbook unless specifically approved by the Board. Evaluation documents shall be incorporated by reference.
CHAPTER 1
THE NORTHWEST PROFILE

Northwest is committed to quality education in an environment where teaching is revered, scholarship is promoted and service, to both the University and students, is expected. Our faculty employment policies are designed to create a community of scholars committed to preparing our students for a lifetime of learning. An important component of faculty performance is creating high quality learning experiences for students.

I. Purpose of the Faculty Handbook

This Faculty Handbook is designed to provide useful, information to help you achieve your career goals, while helping you understand how you can contribute to the achievement of the University's goals. We encourage you to refer to this Handbook frequently and talk with department members and other colleagues to achieve maximum benefit from its contents.

This Faculty Handbook is the result of unique faculty/administrative collaboration and focuses on:

- describing the institution's structure;
- explaining employment policies written to protect both you and the institution; and
- providing supplementary material to assist you in your everyday work.

Northwest is committed to quality education in an environment where teaching is revered, scholarship is promoted and service, to both the University and students, is expected. Our faculty employment policies are designed to create a community of scholars committed to preparing our students for a lifetime of learning. An important component of faculty performance is creating high quality learning experiences for students.

II. Northwest Facts

A. Basic Description

1. Educational Services, Size, Location

The General Assembly created Northwest Missouri State University in 1905 as "Normal School District No. 5." In 1919 the General Assembly changed the name to Northwest Missouri State Teachers College and extended the privilege of granting degrees. On July 21, 1949, the Board of Regents, acting under authority granted by the 1945 General Assembly, adopted the name Northwest Missouri State College, and on August 14, 1972, acting under the authority granted by the 1972 General Assembly, changed the name to Northwest Missouri State
University. Over the years, Northwest has evolved into a comprehensive, coeducational, state-assisted, regional university.

Northwest is located in Maryville, a community of 11,000 with a robust economic base sustained by medium-sized industries with national and international markets. We serve approximately 6,000 undergraduate and 1,000 graduate students with over 130 bachelor’s degrees, and over 30 master’s degrees, 3 specialist degrees, and a cooperative doctoral program. We also offer non-degree certificates, as well as pre-professional studies. Eleven academic departments are housed in three colleges.

We strive for an integrated living/learning environment that includes a general education program, disciplinary programs, the co-curriculum, and applied learning experiences. The 42-hour general education program, and the 6-hour institutional requirements form the core of all undergraduate programs. The co-curricular and applied learning experiences, as well as University service to the region, are enriched and supported by a variety of facilities and services.

2. **Northwest's Vision and Mission Statements**

   a. **Vision**

      We will be THE university of choice for a comprehensive, exceptional student experience.

   b. **Mission**

      Northwest Missouri State University focuses on student success – every student, every day.

   c. **Values**

      - Student success
      - Scholarship and life-long learning
      - Intercultural competence
      - Collaboration
      - Respect and integrity
      - Strategic thinking
      - Excellence

   d. **Our DNA**

      - Advocating one-to-one engaging relationships
      - Keeping costs affordable
      - Providing beautiful and safe surroundings
• Driving economic development and entrepreneurship to better our region and community
• Being socially responsible
• Delivering excellence through high expectations and servant leadership

3. Facilities, Equipment, and Technology

Northwest is situated on a 210-acre campus containing 32 major buildings, a 720-acre laboratory farm, and a 315-acre rural lakefront tract of land designed for student and community education/recreation activities. We have continuously improved our facilities via a comprehensive master plan, having undergone more than $100 million in renovations over the past decade to meet the changing needs of our students and stakeholders.

Our nationally recognized Electronic Campus includes a University-provided notebook computer to all full-time students and most part-time students. We are committed to applying information technology to leverage student learning through the Center for Instructional Technology in Education (CITE) – providing web-based course assistance to faculty.

4. Regulatory Environment

We are governed by eight Board of Regents members plus one student appointed by the Governor to six-year, staggered terms. One-half are mandated to be Democrats, the other half Republicans. The Governor also appoints a nonvoting student representative for a two-year term, and the Commissioner of the State Department of Elementary and Secondary Education is an ex-officio member.

We are subject to a variety of state regulations and mandates of the Coordinating Board for Higher Education (CBHE). The CBHE's functions include statewide planning for higher education; policy analysis and data reporting; approval of new degree programs; student financial assistance; appropriations recommendations to the governor and Missouri General Assembly for public two-year and four-year colleges' and universities' operating and capital funding; state aid for public libraries; and proprietary school certification.

The Higher Learning Commission accredits Northwest. We were the first University in the country to use the Baldrige Criteria for Performance Excellence in a comprehensive self-study review, and our accreditation experience has helped NCA design an alternative accreditation process for its members.

The National Council for the Accreditation of Teacher Education (NCATE), the Missouri State Board of Education and its Department of Elementary and Secondary Education (DESE), and the Accreditation Council for Business Schools and Programs (ACBSP) also accredit Northwest. Additionally, several academic departments have been granted specialized accreditation. Each accrediting association imposes certain regulations on the University. These range
from the way work is organized and distributed to the methods of assessing student performance.

Finally, we respond to a variety of federal, state, and local regulations related to the disclosure of information, the environment, finances, security, food, and athletics. We also comply with the Americans with Disabilities Act (ADA), as amended.

III. Organizational Structure, Governance and Documents

Overall University strategic directions are guided in a collaborative effort by the Northwest Leadership Team (NLT) and Deans Council. Our organizational structure can be thought of in terms of oversight, administrative, and faculty/staff/student teams.

A. Oversight—Board of Regents

The University shall be under the general control and management of its board of regents, which establishes and reviews University policies and oversees the general management of funds and properties. The General Assembly of the State of Missouri empowers the Governor, who has the advice and consent of the Senate, with the duty of appointing the Board of Regents.

B. Administrative

Our leadership system focuses on learning-centered education and the needs of students and stakeholders. The organizational structure supporting that system consists of four key administrative leadership teams.

1. Northwest Leadership Team

Composed of the President, Provost, Vice President for Student Affairs, Vice President for Finance and Operations, Vice President for Marketing, Vice President for University Advancement, Vice President for Information Technology, Director for Athletics/Intramurals, and the Vice President for Human Resources, this group is responsible for every facet of Northwest’s operations. A complete job description of each administrative position listed is on file in the Human Resources Management Office.

2. Deans Council

Composed of college deans and unit leaders, this group facilitates the development and implementation of a shared vision with faculty colleagues so that the academic core at Northwest meets the needs of the constituencies it serves. It is responsible for the overall development, delivery, and improvement of instruction and learning processes.
These two senior leadership teams collaborate with faculty/staff teams to ensure a complete flow of communications and to enhance understanding of student and stakeholder issues.

C. **Faculty/Staff/Students**

1. **Faculty Senate**

   Composed of faculty representatives from every department and at-large representatives from each college. This group addresses issues of instruction, student learning and development and faculty development. The Faculty Senate is the representative body of the Faculty. According to the Faculty Constitution, "the Faculty Senate is authorized to formulate policy in the areas of responsibility assigned to the Faculty by the Board of Regents or the President and to advise appropriate authorities in other areas assigned to the Faculty by the Board of Regents." In addition, "the Faculty Senate is authorized to provide a forum for discussion of matters which are of concern to the faculty and to make recommendations concerning their findings on the matters to the appropriate body or authority."

2. **University Chairs Council**

   Composed of all department chairs, this group addresses all issues related to the operation of academic departments.

3. **University Committees**

   The University committee organization provides faculty, students and administrative staff a means to participate in the affairs of the University. The NLT, in cooperation with the Faculty Senate officers, coordinates the assignments to University Committees through the President's Office. All University committees are advisory to the NLT member responsible for the functions within the University.

4. **Graduate Council**

   The Graduate Council has jurisdiction over the development of general policies and procedures of the Graduate Program. All actions are subject to review and final approval of the Provost, President and Board of Regents. A complete policy guide may be obtained from the Graduate Office.

5. **Council on Teacher Education**

   The teacher education faculty has responsibility for the standards of instruction in teacher education programs, compliance with teacher certification requirements, admission to and retention in teacher education programs, and approval of teacher
education student organizations. The Council on Teacher Education represents the teacher education faculty in the development of policies relating to these areas of responsibility. It consists of members elected from the teacher education faculty, one graduate student, one undergraduate student, the Dean of the College of Education and Human Services (or his/her appointee), and the Provost (or his/her designee).

6. **Director of Teacher Education**

The Director of Teacher Education is the dean of the College of Education and Human Services and is administratively accountable to the Provost. The Director serves as the executive secretary with voting privileges on the Council on Teacher Education and is responsible for the overall administration and coordination of teacher education programs, teacher certification, and the evaluation of teacher education programs as they relate to NCATE standards, Higher Learning Commission standards, and the procedures and standards for approval of professional education programs in Missouri. The Director recommends teacher education faculty to the Provost.

D. **Official Publications and Records**

1. **Undergraduate Catalog**

The Undergraduate Catalog contains, among other information, statements of admission and registration practices, academic regulations, the curricula, announcement of courses and listings of the faculty and emeritus faculty. Publication of the Undergraduate Catalog takes place on even years and is the responsibility of the Provost. The Undergraduate Catalog may be obtained from the Office of Admissions or can be accessed online.

2. **Graduate Catalog**

The Graduate Catalog contains the University's rules and regulations governing all aspects of graduate admission and matriculation, standards for curricula and announcement of graduate courses. The Dean of Graduate School establishes policies and procedures pertaining to the consideration and approval of the Graduate Catalog material. The Graduate Catalog is accessible online.

3. **Self-Assessment and Accreditation Reports**

Accreditation and self-assessment reports are on file in the Provost's Office. Accreditation reports include documents from the Higher Learning Commission of the North Central Association of Colleges and Schools and the National Council for Accreditation of Teacher Education, among others.
4. **Minutes and Records**

Minutes of the meetings of the Board of Regents and various other state agencies are filed with the Secretary of the Board. Each college and department maintains files of its own minutes. The Faculty Senate maintains its own records. The Registrar maintains all undergraduate academic performance records. The Office of the Dean of Graduate Studies maintains records of master's programs and graduate student records.

5. **Updated Policies**

Except as set forth herein to the contrary, the University retains the right to change, modify, suspend, interpret, or cancel in whole or in part any of its published or unpublished policies or practices, with or without advance notice. If statements in this Faculty Handbook are found to be in conflict with existing or future local, state or federal laws or regulations, such rules shall supersede and prevail over the Faculty Handbook statements. This edition of the Faculty Handbook supersedes all previous editions of the Faculty Handbook.
CHAPTER 2
FACULTY EMPLOYMENT POLICIES

I. Introduction

Chapter 2 covers the contractual terms and conditions of faculty employment with the University, including the search and selection process, the offer of employment, faculty contracts, types of faculty, work load, faculty development, promotion and tenure, separation from the University, and certain other policies and procedures.

II. Scope

Chapter 2 defines a contractual agreement between the University and its faculty to provide our students with the educational resources they will need to address successfully the challenges and opportunities of the 21st Century. A necessary part of this contract includes a statement of policies, obligations, responsibilities, rights and privileges clarifying faculty and administrative roles in this joint endeavor. The intent of this clarification is to provide a secure legal context that assures the success of this commitment.

From time to time the Board of Regents may revise, add, or delete provisions of Chapter 2 of the Faculty Handbook. Such revisions, deletions or additions to Chapter 2 shall be effective commencing with the fiscal year (July 1 to June 30) following the date of enactment of the Board of Regents. Such amendments or additions shall be effective for all faculty contracts. The only legal and official copy of this Chapter resides in the care, custody and control of the Secretary of the Board of Regents. If questions regarding the current status of any policy arise, the official copy should be consulted. Changes in Chapter 2 will be distributed to faculty. Acknowledgement of receipt will be indicated by the faculty member’s signature on the contract, but the changes will be effective regardless of distribution or receipt.

This Chapter and only this Chapter becomes a part of every faculty member’s contract of employment unless otherwise indicated in the member’s contract. No other Chapter of this Handbook is part of the contract and cannot be construed as creating or modifying an implied or express contract, guarantee, or assurance of employment or any right to any employment-related term, condition, benefit, or procedure. This Chapter is also the only official statement of policies, obligations, responsibilities, rights and privileges pertaining to faculty employment with regard to the policies stated herein. All faculty are required to be familiar with and abide by the terms and provisions of this Chapter and all other policies and procedures of the University, as a condition of their employment with the University. Any and all other policies or procedures in this Faculty Handbook may be changed, modified, eliminated, or deviated from by the University at any time at its sole discretion.
III. Search and Selection

The President, in consultation with the Provost, is responsible for the review and authorization of overall staffing resources. Vacancies within departments always return to the University for possible reallocation or elimination. The department carries out the search process in consultation with the appropriate dean and the Provost. In order to maintain a rigorous process that results in hiring the best candidate for a particular position in the department, college and University, the department may bring in more than one candidate before a hiring decision is made, if approved by the Provost.

IV. Offer of Employment

Offers of employment may be made verbally or in writing. However, no contract is valid or binding on the University unless in writing and signed by the President (or his authorized designee) and ratified by the Board of Regents.

V. Types of Faculty Employment Contracts

There are five types of faculty contracts - term, non-tenure, tenure track, tenure, and terminal one-year. The following provisions apply based on the “Type of Contract” indicated in the faculty member’s Faculty Employment Contract.

A. Term

A term contract for non-ranked faculty employed for a special need for a school year, trimester or shorter period as indicated in the Faculty Employment Contract. Term contracts are not automatically renewed and expire as indicated therein. The University is not required to notify the term faculty member of non-renewal of the contract. Faculty members with term contracts have restricted faculty privileges, and are not eligible for promotion or tenure. Term faculty members should consult the Faculty Constitution with regard to their voting rights.

B. Non-Tenure

A non-tenure contract is generally for titled faculty employed for a designated period, and automatically terminates upon the expiration of the designated period in the Faculty Employment Contract. A non-tenure contract does not require notice of non-renewal. Appointments to positions and promises concerning future appointments, salary increases, et cetera, are not binding upon the University unless made in writing executed by the Provost and approved by the President and the Board of Regents. Time accrued on a non-tenure contract does not count as credit towards tenure, although such credit may be given if agreed to in writing and approved by the Board of Regents.
C. Tenure Track

A tenure-track contract is for employment of a ranked faculty member with a terminal degree who shall be considered for tenure pursuant to the tenure process and “Criteria for Tenure” set forth in this Faculty Handbook when all conditions for consideration for tenure have been met.

D. Tenure

A contract with tenure is for employment of a ranked faculty member confirming that he/she has met conditions required for tenure as defined in the section entitled “Criteria for Tenure” and the Board of Regents has granted tenure to said faculty member.

E. Terminal One-Year

A terminal one-year non-renewable contract is for employment of a faculty member who has been on tenure-track (including years granted toward tenure) for at least three years but no more than six years and is notified by February 1 that his/her tenure-track contract will not be renewed.

The term “terminal one-year non-renewable contract” as used in this Chapter shall not prevent Northwest, in its sole discretion, from retaining such faculty member as an Instructor on a term contract at any rate deemed appropriate by Northwest.

VI. Types of Faculty

There are two types of faculty at Northwest: Titled Faculty and Ranked Faculty. Titled faculty are not eligible for the tenure track and receive either term or non-tenure contracts (as defined above). Ranked faculty are contracted either on the non-tenure or tenure track or have already achieved tenure. Administrative officers may be considered ranked faculty. Ranked faculty may be full-time or part-time.

A. Titled Faculty

A titled faculty member is one who has been appointed without rank to a faculty position, and include adjunct, affiliate, artist-in-residence, emeritus faculty, instructor, lecturer, senior instructor, scholar-in-residence, and visiting lecturer. Compensation, benefits and perquisites for faculty holding such positions will be determined on a case-by-case basis by the appropriate college dean in consultation with the Provost and subject to contract approval by the President (or his authorized designee).

1. Adjunct

A person who might teach as a substitute teacher, teacher of an outreach course, cooperative teacher, off-campus supervisor of practicums or teacher of record for less than a full (12 hour) load per trimester.
2. **Affiliate**

A person whose employment is with a person or organization that is associated with the University by contract or other special affiliation. This person will carry the title as a courtesy to the affiliation and will be entitled to only those benefits or rights as specified in the affiliation contract. Affiliate faculty are not employees or agents of the University and may not present themselves as such. Inclusion in this Chapter 2 does not create any express or implied employment relationship or other contractual relationship between the affiliate faculty member and the University. Their status ceases when the affiliation with the affiliate faculty member’s employer is terminated.

4. **Artist-in-Residence**

A person who renders a specified service to the University based on professional attainments, creative accomplishments and/or recognition in one's field.

5. **Emeritus Faculty**

A person retired from a position as ranked faculty at Northwest and whose service to the University is of sufficient merit to justify the appointment as recommended by the Provost to the President and approved by the Board of Regents.

6. **Instructor**

A person appointed to teach courses in one's area of expertise who demonstrates ability in teaching and service and student support appropriate to the discipline, a commitment to continuing professional development in the fields appropriate to the faculty member’s discipline, and has earned at least a Master's degree from an institution accredited by a U.S. regional accrediting association and/or validated by official transcripts. The position generally has a full teaching load (24-26 hours).

7. **Lecturer**

A person appointed to a department and who may teach a limited number of courses in his/her area of expertise.

8. **Senior Instructor**

A person who has served as an instructor for a minimum of six full years and demonstrates a sustained record of excellent teaching and meaningful engagement in professional development activities and University service and student support appropriate to the discipline.
9. **Scholar-in-Residence**

A person who renders a specified service to the University based on professional attainments and recognition in one's field of work and/or scholarship.

10. **Visiting Lecturer**

A person who has a permanent position at another educational institution and is associated with Northwest while on leave from that other institution or is a retired faculty from another educational institution. A visiting lecturer may also possess a ranked title if the lecturer possesses the qualifications for such rank.

11. **Horace Mann And Leet Center Faculty**

A person who teaches at Horace Mann laboratory school or the Leet Center for Children and Families.

### B. Definition of Full-time and Part-time Titled Faculty

1. **Titled Faculty--Full-time**

   Full-time titled faculty are those appointed to teach 24-26 hours over two trimesters. They are eligible to receive faculty development benefits and educational leave subject to conditions defined in this Chapter. They may vote in faculty governance matters, unless prohibited by the faculty governing unit.

2. **Titled Faculty--Part-time**

   A part-time titled faculty member is a person whose obligations constitute less than a full-time work load. Benefits to these faculty members are in accordance with University policy.

### C. **Ranked Faculty**

Faculty with academic rank include Assistant Professors, Associate Professors, and Professors.

Rank will be assigned at the time of initial appointment to the faculty, and based upon degree requirements and experience as determined by the Provost, in consultation with the appropriate department chair and college dean, and subject to approval by the President and Board of Regents. Degrees must be from institutions accredited by a U.S. regional accrediting association and validated by official transcripts. Acceptance of degrees from individuals graduating from non-American institutions will be decided on a case-by-case basis. Teaching experience must be from a Baccalaureate degree granting institution that is accredited by a regional accrediting association. Each year of teaching experience means full-time teaching for a full
academic year. Relevant professional experience shall be considered. Any credit for service appropriate to the discipline must be negotiated at the time of the initial contract and noted on the contract and personnel action form. Individuals granted such credit must have completed a minimum of three years at Northwest before applying for promotion or tenure. Upon the recommendation of the Provost and the President, the Board of Regents may grant exceptions to these requirements.

Qualifications for appointment to each rank are given below.

1. **Assistant Professor**

   This rank requires ability in the areas of teaching, scholarship, service and student support appropriate to the discipline. It also requires an earned doctorate or other terminal degree in the field.

   An offer of appointment at the rank of Assistant Professor with non-tenure status may be given, however, to a candidate who has completed all requirements for a terminal degree except the thesis or dissertation. The expectation is for the faculty member to complete all terminal degree requirements within one year of hiring or attaining this status. The dean and department chair will monitor the progress to determine if the degree has been completed by the end of the initial contract period. If appropriate progress is not being made, then the faculty member will not be recommended for continued employment with the University. In exceptional cases, where dissertation writing requires greater time or extenuating circumstances dictate, a contract may be renewed for a second academic year. When official documentation of completion of the terminal degree is received, and all other evaluations of the faculty member are acceptable, the appointment will become tenure-track effective upon entry of a subsequent written contract for the next academic year. If the faculty member has not completed the terminal degree by February 1 of the second contract period, then the contract will be changed to a titled faculty contract or a search for a tenure-track position may be started and the faculty member will not be recommended for continued employment.

2. **Associate Professor**

   This rank requires a demonstrated, sustained record of 1) excellent teaching and meaningful engagement in professional development; 2) scholarship; and 3) a strong record of service and student support appropriate to the discipline. It also requires an earned doctorate or other terminal degree in the field and completion of six years of teaching at the rank of Assistant Professor or above at a regionally accredited institution of higher education.

3. **Professor**

   This rank requires being an internally and externally recognized teacher/scholar with an exemplary cumulative record of 1) teaching effectiveness and meaningful
engagement in professional development; 2) a significant record of scholarship; and 3) a significant record of service and student support appropriate to the discipline. It also requires an earned doctorate or other terminal degree and the completion of five years of teaching experience in the rank of Associate Professor or above at a regionally accredited institution of higher education.

D. Administrative Officers with Faculty Rank

Administrative officers above chairperson with faculty rank shall be subject to the provisions of this chapter to the extent of their faculty teaching responsibilities. These persons shall not hold any vested faculty rights to salary, length of contract or other benefits including educational leave rights incident to the administrative services.

E. Definition of Full-time and Part-time Ranked Faculty

1. Faculty with Academic Rank—Full-time

Full-time ranked faculty are those appointed to one of the three regular academic ranks of assistant professor, associate professor or professor and whose obligations constitute a full-time work load. They are eligible to receive fringe benefits, faculty development benefits and educational and sabbatical leaves subject to conditions defined in this Chapter. They are entitled to be reviewed for tenure and promotion subject to conditions defined in this Chapter. They may vote in faculty governance matters, unless prohibited by the faculty governing unit.

2. Faculty with Academic Rank—Part-time

A part-time ranked faculty member is a person appointed to one of the three regular academic ranks of assistant professor, associate professor or professor and whose obligations constitute less than a full-time work load. Benefits to these faculty members are in accordance with University policy.

VII. Work Load

Workload for Ranked Faculty members consists of: 1) teaching and professional development, 2) scholarship, and 3) service and student support. Workload for Titled Faculty consists of 1) teaching and professional development and/or 2) service and student support appropriate to his/her position.

A. Teaching and Professional Development

A full-time teaching load (2 trimesters) for faculty should not exceed 24-26 credit hours. Loads for faculty teaching laboratory courses should be calculated by adding lab course credit hours and lab contact hours and dividing by two. A faculty member teaching 24-26 credit hours during two trimesters may teach up to 12 credit hours during a third trimester. Each faculty member will consult with his or her department
chair on his or her work assignments and performance expectations associated with these assignments.

Other duties under teaching may include creation of new courses and new modes of teaching (e.g., web-based or distance learning) as well as supervision of internships, field experiences, and independent studies. These duties generally do not count as part of the regular teaching load.

Faculty are also expected to engage in professional development activities to improve their teaching and stay up to date in their discipline, pedagogy, and the use of technology in instruction as is appropriate to their discipline.

There are internal and external opportunities to assist in this process. Examples of these include faculty Planning and Development days, Academic Initiative—funds, opportunities with the Teaching and Learning Center, the Center of Information Technology in Education (CITE), workshops, videoconferences, Faculty Welfare workshops and a mentor’s guidance. If the faculty member does not feel these resources are being made available to him/her at a sufficient level, he/she has the responsibility to make this known to the department chair, dean, and/or Provost.

Departments, colleges, and the University support professional development opportunities through, for example, financial support, reassigned time, and encouragement to implement new ideas. Three specific opportunities for extended training and development include sabbatical, educational and exchange leaves. Faculty are encouraged to request support for these leaves. Chairs and deans should provide leadership and guidance and promote applications by their faculty.

A faculty member may apply for partial release time to engage in significant curriculum development through his/her department chair, with the approval of his/her dean, the Provost and the President. Partial release time may also be provided for approved University assignments requiring significant blocks of time.

B. Scholarship

 Ranked Faculty are responsible to allot time for scholarship in the normal work week. Upon the recommendation of the department chair, college dean, the Provost and the President, reassigned time may be authorized in order to provide faculty members time for scholarship that contributes to both departmental and professional goals. A faculty member who is granted this opportunity will be required to provide a report to the department chair. Department chairs will provide a comprehensive report to the appropriate college dean. In planning academic assignments, department chairs (or supervisors of those faculty members whose primary functions may not be teaching) will attempt to provide blocks of time for scholarship by individual faculty members who have had reassigned time approved.
C. **Service and Student Support**

All faculty members are expected to provide service to the university and support to students as part of their work load. See Section IX.A.3 for some of the possible ways to fulfill this function.

1. **Advisement**

   Student advisement involves helping a student define and achieve his/her educational goals, proceed through the undergraduate experience, and establish an educational foundation for life-long learning. All faculty members advise students as directed by the department chair, and will be evaluated by the chair in this activity. The chair will assign advisees in an equitable way so as to distribute work load throughout the department and maximize the skills of department members. In some cases, eligibility requirements will determine which faculty members can advise certain students (e.g., B.S. Ed. programs). Faculty members shall be knowledgeable of essential aspects of the curriculum and pertinent policies and procedures of the University in order to provide accurate and timely advice to students. In advising students, faculty members may not knowingly make representations or commitments that are inconsistent with University policies.

2. **Availability to Students**

   Each faculty member must post on his/her office door a schedule of at least seven office hours each week for consultation with students and advisees and be responsive to students’ communications in a timely manner. Faculty members should make special appointments for students who cannot appear during the regular office hours because of conflicts with other classes.

3. **Mentoring**

   Faculty members should assist students with their academic and professional development. This mentoring role can be fulfilled by such activities as: teaching Freshman Seminar, overseeing undergraduate research, sponsoring student organizations, and tutoring students who need help.

4. **Service**

   A faculty member is expected to serve the department and college to which he/she is assigned as well as the University in areas of advice and governance. All faculty members are expected to serve on departmental committees. All Instructors seeking promotion to Senior Instructor, Assistant Professors, Associate Professors, and Professors are expected to serve on University committees, attend their meetings and participate in their work. First-year faculty are exempt from committee service. Faculty members may be asked to serve on additional
committees, sub-committees, and task forces, but should carefully consider with their department chair other workload considerations before agreeing to serve.

Service may also include contribution to one’s profession—that is, serving in an official capacity in a state, regional, or national entity related to one’s discipline—or service to the community, provided it is related to one’s discipline.

VIII. Faculty Development

A. Orientation Process

The faculty orientation process introduces new faculty into the Northwest culture. New faculty members are presented with an overview of their department, college, and the University and the important role they are expected to play in each. The faculty member should engage fully in the orientation process and if the faculty member does not feel that he/she has received adequate or appropriate orientation, he/she has the responsibility to bring this to the attention of his/her department chair, dean, and/or Provost.

B. Professional Development

Northwest's professional development process includes an annual faculty evaluation, mentoring from the chair and senior faculty, and training and development opportunities to enhance a faculty member’s capabilities and ability to contribute to Northwest’s continuous development. The annual faculty evaluation process is separate and apart from Northwest’s tenure evaluation process, which is also set forth in this Faculty Handbook.

1. Faculty Annual Evaluation

a. The Process

Northwest’s annual faculty evaluation process is based on the premise that quality instructional programs are enhanced when evaluation focuses on individual and team accomplishments and strategies for continuous improvement. The teaching of all faculty is evaluated, in accord with their department, rank/title, and assignment. As a result, each department will maintain and review an annual evaluation plan for each faculty member. Each plan is based on the department’s criteria for teaching and professional development, scholarship (optional for titled faculty), and service and student support. The faculty member must demonstrate that he/she has met or exceeded the criteria. The range of percentages that may be applied toward teaching, scholarship, and service and student support are set and communicated in writing as part of the annual evaluation process by the department chair in consultation with the faculty member.
b. **Administration of the Evaluation of Faculty**

The department chair, in consultation with the college dean, is responsible for the evaluation of faculty members. The chair's evaluation may include consultation with peers and visits to classes taught as a part of the review process and will consider student opinion of teaching effectiveness and other materials the faculty member may wish to include. Documentation relating to the faculty evaluations will be filed in the office of the respective College Dean.

c. **Additional Evaluation Issues**

1) Departments have the responsibility to develop and assign weights to the criteria for each of the areas in which a faculty member will be evaluated. The criteria and weights should reflect the mission of the department as well as future directions for faculty growth. Departments will be responsible for reviewing, modifying and enhancing the quality of their evaluation criteria on an annual basis and will submit a report of the results of any changes made to the Provost through the respective college dean for review and approval. Also, any modifications to the plan must be included for approval in accord with the calendar prepared by the Provost.

2) These criteria will guide the assessment of performance of the faculty members evaluated.

3) Department evaluation procedures will include a self-evaluation component.

4) The evaluation process will recognize the differences in responsibilities for faculty on different types of contracts. Tenure track and tenured faculty will be evaluated on their performance in the areas of teaching and professional development, scholarship, and student support and service. Faculty members holding non-tenure contracts will be evaluated on their performance in the areas of teaching and professional development and student support and service. Faculty members holding term contracts may have all of their contract responsibilities in the areas of teaching/professional development and will be evaluated accordingly.

5) Faculty shall establish professional goals at the beginning of each evaluation year in a meeting with their department chair. Percentages devoted to each work load category (i.e., teaching, scholarship, student support, service) are determined and a list of individual goals should be created in the context of departmental, college, and University goals.

6) As a part of the continuous improvement process, student opinion is valued and students are provided the opportunity to evaluate their experience in classes near the end of each term. The process and instructions to students should be standardized to the extent possible, guaranteeing anonymity to the
student and assuring integrity in the process. All courses must be evaluated for all faculty in each term.

7) Student course evaluation results are used for discussion with the chair to allow faculty members to analyze their strengths and weaknesses and develop strategies for improvement; to evaluate faculty teaching for promotion and tenure decisions; and, aggregated with other faculty member results, to track teaching performance at the department and college levels.

8) Each full-time and part-time faculty member will receive an annual evaluation regarding his/her performance at Northwest Missouri State University. This evaluation shall include a conference with the department chair at which time evaluation criteria, information on performance and the faculty member's goals will be reviewed at the time designated within the Provost's operations calendar.

9) Faculty members who have administrative responsibilities will be evaluated as an administrator by their supervisor for that portion of their work load. The minimum percentages for teaching, scholarship, student support and service may be reduced within the departmental plans to account for an administrative load.

10) The department chair shall make available evaluation criteria to candidates for positions within the respective department's faculty. Likewise, during the first trimester of a faculty member's first year of employment, the department chair will review in detail the department's faculty evaluation criteria.

3. **Mentoring**

Each new faculty member will be encouraged to have a mentor, assigned from within or outside the faculty member's department. Mentoring duties may include advice on instruction, advisement, scholarship, student support, service, tenure and promotion, and yearly evaluation, as well as other institutional procedures and processes. The chair and other members of the department are encouraged to assist the new faculty member and the mentor in these matters. If the faculty member does not feel that he/she is receiving adequate or appropriate mentoring, he/she has the responsibility to bring this to the attention of his/her department chair.

C. **Faculty Development Leaves**

1. **Sabbaticals**

The University encourages faculty to develop themselves professionally through sabbaticals, educational leaves, and exchange leaves. It will support as many leaves that meet established criteria as funding allows. To be eligible for funding, leaves must have the potential to contribute tangibly to a faculty member’s professional
development and/or University goals. The number of leaves with salary granted during any one year will be determined by the budget and actions of the Board of Regents. Sabbatical leaves will be considered under the following guidelines:

a. Faculty must be tenured and have served at Northwest for at least six full years to be eligible for a sabbatical.

b. Applications are submitted to the faculty member’s department chair, dean, and the Provost on or before November 20 of the academic year prior to the year for which the leave is requested. Each application will be reviewed by the faculty member's department chair, appropriate dean, and the Provost. A detailed statement of the purpose of the leave and projected outcomes must be included in the application. All applicants will be notified in writing of the final decision regarding their applications by the Provost.

c. Sabbatical leaves are not an entitlement; they are granted for purposes that enhance attainment of the University's mission, and advance the individual faculty member’s professional growth. Following the sabbatical leave, the faculty member will submit to the Provost and to the appropriate department chair and college dean a report of professional activities while on leave. In addition, the faculty member, upon the completion of the sabbatical, will be responsible for presenting his or her findings to the University at large and to other interested parties.

d. Sabbatical leaves are not granted to pursue advanced degrees.

e. Salary for the period of the leave will be one-half academic year at full pay or one academic year at half pay. Faculty members on sabbatical leave will participate in the retirement program and will have their fringe benefits paid by the University at the same rate as if they were not on leave.

f. In computing years of service that apply toward eligibility for promotion and salary consideration, the time spent on sabbatical leave will be counted as full-time service.

g. Faculty members on leave will be evaluated in accord with their agreed upon assignment during the leave period.

h. Faculty granted a sabbatical leave with pay shall agree to serve at least two more consecutive academic years on the faculty of Northwest, and will be required to sign legal documents assuring fulfillment of this commitment.

i. The Board of Regents reserves the right in its sole discretion to refuse a request for leave.
2. Educational Leaves

Only full-time, ranked faculty, instructors, and senior instructors are eligible for educational leave. Leaves for ranked faculty members to return to graduate school to work toward an advanced degree require a positive recommendation by the President and Board of Regents approval. The number of educational leaves granted during any one year will be determined by the budget and actions of the Board of Regents. The Board of Regents reserves the right to refuse to grant a leave request in any case. Educational leaves are subject to the following guidelines:

a. In recognition of at least three years of continuous service, ranked faculty, instructors, and senior instructors may be granted educational leave not to exceed the equivalent of one academic year. Applications for extensions without pay may be considered.

b. Applications for educational leaves shall be submitted no later than November 20 of the year prior to the academic year for which the leave is requested. A detailed statement of the purpose of the leave which will include the name of the institution to be attended and a statement of anticipated progress toward degree/program completion to be made during the period of the leave must be attached to the application. All applicants will be notified in writing of the final decision.

c. The purpose of the leave must be for attendance at an accredited institution of higher learning or otherwise adding to one’s professional competence or usefulness in a manner approved by the President or his/her designee. When a faculty member is granted a leave for the purpose of attending an institution of higher learning, the faculty member must enroll on a full-time basis.

d. Salary for the period of the leave will be half of the stipulated salary or $12,000 whichever is less. Faculty members on educational leave will participate in the retirement program and will have their fringe benefits paid by the University at the same rate as if the faculty member were not on leave.

e. In computing years of service that will apply toward eligibility for promotion, tenure and salary considerations, time spent on educational leave will be counted if approved by the Provost. Maximum credit to be received will be one year.

f. Faculty members on leave will be evaluated in accord with their agreed upon assignment during the leave period.

g. The person granted an educational leave with pay shall agree to serve at least two consecutive years after the leave concludes on the faculty of Northwest and will be required to sign legal documents assuring this commitment.
3. **Exchange Leaves**

Only full-time, ranked faculty are eligible for exchange leaves. The number of exchange leaves granted during any one year will be determined by the budget and actions of the Board of Regents. The Board of Regents reserves the right to refuse a leave request in any case. Exchange leaves are subject to the following guidelines:

a. Full-time faculty members may apply for leave for the purpose of exchanging positions with a faculty member at another institution.

b. Any exchange leave, when agreed to by the institution and the individual involved, is to be granted for purposes that will enhance the University and the development of the faculty member.

c. The Provost may, upon recommendation from the respective college dean, commit the University to assist the faculty member with travel expenses incurred because of the exchange. This policy does not cover moving expenses.

d. In computing years of service that will apply toward eligibility for promotion, tenure and salary considerations, time spent on exchange leave will be counted if recommended by the Provost and President and approved by the Board of Regents. Maximum credit to be received will be one year.

e. Faculty members on leave will be evaluated in accord with their agreed assignment during the leave period.

**IX. Promotion and Tenure: Introduction**

Northwest’s promotion and tenure reviews for ranked faculty are two separate, though similar, processes. Application for promotion proceeds from the department to the college deans, the Faculty Advisory Committee on Promotion, and the Provost, while tenure proceeds from the department through the chair, dean, and Provost. Both processes culminate in the approval or disapproval by the President and Board of Regents, but each process as explained below is for a separate and distinct purpose. Promotion should not be construed as an expectation of tenure.

Promotion in rank is not an entitlement, and the responsibility rests solely with the individual faculty member to demonstrate that he/she has met or exceeded the criteria set forth in this Chapter. The number of promotions granted each year should not be impacted by budgetary conditions, though pay raises for promotions will be subject to such conditions.

For both promotion and tenure, the faculty member is evaluated in three categories: 1) teaching and professional development, 2) scholarship, and 3) service and student support. The faculty member submits a concise portfolio documenting accomplishment in these
areas. Wherever possible, it is recommended that a single portfolio for tenure and promotion to associate professor be submitted.

A. Evidence for Promotion and Tenure

The following are possible, but not the only, ways in which faculty demonstrate excellence in each of the areas of evaluation:

1. Teaching and Professional Development

   a. Teaching

   • Student feedback, including student course evaluations and department chair classroom visits
   • Course syllabi
   • Technology applications
   • Teaching portfolios (teaching loads, course preparations, sample assessment instruments, etc.)
   • Chair evaluations
   • Peer evaluations
   • Supervision of independent studies, practica, etc.
   • Receipt of teaching awards or honors
   • Participation in instructional workshops/seminars, etc.
   • Development of innovative teaching techniques/methods
   • New program/course development
   • Department approved pedagogical activities

   b. Professional Development

   • Peer observations
   • Participation in Teaching/Learning Center workshops
   • Participation in teaching improvement sessions at professional conferences
   • Professional development activities determined as appropriate by the department chair or dean.
   • Department approved professional development activities.

2. Scholarship

   a. Statement of principles regarding scholarship

   Scholarship includes the following categories:

   1) Scholarship of discovery: Knowledge-based research that adds to our disciplinary knowledge base.
   2) Scholarship of integration: Synthesis of diverse knowledge.
   3) Scholarship of application: New knowledge regarding practical applications.
4) Scholarship of teaching: New knowledge regarding preparation and the carrying out of teaching activities.

To assure quality and rigor, and an ongoing commitment to the University mission, all scholarship must meet the following standards:

a) clear professional goals
b) adequate preparation
c) appropriate methods
d) meaningful results
e) effective presentation
f) reflective critique

By these criteria, a faculty member’s scholarship must be disseminated and critiqued using the accepted standards of the profession and appropriate to the discipline of the faculty member. The University’s definition of scholarship includes integration, application and teaching to better support our institutional commitment to student learning and public service. Evaluation of scholarly activity occurs in the annual evaluation, and throughout the promotion and tenure process. These evaluations will be accomplished through external peer reviews associated with publication and conference, exhibition and performance venues; and peer reviews by department colleagues of higher academic rank, the department chair, the appropriate dean and the Provost.

b. **Expectation of peer-reviewed work**

Peer-reviewed scholarship is required for promotion of ranked faculty. Specific expectations include:
- Scholarship resulting in external peer-reviewed, published work
- Scholarly presentations, workshops, and in-service activities with external peer review
- Demonstrated creative accomplishment with external peer review

c. **Other examples of scholarly work**

- Creation of course materials (published case studies, casebooks, curriculum guidance, instructors’ guides, and software etc.) with external peer review
- Research or scholarly activities in experimental course designs, curriculum development, pedagogical methodology, assessment activities, etc. with external peer review
- Service as editor or referee/reviewer
- Widely distributed and utilized instructional applications, including those using technology
- Author of technical reports with external peer review
- Fellowship or research awards including grants
- Receipt of prestigious awards

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3. **Service and Student Support**

- Student Advisement
- Student tutoring and/or mentorship
- Freshman Seminar instruction
- Recruitment and retention of students
- Coordinating a discipline area
- Mentoring members of the faculty
- Serving in an elected office or other position of leadership in an international, national, regional, state, or local professional organization
- Active involvement on Master’s or Doctoral Committees or in undergraduate research projects
- Serving in special assignments for professional organizations (chairing sessions, moderating panels, etc.)
- Serving as a chair of a major university governance council or committee (Faculty Senate, Graduate Council, Council on Teacher Education, Faculty Senate Committee, etc.)
- Significant participation in University, college or department committees/teams
- Serving as sponsor or advisor of student organizations or other co-curricular activities
- Receipt of awards or recognition for outstanding service and student support
- Department approved service and student support activities

The foregoing items are not listed in priority order.

**B. Criteria for Promotion**

It is in the sole discretion of the Board of Regents whether or not to promote any faculty member. A faculty member will be considered for promotion in rank by meeting the following criteria and minimum eligibility requirements:

1. **Instructor to Senior Instructor**
   
a. Demonstrate, in accordance with University policies for promotion, that the qualifications for Senior Instructor have been met or exceeded.

b. Minimum of six years of teaching as an Instructor at Northwest.

2. **Assistant Professor to Associate Professor**
   
a. Demonstrate, in accordance with University policies for promotion, that the qualifications for Associate Professor have been met or exceeded.
b. Minimum of six years of teaching at the rank of Assistant Professor including a minimum of three years of teaching at Northwest Missouri State University. New faculty with sufficient merit may be offered an initial contract without this stipulation.

3. **Associate Professor to Full Professor**

   a. Demonstrate, in accordance with University policies for promotion, that the qualifications for Professor have been met or exceeded.

   b. Minimum of five years of teaching experience in the rank of Associate Professor including a minimum of three years of teaching at the Associate Professor rank at Northwest Missouri State University. New faculty with sufficient merit may be offered an initial contract without this stipulation.

C. **Procedure for Promotion**

Faculty who are eligible and wish to be considered for faculty promotion initiate this process by completing and submitting a promotion application form, which can be obtained from the Office of the Provost. The form, along with the appropriate documentation, must be submitted to the chair in accord with the University calendar established by the Provost. The Faculty Advisory Committee on Promotion, the Faculty Welfare Committee, and the Provost's Office will jointly offer workshops and information to guide faculty members in the preparation of applications. The office of the Provost provides guidelines for the documentation required for the promotion procedure.

1. **Departmental Committee**

   The department chair shall make this documentation available to a departmental committee composed of all full-time faculty holding at least the title/rank to which the candidate aspires and who have completed at least two years at Northwest Missouri State University.

2. **Ballot**

   The department chair shall secure a written secret ballot for promotion from all members of the departmental committee. The department chair shall convey those assessments and recommendations along with his/her written assessment and recommendation to the college dean in accord with the calendar established by the Provost.
3. **Dean’s Recommendation**

   The Dean shall give a written assessment and recommendation to the Provost who serves as chair of the Faculty Advisory Committee on Promotion, in accord with the University calendar established by the Provost.

4. **The Faculty Advisory Committee on Promotion**

   This committee will act in accordance with the guidelines for promotion of Chapter 2 of this Handbook. See section XII.N.

5. **Provost’s Recommendation**

   The Provost shall present all written recommendations, including his or her own, and the vote of the Faculty Advisory Committee to the President.

6. **President’s Recommendation**

   The President will convey to the Board of Regents all of the recommendations for promotion from faculty and administrative units including a presidential recommendation.

7. **Timeline**

   Failure to meet established process deadlines by the faculty member will result in termination of the process. Failure to meet a deadline by the administration does not affect the application.

8. **Notification**

   The discussions and particular recommendations of the Faculty Advisory Committee on Promotion shall remain confidential; however, the Committee vote will be transmitted to the applicant upon request to the Provost. All candidates will be notified of the decision of the Board of Regents. In cases of denial, the candidate will receive an oral report followed by a written summary from the Provost concerning the recommendations of the department chair, college dean, Faculty Advisory Committee on Promotion, Provost, and the President, along with suggestions for correcting the situation that led to denial.

D. **Tenure**

   Tenure is an arrangement under which a faculty appointment in a discipline within an institution of higher education is continued until the faculty member resigns, retires, is discharged for cause, is laid off pursuant to a reduction in force, becomes unable to perform the essential functions of the job (in the case of a faculty member’s disability, the University will consider available reasonable accommodations as required by
law), or the tenure is terminable as otherwise authorized by this Faculty Handbook. This commitment, however, is subject to the terms and conditions of employment that exist from contract year to contract year. Tenure is not an entitlement, but must be earned. It is the sole responsibility of the individual to demonstrate that he/she has met or exceeded the criteria defined in this Handbook Chapter. It is in the sole discretion of the Board of Regents whether or not an individual will be granted tenure either at the time of employment or through the application process for tenure.

Faculty employed on tenure track on or before June 30, 1992 are not required to apply for tenure and their employment status will not be affected by the decision not to apply. All other criteria for attaining tenure apply.

1. Procedure for applying for tenure: Tenure-Track Faculty Employed on or Before June 30, 1992

The procedure outlined below shall apply to faculty who commenced tenure-track employment on or before June 30, 1992. Such tenure-track faculty shall be covered under the following policy with regard to the procedure for applying for tenure. All faculty members will, however, be required to comply with the "Steps for Applying for Tenure" and the "Qualitative Criteria."

a. A tenure-track faculty member wishing to apply for tenure shall complete application form, which is available in the Office of the Provost, with appropriate documentation reflecting the faculty evaluation criteria outlined in Chapter 2 of this Handbook and the department faculty evaluation documents. The faculty member will deliver these materials to the department chair in accordance with the calendar prepared by the Provost.

b. The department chair shall make this documentation available to all tenured members of the department.

c. Failure to meet a deadline by the faculty member shall result in the termination of the process. Failure to meet a deadline by the administration will not affect the application.

2. Procedure for applying for tenure: Tenure-Track Faculty Employed After July 1, 1992

a. All members of the ranked faculty on tenure-track appointment commencing after July 1, 1992 will be evaluated for tenure after six years of full-time service at Northwest Missouri State University. The evaluation will be completed in the seventh year. Time spent on officially approved leave as set forth herein may count toward tenure provided prior approval is obtained from the Board of Regents.
b. At the time of an offer of a tenure track position, the new faculty member may negotiate years of credit toward tenure, if the following conditions are met: the new faculty member has prior experience at an institution accredited by a U.S. regional accrediting association or has pertinent professional experience and the department chair and dean have recommended the credit which must be approved by the Provost.

c. Tenure-track faculty contracts will specify the year during which the person will be given final consideration in the tenure evaluation process. A person who is not granted tenure or who fails to apply for tenure during the specified year will be offered a terminal one-year non-renewable contract after which employment with the University will be terminated.

d. Full-time tenure-track faculty members will be evaluated during each year of their tenure track service in accord with the University calendar prepared by the Provost. The faculty member will be advised in writing by the college dean of his/her evaluation of progress toward tenure by the end of the third and fifth years of service after consultation with the Provost, who may consult with the President. The statement from the college dean to the faculty member must address strengths and weaknesses and outline corrective actions that must be taken before tenure will be recommended to the Board of Regents. Tenure-track faculty will receive an annual evaluation jointly prepared by the department chair and college dean.

e. A faculty member who is eligible for appointment to tenure shall initiate the request for this change by completing a Tenure Application form, with appropriate documentation reflecting the faculty evaluation criteria outlined in Chapter 2 of this Handbook and the department faculty evaluation documents. The faculty member will deliver these materials to the department chair in accord with the calendar prepared by the Provost. Failure to meet a deadline by the faculty member shall result in the termination of the process. Failure to meet a deadline by the administration will not affect the application.

f. Upon the written request of a faculty member, the Board of Regents may grant a stopping of the ‘tenure clock’ request if, in their judgment, the academic performance of the provisional faculty member would be adversely affected by a personal emergency or other similar situation requiring compassion. During this period the faculty member will not be evaluated according to the tenure guidelines and the year will not be counted toward tenure eligibility. After the end of this period the faculty member will be returned to the tenure track where he/she left off.

1) Intent: Sometimes extenuating circumstances create great hardships for a faculty member going through a tenure review. "Stopping of the tenure clock" should provide equity to probationary faculty during stressful times such as personal emergencies, and other circumstances and events, and to
provide such affected faculty an equal opportunity to earn tenure. This option shall not be made available to provisional faculty members in the absence of the extenuating circumstances as defined above.

2) Guidelines: A faculty member desiring a temporary stopping of the tenure clock should submit such a request in writing to his/her department chair for a vote by the tenured faculty. This request will be forwarded to the college dean and then to the Provost and President. The routing procedure will enable the request to reach the Board of Regents regardless of support along the route. The final decision on granting this request shall rest with the Board of Regents.

3) Whenever possible, the request should be submitted prior to the start of the academic year in question. If a request is submitted after the start of the academic year, it either will be reviewed for that year or could be considered for the following academic year. Requests will be reviewed in a timely manner. Individuals presenting requests will be notified of approval or denial as expeditiously as possible.

4) Requests that are granted will be typically for one academic year. Only one stopping of the tenure-track clock may be granted to each faculty member unless warranted by extraordinary circumstances.

5) In order to evaluate the request, additional documentation, such as medical information, may be required to the extent allowable by law.

6) This provision is not necessarily linked to a leave of absence with or without salary. This provision is not the basis for determining if a faculty member should be employed full time or would receive full pay and benefits. Those decisions are made separately prior to the request for stopping of the tenure clock.

7) This provision is not intended to replace, change, reduce, or otherwise interfere with a faculty member’s entitlement to leave as may be allowed by law, or otherwise impact a faculty member’s rights to re-employment and/or restoration rights under applicable law.

3. Third and Fifth Year Reviews

Full-time tenure track faculty will be advised in writing of their progress by the college dean at the end of their 3rd and 5th years of service. In addition, all senior faculty who will vote on tenure will participate in this review and offer improvement recommendations to the faculty member. These reviews are primarily designed to provide information on the faculty member’s progress toward tenure.
4. **Steps for Applying for Tenure**

The following steps are for all faculty applying for tenure regardless of the date of employment.

a. Upon receipt, the department chair will make available the faculty member's tenure application form and documentation to all tenured members of the department.

b. The department chair will request a secret vote, in writing, of the tenured members of the department in accord with the calendar prepared by the Provost. The department chair will not be permitted to vote. In the case that the department chair is being considered for tenure, the college dean will assume the role normally performed by the department chair in these procedures. If faculty members elect not to vote, their abstention will be noted. The vote of the faculty and the recommendation of the department chair are advisory to the college dean.

c. The department chair will forward these results to the college dean, along with his/her written recommendation for tenure or denial of tenure. If the department chair does not recommend tenure, he/she will communicate the reasons to the college dean and to the faculty member in writing. In the case of graduate faculty, the Dean of Graduate Studies will forward his/her endorsement or non-endorsement of the academic dean's recommendations to the Provost.

d. The college dean will forward all recommendations from the college along with his/her recommendation to the Provost.

e. If the vote of the tenured faculty and the recommendations of the department chair, graduate dean, college dean and Provost do not agree, the Provost will arrange a conference with all parties to the decision. The series of recommendations and any conferences to discuss these recommendations shall be considered in the Provost's recommendation to the President and Board of Regents for final action.

f. The Provost will forward the recommendations from all faculty and administrators along with his/her written recommendation for tenure or denial of tenure to the President.

g. The President will forward the recommendations from all faculty and administrators along with his/her own recommendations to the Board of Regents for final action. The decision in granting or denying tenure is in the sole discretion of the Board of Regents.
h. If tenure is granted to the faculty member, official notice will be transmitted by a letter from the President of the University or his/her designee. A copy of the letter will also be sent to the college dean and the department chair.

i. In the event tenure is not granted, a terminal one-year non-renewable contract will be issued to the faculty member for the fiscal year following his/her current contract.

5. **Criteria for Tenure**

Faculty must demonstrate sustained excellence in 1) teaching and professional development, 2) scholarship, and 3) service and student support as otherwise defined in this Faculty Handbook or as may be established by the University.

X. **Retreat Rights for Administrators**

Administrators who were granted tenure at the time of employment or who earned tenure as faculty members at Northwest retain tenure as a faculty member within the discipline where tenure was granted initially.

A tenure track contract may be awarded to administrators who choose to return to full-time teaching responsibilities when they were not granted tenure at the time of employment or did not earn tenure as a faculty member at Northwest. They will then be subject to all policies and regulations governing the granting of tenure to tenure track faculty at Northwest.

Administrators may be employed with rank, and a contractual provision for retreat rights for early tenure review in accordance with University policies and criteria on tenure, upon the recommendation of the President and approval by the Board of Regents. However, before such appointment shall be made, the department and college shall be consulted as to the appropriateness of such a faculty appointment. Tenure shall not be granted prior to the completion of three years of service to the University as a full-time faculty member.

Administrators returning to faculty status who are awarded a tenure track contract with faculty rank and who have been employed under a faculty and administrative contract will be granted a salary equivalent to the faculty component of that faculty and administrative contract. Administrators who have been employed under an administrative only contract in such a circumstance shall be awarded a tenure track contract salary that considers years of service in higher education in both administrative and faculty positions and the individual's historical record of scholarly/creative accomplishments. Where possible, issues related to service should be resolved when the administrator is initially contracted with the University.
XI. Separation from the University

A. Resignation

A faculty member who desires to terminate his/her employment should do so by presenting a written resignation to the Provost at least four months prior to the commencement of the next academic year.

B. Non-renewal of Contract for Tenure-Track Faculty

A tenure-track faculty member is to be notified of non-renewal of contract according to the following:

1. During the first year of employment, notification of non-renewal shall be given in writing on or before March 1.

2. During the second and third year of employment, notification of non-renewal shall be given in writing on or before February 1.

3. After the third year of employment, notification of non-renewal shall be given in writing on or before February 1, in which case a terminal one-year non-renewable contract may be offered.

C. Termination or Suspension for Cause During the Contract Period (i.e., Termination “For Cause”)

The following provisions apply regarding the termination or suspension of faculty during the period of their contract. No faculty member will be so removed except “for Cause,” which is defined as incompetency, neglect or refusal to perform his/her duties, dishonesty, drunkenness, or immoral conduct. Such “Cause” may be found in, but is not necessarily limited to, violation of Faculty Handbook or other University policy or violation of the law in connection with the performance of duties with the University. Nor, will a faculty member be removed until after ten academic days’ notice (an “academic day” is defined as a regularly scheduled day of instruction at the University), in writing, stating the nature and causes of termination. The faculty member will have the opportunity to present a defense to the Board of Regents with or without counsel and be allowed to introduce testimony that will be heard and ruled upon by the Board of Regents as detailed in the procedure below.

A relevant job-related conviction or guilty plea is grounds for termination of employment or non-selection of a candidate. Convictions and guilty pleas include all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. For positions that require operation of a motor vehicle, the terms conviction and guilty plea shall include minor traffic violations.
To implement these provisions the following procedures shall apply: (These procedures do not apply to the non-renewal of faculty contracts.)

1. When the President or his/her authorized representative (in this subsection “Presidential Representative”) determines that it may be necessary to remove or suspend a faculty member under the provisions herein, the Presidential Representative will confer with the faculty member concerning the reasons for the potential termination or suspension. If the matter cannot be resolved by mutual agreement, the Presidential Representative will present the faculty member with a statement of the reasons for his/her termination or suspension in writing. These reasons will either be presented to the faculty member personally or be sent to him/her by certified mail to the mailing address listed with the University.

2. No faculty member will be suspended from his/her position until ten academic days after the presentation of written notice unless there is reasonable belief of danger to life, property or the general welfare of the students if he/she remains in his/her position. Such determination is at the sole discretion of the President or the Provost. Notice of termination or suspension will be given in writing. Salary will not be affected during the period of suspension.

3. If the faculty member decides to contest the termination or suspension, he/she must file a request for a hearing with the University President and the presiding officer of the Faculty Senate within ten academic days of receiving written notification of termination.

4. If the faculty member requests a hearing within ten academic days of notification, the Faculty Hearing Committee will meet within five working days, consistent with allowing the President or his/her representative and the accused faculty member time to gather evidence, including witnesses, to substantiate or refute the charges. (See the Appeals Procedure for more details regarding the Faculty Hearing Committee.) If no request for a hearing is made within ten academic days, the matter is deemed final and there will be no further right of hearing or appeal. The faculty member's contract will be deemed terminated and his/her salary will be discontinued.

5. The Faculty Hearing Committee will hear the issues and make recommendations to the President and the faculty member relative to its findings. Only the President can release results of the Faculty Hearing Committee.

6. No faculty member may have his/her case heard by the Board of Regents until after his/her case has been heard by the Faculty Hearing Committee and its recommendations or findings made known to both the President or his/her authorized representative and the faculty member. After such faculty member receives the report, he/she may choose to appeal to the Board of Regents for a final decision. The recommendations or findings of the Faculty Hearing Committee are advisory to the President and the Board. The Board has sole and final authority in all decisions regarding dismissal or suspension of the faculty member.
A. **Reduction in Force**

Reduction in force is a mechanism of last resort.

Any decision resulting in the growth, realignment, or reduction of faculty should be guided by a fundamental consideration for the well-being of the University as a whole. This consideration includes providing services as mandated by the state legislature, maintaining sufficient financial resources to continue operation, responding to the demands for higher education by the citizens of Missouri, and maintaining sufficient standards to retain accreditation as a university. Furthermore, as an aspect of maintaining the well-being of the University, program integrity must be maintained by providing sufficient faculty resources to guarantee that instruction is offered in subjects of highest need and demand. Although responsible safeguards for faculty tenure and seniority must be provided, program integrity will be of paramount importance in faculty reduction considerations.

Prior to the implementation of procedures of reduction, other remedies should be fully explored and attempted. Examples of remedies include reduction through attrition, incentives for early retirement, retraining of present faculty to teach in areas of higher demand or alternate assignments including placement in administrative and staff positions, if possible by common agreement between the faculty member and the University.

In the case of a general reduction of faculty numbers, as opposed to the elimination of a program or department, final decisions must consider, in the following order, the well-being of the University, program integrity, tenure, and the seniority of faculty defined as years of service.

The possibilities of early retirement should be explored before consideration is given to other means of personnel reduction. No faculty member, however, should be forced to retire early in order to achieve a reduction in force. Tenured faculty may be assigned to other academic, administrative or staff positions needing personnel when the faculty member's qualifications meet or exceed those required by the position. Salary and other considerations of employment will not exceed those normally associated with the administrative or staff position. If the reappointment is to an internal academic position, the rank of the transferred faculty member will not change.

If after consultation with the Provost, college dean and department chair, the President determines that a reduction in force is needed and requires the elimination of a complete department or a program within a department, a preliminary report will be prepared reflecting the views of the President regarding the recommended reduction. When the process of preparing such a report formally commences, the following steps will be taken:
1. The Provost will inform the President of the Faculty Senate that a reduction in force report is being prepared.

2. The Faculty Senate President will compile a list of eligible faculty to serve on an ad hoc Reduction in Force Faculty Advisory Committee. The list will be distributed to all full-time faculty in the form of a ballot. Eligible faculty are those with tenure and rank who are not presently serving in any administrative capacity (department chair, college dean or other administrative capacity). Faculty members or spouses of faculty targeted for deletion are ineligible to serve.

3. The entire faculty will elect a ten-member ad hoc Reduction in Force Faculty Advisory Committee. Each faculty member will vote for one faculty member from each College. Faculty members receiving the highest number of votes will constitute the ad hoc Reduction in Force Faculty Advisory Committee. A lottery drawing will be used to break ties.

4. The President's preliminary report will be submitted to the ad hoc Reduction in Force Faculty Advisory Committee and the targeted departments for review.

5. The targeted departments will be given ten working days to formulate a response (if they so desire) for consideration by the ad hoc committee. If the faculty within the department(s) do not object to the preliminary report, the President will be free to make his recommendation to the Board of Regents.

6. If the faculty within a targeted department objects in writing to the preliminary report, the ad hoc Reduction in Force Faculty Advisory Committee will meet to hear such objections plus review other relevant information. Members of the committee will select their own leadership and determine their own rules of operation.

7. Within 15 working days from the time it receives appeals from the targeted departments (25 working days following its election), the ad hoc committee will forward its recommendations to the President.

8. The President will transmit his/her recommendations along with the ad hoc committee's recommendations to the Board of Regents for final action at the next meeting of the Board of Regents.

9. Within five working days after the Board of Regent’s decision, the President will notify the targeted departments—and the Faculty Senate President of the Board's decision.

10. If the department is eliminated, the administration will explore options for relocating displaced faculty. A tenured faculty member who loses his/her position will be placed on a recall list for two years. He/she will have access to a list of personnel vacancies as they occur and will be rehired to positions for which he/she is as or more qualified than a non-campus applicant, including his/her own position.
justified. (A list of openings will be posted by the Office of Human Resources and made available upon request.)

In targeting areas or departments for possible reduction, and in reviewing appeals, the following issues should be considered. The listing should not be construed as being in priority order.

- The quality of the curriculum offered within the department.
- The quality and preparation of the faculty teaching within the department.
- The centrality of the department to the University's mission.
- Services the department provides to non-majors.
- The facilities and equipment required in support of the department.
- The number of majors enrolled in the department's degree program(s).
- The demand for graduates from the department's program(s).
- The competitive standing of the department vis-a-vis similar departments at other institutions in the region.
- The potential impact on the region of closing the department.
- The income/expense ratio of operating the department.

Except in the case of financial exigency, tenured faculty members who are discontinued for reasons of reduction in force will be advised of such a decision by March 31, of the year prior to the academic year for which his/her contract is terminated. Other faculty will be given notice as indicated in Chapter 2 of the Faculty Handbook except in cases of financial exigency. Nothing in these guidelines, however, shall prevent discontinuation of any non-tenured faculty for other reasons.

XII. University Policies

A. Faculty Freedoms and Responsibilities

The primary responsibilities of the faculty at Northwest are teaching, scholarship, service and student support. By accepting an appointment at this University, a ranked faculty member assumes a responsibility to engage in scholarly activities and creative endeavors that foster free inquiry, free expression, intellectual honesty, respect for the dignity and rights of others and openness to change. The rights and responsibilities exercised within the academic community must be compatible with these characteristics.
Academic freedom provides extensive protection for inquiry and speech while recognizing the correlative responsibility to adhere to standards of professional conduct and performance, duty to the institution, and respect for the dignity of colleagues, students and other members of the university community are met.

1. **Academic Freedom**

Northwest subscribes to the American Association of University Professors statements on academic freedom, professional ethics, and faculty freedom and responsibility as defined in the following sections. This endorsement should not be construed as a general endorsement of all policies of the American Association of University Professors.

"Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

"Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

"College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution." (B. Robert Crazier, ed., "1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments," American Association of University Professors Policy Documents and Reports, Seventh Edition, 1990, 3-4.)

2. **Professional Ethics**

Northwest subscribes to the belief that self-regulation is preferable to any externally imposed discipline. In this regard, the University faculty shall impose obligations upon individual professors that require any serious breach of duties to be judged by colleagues who are well acquainted with the problems and practices of a specialized field. Only in extreme cases of serious violations of professional responsibilities will an academic area regulate itself by calling upon University representation to deal with issues that could have been avoided either by individual self-control or
departmental discipline. Nothing herein is intended to restrict the authority of the Board of Regents or its designees.

"Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

"As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

"As colleagues, professors have obligations they derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

"As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

"As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further

3. Faculty Freedom and Responsibility

Cognizant of the dangers to academic freedom that may arise from its misunderstanding and abuse, the University subscribes to the following statement of freedom and responsibility:

"Membership in the academic community imposes on students, faculty members, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, freedom of inquiry and instruction, and free expression on and off the campus. The expression of dissent and the attempt to produce change, therefore, may not be carried out in ways which injure individuals or damage institutional facilities or disrupt the classes of one's teachers or colleagues. Speakers on campus must not only be protected from violence, but also be given an opportunity to be heard. Those who seek to call attention to grievances must not do so in ways that significantly impede the functions of the institution.

"Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the teacher-student relationship. Faculty members may not refuse to enroll or teach students on the grounds of their beliefs or the possible uses to which they may put the knowledge to be gained in a course. Students should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or their own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs.

"It is the mastery teachers have of their subjects and their own scholarship that entitles them to their classrooms and to freedom in the presentation of their subjects. Thus, it is improper for an instructor persistently to intrude material that has no relation to the subject, or to fail to present the subject matter of the course as announced to the students and as approved by the faculty in their collective responsibility for the curriculum.

"Because academic freedom has traditionally included the instructor's full freedom as a citizen, most faculty members face no insoluble conflicts between the claims of politics, social action, and conscience, on the one hand, and the claims and expectations of their students, colleagues, and institutions, on the other. If such conflicts become acute, and attention to obligations as a citizen and moral agent precludes an instructor from fulfilling substantial academic obligations, the instructor cannot escape the responsibility of that choice, but should either request a leave of absence or resign his or her academic position.” (B. Robert Crazier, ed.,

B. **Conflict of Interest**

The avoidance of any real or apparent conflicts of interest which could compromise the impartial, objective, and effective performance of the duties of employees of Northwest Missouri State University is essential to the maintenance of the public trust in and to the responsible operation of the University. University personnel are expected not only to adhere to all laws regarding conflict of interest, but also to be alert to and avoid situations which have the appearance of a conflict of interest. In accordance with this expectation, University personnel must avoid improper outside influences on their institutionally related decisions and activities.

1. **Statutory Requirements**

All employees of Northwest Missouri State University shall comply with the applicable requirements of Chapter 105 R.S.MO as currently in effect or as hereafter amended, dealing with conflicts of interest, as well as any other state law governing official conduct. Failure to comply with those requirements shall be considered a violation of this policy. Terms used in this policy have a meaning consistent with their use in Chapter 105 R.S.MO.

2. **External Compensation**

University personnel shall not act or refrain from acting in any lawfully empowered capacity within the University in return for, or in return for the offer of, anything of monetary value to the employee or any third person made or received in relationship to or as a condition of the performance of an official act, other than institutionally paid compensation for performance of official duties.

3. **Confidential Information**

University personnel shall not disclose or otherwise use confidential information obtained in the course of their official capacity at Northwest in any manner with the intent of securing or actually resulting in financial gain for the employee, any other person, or any business.

4. **Personal Gain**

University personnel shall not realize any personal gain, in any form, from any purchase of goods or services by Northwest Missouri State University, from actions taken by a representative or employee of the institution, nor shall institutional personnel accept any gift, gratuity or reward with a monetary value in excess of $25, from any person or other entity which transacts business with Northwest or which seeks to transact such business. This requirement shall not infringe on property
rights relating to the development of educational or other materials which have been granted to employees by the University.

a. **Business Relationships:** Institutional employees shall not transact business or approve or participate in the approval of the transaction of business on behalf of the University with any person or business entity with which the institutional employee has a substantial interest or family interest or relationship within the third degree of consanguinity or affinity, except for transactions made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer is the lowest received.

Outside activities can generally be subsumed under one of three rubrics: professional service, consulting, and moonlighting. Professional service includes activities such as service on an accrediting team, work performed under the aegis of a professional organization or service on local, state or national committees or task forces. Such service may be remunerated or non-remunerated. Consultation is the application of professional and scholarly expertise in the external community for the purpose of generating income for the consultant. Consultation is considered a business activity subject to the provisions of this policy when the entity for which the employee consults transacts business with the University or is in competition with the University, or where the consultation itself competes with the work of the University. Moonlighting is reimbursed activity unrelated to one's professional role in the University. Such activities can be done only on one's own time.

b. **Self Dealing:** University employees shall not transact business, including performing services for and the sale, lease or rental of property with the University for receipt or payment of any compensation, other than the compensation provided by Northwest Missouri State University for the performance of official duties, except for transactions made pursuant to an award on a contract let or sale made after public notice and competitive bidding, provided that the bid or offer is the lowest received.

University employees shall not act on any matter in their capacity as employees of the University with the intent to provide a special monetary benefit to themselves or their family or with the intent of influencing, either positive or negatively, the employees' non-institutional employment or business activity or interest.

c. **Financial Benefit:** University employees may not receive any financial benefit from the sale of textbooks or other class materials to students at Northwest.

University employees shall not use their position with or the property of Northwest Missouri State University for business activity.
No employee will keep for sale or be interested in, directly or indirectly, the sale of any furniture or apparatus, books, maps, charts or stationery owned by the University. No employee will be interested in, directly or indirectly, any contract or purchase for building or repairing any structure, or for fencing or ornamenting the grounds, or furnishing any supplies or materials for the use of the University. No employee of the University, acting for self or as a representative for an external agency, will use University facilities to display or promote for sale to third parties any personal or represented material (see 174.220 R.S.MO as currently in effect or as hereafter amended).

**d. Disclosure Requirements:** When it is proposed that the University engage in a business transaction, including any type of grant or contract, with a private firm or corporation in which a University employee has a substantial interest, that employee shall make a full disclosure of that interest, in writing, to the official having the approval authority for that transaction and to the person responsible for the University conflict of interest reporting process. If there is a change in the financial interest of an employee during the term of the transaction which brings any such interest within the definition of a substantial interest, the change shall be reported immediately, in writing, to both the responsible approval and conflict of interest authorities.

University employees participating in the selection of a prospective employee, a consultant, or a contractor to provide goods or services to the University shall disclose to the official having the approval authority and the conflict of interest authority, in writing, any close personal friendship, business association, or family relationship that the employee may have with the prospective employee, consultant, contractor or their businesses.

These requirements are in addition to, and do not relieve an employee from, the responsibility for making disclosures required by Chapter 105 of the Missouri statutes as currently in effect or as hereafter amended pertaining to conflict of interest.

**5. Employment of Relatives**

No Regent, officer, faculty, or employee shall participate, either directly or indirectly, in a decision to appoint or hire an employee of the University, including regular and part-time appointments, who is related to such person within the fourth degree by blood or marriage. It also shall be a violation of this policy for an employee to supervise, either directly or indirectly, the work of another employee who is related within such fourth degree, unless the supervisory role is specifically approved by the President of the University. A relative within the fourth degree includes, but is not limited to spouse, child, grandchild, great-grandchild, great-great-grandchild, parent, grandparent, great grandparent, great great-grandparent, brother/sister, aunt/uncle, great aunt/uncle, niece/nephew,
grand niece/nephew and cousin. All relationships are included, whether full-, half-, step-, foster-, adopted, or in-law. An employee or supervisor who has a question pertaining to the relatives covered by this policy should contact their supervisor or the Office of Human Resources.

6. **Sanctions**

Reports required by the provisions of this Conflict of Interest policy must be submitted to the Director of Human Resources Management (Administration Building 107) with copies to the employee's immediate supervisor, or dean, and Provost, and cabinet-level vice president. Employees wishing to register complaints relating to conflict of interest violations or to request investigations of violations or suspected violations of this policy should contact the Director of Human Relations.

Employees in violation of this policy are subject to disciplinary action up to and including termination of employment. In addition, any employee knowingly violating the conflict of interest law shall be subject to punishment as prescribed by section 105.478, R.S.MO as currently in effect or as hereafter amended.

Pursuant to section 105.467 R.S.MO as currently in effect or as hereafter amended, the University is prohibited from discharging, threatening, or otherwise discriminating against a person, or an employee acting on behalf of a person, because that person or employee reports or is about to report a violation or suspected violation of this policy or of laws or is requested by the Missouri Ethics Commission to participate in an investigation, hearing, or inquiry held by the commission or any related court action. These protections shall not apply to anyone who knowingly or recklessly makes a false report.

7. **Appeals/Grievance**

An employee who is subject to disciplinary action based on an allegation of violation of this policy shall be entitled to full due process rights provided under the appeals/grievance process described in this Handbook. Complaints alleging violations of the state's conflict of interest law or this policy may be received and investigated by the Missouri Ethics Commission.

C. **Alcohol/Drug Abuse**

Northwest Missouri State University ("The University") recognizes its responsibility to foster a learning environment that minimizes negative impact of high-risk alcohol use and drug use/possession on student life and academic success. The University recognizes that unlawful drug use must be prohibited and care must be taken to allow alcohol only in settings where it is responsible to do so, and to ensure that policies do not result in an atmosphere in which irresponsible or dangerous alcohol use is likely to result.
The University takes seriously the need to enforce federal, state and local rules and laws prohibiting the illicit use of drugs and limiting alcohol on campus and at University-sponsored events. In accordance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 as well as other federal, state, and local laws, the University has adopted this anti-drug and alcohol abuse policy for its campus, employees, faculty, students and student organizations. (Faculty and staff are collectively referred to as “Employees” throughout this policy)

Annual distribution of alcohol and drug prevention materials to all students and Employees are accomplished through the Annual Security Report.

As mandated by federal regulation, the University compiles a Biennial Review of the University’s alcohol and drug policy and initiatives. It can be found at: http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf.

1. **Drug Free University**

   The University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on University owned or controlled property, as any part of a University activity, and while doing University work. The University prohibits individuals from being under the influence of illegal drugs on University owned or controlled property or as part of a University activity.

   This practice does not prohibit use of legally obtained drugs, including prescription drugs and over-the-counter drugs, while on University premises, while engaged in a University activity, or while performing University work, provided those drugs are used in accordance with the prescription by the prescription holder or with over-the-counter directions.

   Such use by an Employee must not impair the Employee’s ability to perform the essential functions of his or her job effectively and in a safe manner. An Employee using prescription or over-the-counter drugs is required to report such to their supervisor or the Office of Human Resources if it may affect the Employee’s capacity to perform job duties or may create a danger to the Employee or others.

   Employees must report to the University any conviction or guilty plea under a criminal drug statute for violations occurring on or off University premises. A report of conviction must be made to the Office of Human Resources within five (5) days after the conviction or guilty plea.

   University policy does not recognize use of illegal drugs or abuse of other drugs as an excuse for misconduct of any kind – including violations of University policies – by Employees, students, or student organizations.
2. **Use of Alcohol**

   a. **Responsible Use of Alcohol**

      University policy also does not recognize the misuse of alcoholic beverages as an excuse for misconduct of any kind – including violations of University policies – by Employees, students, or student organizations. Emphasis is placed on the responsible use of alcohol. Responsible drinking is the use of alcohol in ways that do not negatively affect either the individual or the community and do not violate the law. Alcohol is not permitted anywhere on University property except as specified in the University’s Alcoholic Beverages on University Property Policy found on myNorthwest under the Human Resources tab.

      Other than responsible use in the context of appropriate University-related social events, Employees may not use, possess, distribute, sell or be under the influence of alcohol while on University premises or doing University work.

3. **Alcohol/Drug Testing**

   To ensure an environment free of illegal drugs and irresponsible use of alcohol, the University reserves the right to require an Employee to undergo alcohol and/or drug testing (such as on urine and/or blood) as a condition of employment or continued employment at the following times:

   1. Reasonable Suspicion. “Reasonable suspicion” exists when an Employee exhibits signs of impairment due to the use of illegal drugs and/or irresponsible use of alcohol. In such a situation, an Employee may be asked to report to a testing facility for a drug/alcohol screening.

   2. Post-Accident. An Employee who is involved in an accident or other incident while on University business that results in injury and/or property damage may be subject to drug/alcohol screening.

   3. DOT Requirements. Employees to whom the testing rules of the Department of Transportation apply will be subject to drug/alcohol testing as required by the Department of Transportation regulations.

   The University will incur the cost of the drug/alcohol screening. The following may result in disciplinary action up to and including termination of employment with the University: (1) a confirmed positive drug screening, and/or (2) a confirmed positive alcohol screening that demonstrates illegal conduct or – outside of responsible use in the context of appropriate University-related social events – alcohol use while on University premises or doing University work. Additionally, interference with or refusal to submit to a drug and/or alcohol screening will result in disciplinary action up to and including termination of employment with the University. Two or more diluted or adulterated samples, without a medical explanation, will be deemed interference.
The University reserves the right to inspect or search University vehicles, desks, and/or other University property at any time. Refusal to cooperate will subject the Employee to disciplinary action up to and including termination of employment from the University. A confirmed positive drug and/or alcohol screening (regardless of responsible use of alcohol) or any other violation of this policy may also influence an Employee’s workers’ compensation and/or unemployment compensation benefits.

4. Potential University Sanctions

Any Employee, student, or student organization found to be in violation of this policy will be subject to appropriate disciplinary action pursuant to University policies and consistent with local, state, and federal laws. Such disciplinary action may include counseling, mandatory participation in an appropriate rehabilitation program, a verbal or written warning, suspension from or termination of employment or academic program, and expulsion from the University. Sanctions will be determined pursuant to applicable Employee, faculty, student, or student organization procedures. In addition, violators may be referred to appropriate law enforcement authorities for prosecution.

5. Federal, State, and Local Alcohol and Drug Laws

a. Federal Law

Federal law provides strict penalties for violation of federal drug laws. For a first conviction of illegal possession of a controlled substance, a person may be imprisoned for up to one year and/or fined at least $1,000 but not more than $100,000; after two or more prior convictions the penalty increases to at least 90 days in jail but not more than three years and/or a fine of at least $5,000 but not more than $250,000. Federal trafficking penalties for controlled substances (such as marijuana, heroin, cocaine, PCP and LSD) range from less than five years in prison and/or a fine of less than $250,000 to life imprisonment and/or a fine of up to $8 million (for an individual). Other penalties may apply, such as forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance, denial of certain federal benefits, and revocation of certain federal licenses.

Certain federal laws may apply to unlawful manufacture, possession, and trafficking of alcohol as well. Penalties range from fines to prison terms.

b. State and Local Law

Missouri law and local law also provide penalties for violations of laws relating to the unlawful manufacture, sale, use or possession of controlled (and/or imitation of) controlled substances and alcohol. In addition, Missouri and localities have laws relating to underage drinking, driving while
intoxicated or under the influence of alcohol and/or illicit drugs. Sanctions for violations may range from local citation to state law felonies. Penalties may range from small fines to prison terms, depending on the violation and past criminal history of the individual.

c. **Further Information**

Further information on these laws and penalties is available at [http://www.moga.mo.gov/mostatutes/chaptersIndex/ChaptIndex631.html](http://www.moga.mo.gov/mostatutes/chaptersIndex/ChaptIndex631.html).

### 6. Health and Safety Risks of Drug and Alcohol Use

a. **Alcohol Health and Safety Risks**

Alcohol use carries several risks. These include drinking/driving accidents, increased incidents of rape and assault, academic problems, police involvement, medical problems including alcohol abuse and dependence and fetal alcohol syndrome, and fatalities.

b. **Substance Abuse Health and Safety Risks**

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. These effects may include toxicity, HIV infection with intravenous drug use, heart attack, stroke, sudden death, pregnancy complications, birth complications and defects, physical and psychological dependence, withdrawal, disruption of normal heart rhythm, high blood pressure, stroke, bleeding and destruction of brain cells, memory loss, depression, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and neurological and pulmonary damage.

c. **Further Information**

Further information on these laws and penalties is available at [http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf](http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf).

### 7. University and Community Resources and Referral Information

Northwest Missouri State University provides counseling services for students and Employees seeking assistance or information concerning alcohol and drug issues. Students wishing to take advantage of this service may contact the University Wellness Services at (660) 562-1348 and Employees wishing to take advantage of this service may contact the Hartford at [www.guidanceresources.com](http://www.guidanceresources.com).

In addition, other resources are available. Several self-help groups hold meetings throughout the area, including Alcoholics Anonymous, Narcotics Anonymous,
and Al-Anon. Individuals can contact the National Clearinghouse for Drug and Alcohol Information (800-729-6686), which is operated by the U.S. Department of Health and Human Services and staffed 24 hours a day, 7 days a week; specialists provide information and referrals.

For further information and help with these issues, please visit http://www.nubeginning.org/.

D. Absences and Holidays

1. Absences

When faculty members are to be absent from assigned instructional responsibilities for any reason other than illness, they are required to fill out an Absence Report form available in the department office prior to their absence. Failure to fill out the appropriate forms may result in loss of personal or sick leave or, in instances of repeated failure or when no personal or sick leave remains, disciplinary action up to and including termination of employment. When faculty members are absent because of illness, they are required to fill out an Absence Report form following their illness.

When faculty members are ill or are unavoidably detained and cannot meet their classes, notice by telephone or other means must be given as soon as possible to the department chair or college dean in order that classes may be continued.

2. Holidays

Holidays observed by the University are published yearly according to the academic calendar.

E. Leaves With Pay

Faculty are entitled to paid leaves of absence as set forth in this Faculty Handbook. For Sabbatical, Educational, and Exchange Leaves, see section VIII C.

1. Funeral Leave

Absence with pay will be authorized for attending the funeral services of immediate family members. The length of time needed should be discussed with the department chair or college dean.

2. Jury Duty

Faculty who are called for jury duty to testify as a witness in a legal proceeding, appear in a legal proceeding as the victim of a crime (or to support an immediate family member who is the victim of a crime) will be paid their regular salary
during the period of service but must present the appropriate jury duty confirmation
or summons as issued by the court to their department chair in order to receive this
benefit. However, faculty members are expected to be at work unless actually
serving on a jury, testifying in a legal proceeding, appearing as the victim of a crime
or a victim’s immediate family member, or being required to be in attendance at the
courthouse for jury selection or witness testimony for more than half a day.

No disciplinary action or deductions from an employee’s pay will be made due to
a faculty member’s leave for involvement in a legal proceeding. No faculty member
will be subject to any retaliation for taking such leave.

3. Voting Leave

The University encourages good citizenship among its faculty members. Accordingly, any faculty member entitled to vote in an election is entitled to be
absent from work on the day of such an election for a period not to exceed 3
consecutive hours between the time of opening and closing of the polls. If polls are
open before or after the faculty member’s worktime, but the period of time the polls
are so open is less than 3 consecutive hours, the faculty member is only entitled to
leave from their University duties for a period of time that, when added with the
time polls are open during non-worktime, does not exceed 3 hours. Faculty
members must request voting leave before election day. The University may
specify the particular time during the day (except for a regular lunch period) at
which a faculty member may take their voting leave. The University may also
request evidence of voter registration.

No disciplinary action or deductions from a faculty member’s pay will be made due to
a faculty member’s voting leave. No faculty member will be subject to any
retaliation for taking voting time.

4. Military Leave

It is the University’s policy to prohibit (1) any discrimination against a prospective
or current faculty member based on their military service or application for such
service, and/or (2) any retaliation against him/her for exercising the rights or
protections afforded him/her under federal or state law.

The University will grant military leave, as necessary, in compliance with
applicable federal and state regulations. The University asks that faculty members
provide, to the extent possible, reasonable advance written or verbal notice of such
service directed to the Vice President of Human Resources. It is the University’s
policy to abide by applicable federal and state laws providing for
reinstatement/reemployment, restoration of benefits, and restoration of seniority
upon return from military service and any other rights afforded to individuals in
military service. Faculty members should consult with the University’s Vice
President of Human Resources for further details, including continuation of University-based health plan coverage while in military service.

A faculty member will receive full pay for up to 10 working days in one calendar year for military service. Thereafter, a faculty member taking leave for military service may choose, but is not required, to use accumulated personal and sick leave before going on leave of absence without pay. To do so, faculty members must provide reasonable notice, to the extent possible, as set forth above.

5. **Personal Leave**

Each full-time faculty member is entitled to a maximum of three days of personal leave with pay per contract year and requires pre-approval by the department chair. There is no accumulation of personal leave and any leave taken is deducted from the current year’s sick leave. Instruction must be provided for the respective faculty member’s classes.

6. **Sick Leave**

Full-time faculty members are eligible for ten working days of sick leave per contract year. Faculty members may use sick leave for:

- personal illness or injury,
- doctor’s appointments (though advance notice of non-emergency appointments is required with the use of an absence report), and
- to care for family members who are ill or must be accompanied to a doctor or dentist appointment.

Full-time faculty who miss teaching assignments, office hours or other assignments due to illness will report and be assessed sick leave for each day missed, even in those instances when their teaching responsibilities are absorbed by colleagues. The University may request a doctor’s confirmation of any absence due to illness. Information for proper reporting of sick leave may be obtained from the Office of Human Resources.

Unused sick leave may accumulate to 126 days but is uncapped for reporting to MOSERS, the state retirement system, and will be reported to MOSERS at the time of the faculty member’s retirement. A faculty member receives one month of creditable service for each 21 days of unused sick leave reported to MOSERS. At the time the faculty member retires, the unused sick leave is converted to creditable service and is added to the total service, which is used only in calculating the amount of the benefit, not the eligibility for a benefit. Unused sick leave is not convertible to compensation.

F. **Leave Without Pay**
1. **Leave of Absence not previously addressed**

Full-time faculty members who have been at the University for a minimum of three years may request a leave of absence without pay. The Board of Regents and the University administration reserve the right to refuse to grant a leave request in any case where it would seriously affect the program of the University. Such absences must be approved in advance by the Provost.

A leave of absence may be for a specified period of time, at the discretion of the University. Failure to return to work on the first scheduled working day following a specified period of leave of absence may result in termination of employment as of the last day actually worked. Returning to work from an indefinite leave of absence requires the prior approval of the University.

During the period of absence, the University will pay insurance costs as though the employee was actively working. If the employee is carrying extended coverage or family benefits, arrangements must be made with the Vice President of Human Resources to pay these costs directly to the University. An employee who does not return from a leave of absence agrees to repay the University for the cost of benefits during the leave as specified in the contract providing for leaves of absence. Sick leave benefits will not accrue during unpaid leaves.

G. **Additional Leaves**

The University sets forth its policies on other legally authorized leaves of absence elsewhere in this Faculty Handbook, including leave pursuant to the Family and Medical Leave Act (Chapter 5).

Additional leaves (with or without pay) may be negotiated among the faculty member and the chair, the dean, and the Provost.

H. **Compensation Policies**

1. **Payroll Period**

All persons are employed for the academic year unless the contract specifies otherwise. All newly appointed Faculty members beginning employment on or after July 1, 2015, will receive their salary in twelve monthly installments. A Faculty member currently electing nine monthly installments will be granted the option to elect nine or twelve monthly installments for future contracts. Once a Faculty member elects twelve monthly installments, the nine month option will no longer be available. Effective July 1, 2015, all Faculty members who are not grandfathered to a nine month payment election will be required to receive their salary in twelve monthly installments. Payment is issued on the last working day of each month.
2. **Payroll Deductions**

Deductions are made on all salaries for federal and state income tax and social security tax. In addition, faculty may elect to have deductions made for family health and life insurance, additional life insurance, Northwest Missouri Regional Credit Union, tax sheltered annuities, Northwest Foundation, United Way, Missouri State Employees Cafeteria Plan, and U.S. Savings Bonds. Arrangements for the additional deductions must be made through the Payroll Office.

3. **Salary Advances**

See Travel/Payroll Advances in Chapter 3.

4. **Salary Program**

Northwest Missouri State University seeks to build and maintain a high quality faculty. As such, Northwest salaries will be compared with Masters Level I national data to assure our salaries are competitive, but are nonetheless subject to determination by the Board of Regents. Educational background, experience, years of service, rank, and discipline may be considered in establishing individual salaries each year.

The Provost, after consultation with the deans and Faculty Senate, shall make recommendations to the President regarding an annual system for awarding salary increases. Salaries are subject to the performance of the duties and/or functions for the position as defined in Chapter 2 of the Faculty Handbook and/or to the performance of such other duties as may be assigned. In the event funds do not materialize to meet the payments, the Board of Regents reserves the right to make such adjustments as may become necessary.

5. **Overload Pay**

Whenever an overload is justified, overload salaries are paid on a course credit basis.

6. **Third Trimester Employment**

Third trimester employment is contingent upon institutional needs and available funds. A separate contract is issued for such employment. Each contract is contingent on adequate course enrollment as determined by the Provost. Third trimester salaries are calculated at 2.5% of a faculty member's annual salary per scheduled credit hour or $800 per credit hour, if greater.

I. **Intellectual Property Rights**
1. **Work Undertaken on the Initiative of the Faculty Member**

   Except as set forth below, when, on his/her own initiative, the faculty member produces any Copyright Work (defined as material for which copyright protection may be obtained, including but not limited to, works of authorship, creative works, literary works, computer programs, artistic works, recordings, photographs, slides, motion pictures and audiovisual works, including derivative works) or an Invention (defined as any new or useful art, creation, discovery, invention, contribution, finding, and all related know-how) such materials and the intellectual property rights therein shall remain the exclusive property of the faculty member. To the extent that any of the Copyright Works undertaken on the initiative of the faculty member would otherwise be considered a work for hire, the University hereby assigns such copyright to the faculty member. If in the production of such Copyright Work or Invention (excluding scholarly articles and monographs, including textbooks) the faculty member uses University resources, the faculty member shall reimburse the University in all cases involving substantial use of University resources. Substantial use of University resources shall mean the extensive use of any University-paid time or funding, or the extensive use of facilities, equipment, staff assistance and/or significant administrative support, including use of dedicated laboratories, dedicated computer centers, and dedicated equipment.

   Copyright Work and Inventions made by individuals on their own time while not working at the University, not within the scope of such individual’s employment and without the use of University resources, belong to the individual.

   If the faculty member receives University support (for example, CITE fellowships, Academic Initiative grants, reassigned time) then the Copyright Works or Inventions developed on the faculty member’s initiative shall be jointly owned by the faculty member and the University. To the extent assignments are necessary to create, register or record such joint ownership, each party hereby agrees to execute such assignment documents. In the absence of such executed assignments, this agreement shall serve as the assignment(s). As joint owners of such Copyright Works or Inventions, each party is entitled to use and exploit the Copyright Work or Invention. Royalties from commercial sale, use or other exploitation of the Copyright Work or Invention shall be split fifty percent (50%) to the University and fifty percent (50%) to the faculty member(s) involved.

2. **Work Undertaken by the Faculty Member Under Direction of the University**

   When, upon the direction of the University, the faculty member produces any Copyright Work (defined as above) or an Invention (defined above) such materials and the intellectual property rights therein shall be jointly owned by the faculty member and the University. To the extent assignments are necessary to create, register or record such joint ownership, each party hereby agrees to execute such assignment documents. In the absence of such executed assignments, this agreement shall serve as the assignment(s). As joint owners of such Copyright Works or
Inventions, each party is entitled to use and exploit the Copyright Work or Invention. Royalties from commercial sale, use or other exploitation of the Copyright Work or Invention shall be split fifty percent (50%) to the University and fifty percent (50%) to the faculty member(s) involved.

The University may, in appropriate circumstances and after consultation with the faculty inventor(s), license an Invention on such reasonable terms with the University’s sole discretion.

Faculty members who alone, or in association with third parties, whether or not such third party is employed by the University, create an Invention are responsible for disclosing the Invention to the University. Such disclosure shall be made when it can be reasonably concluded that the Invention has been created, and sufficiently in advance of any publications, presentation, or other public disclosure to allow time for possible action that protects rights to the Invention for the creator(s) and the University. Inventors are encouraged to seek the advice of the appropriate University officer in determining whether the subject matter is an Invention within the meaning of this policy.

The University, in its sole discretion, will pursue patent protection for any Invention. Unless otherwise agreed, the University will pay all costs relating to the filing, prosecution and maintenance of any patent application or patent for an Invention. The University will have full and complete control over the filing, prosecution and maintenance of the any patent application or patent of the Invention. However, the inventor shall have reasonable opportunities to advise the University, and will cooperate with the University in such prosecution, filing and maintenance of any patent application or patent. The inventor shall reimburse the University half of all costs for filing, prosecution and maintenance of any patent application or patent for any Invention.

If the University notifies the inventor that the University does not wish to pursue patent protection, prosecution or continue maintenance for any Invention for any reason, the parties may agree that the inventor will assume all responsibilities related to the patent process and maintenance of such Invention; provided that the inventor will reimburse the University for any outstanding or unreimbursed costs incurred pursuing patent protection or providing maintenance of such Invention.

The University may, in its sole discretion, waive, transfer, or license to the creator(s) its rights in any intellectual property when such action does not conflict with obligations to other interested parties. This could occur, for instance, if the costs for protecting and developing the intellectual property are not likely to be matched by anticipated income and royalties.

3. Respect for Copyright of Others
Respect for intellectual property is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, will be grounds for sanctions against members of the academic community. The Owens Library web site maintains a page that supplies annotated hyperlinks to Web sites regarding copyrighted materials and educational fair use issues, as well as a selected listing of current copyright materials located in Owens Library at Northwest Missouri State University. Faculty members are responsible for carefully consulting these materials.

J. Social Media Policy

The University recognizes that many of its faculty members and employees participate in social networking and social media websites. Blogging, social networking, and other forms of internet communication have become a common means of sharing information, and these outlets have positive potential for public discussion. At the same time, employees should be aware that blogging and other postings on social media can carry unique risks for users, including the dangers of privacy loss and of personal liability. Faculty members should also be careful not to violate their duties to the University.

In order to assist faculty members and employees in navigating social media, and to ensure obligations to the University are met, we have established guidelines and expectations for all social media use, whether at work or at home, including but not limited to activity with Facebook, MySpace, Twitter, YouTube, LinkedIn, and LiveJournal. As an overriding principle, faculty members and employees must keep in mind that they are responsible for what they post. Failure to abide by these guidelines and expectations may subject a faculty member or an employee to discipline, up to and including termination.

1. Only Authorized Personnel May Speak for the University

It is important to remember that only specific individuals are authorized to speak on behalf of the University. Faculty members and employees without this authority must not represent that they are speaking on behalf of the University, and must not start or maintain any social media site on behalf of the University.

Faculty members and employees not authorized to speak for the University, who...
directly or indirectly refer to their employment with the University in social media, must make clear in each such posting who they are and that they are speaking only for themselves and not for the University. One way to make this clear is for covered individuals to include the following: “[Name] is not authorized to speak on behalf of the University, and the opinions expressed are my personal opinions and not those of the University.” Additionally, members of management should be particularly careful because, by virtue of their positions, their statements may be attributed to the University or assumed to have been made on behalf of the University, even without a direct or indirect reference to the University. Thus, such statements must be professional in nature.

2. **On Your Own Time**

The official job duties of most the covered individuals do not include blogging or other social media activity. Unless engaging in social media is an official part of your job duties, you should not be engaged in social media activities during work hours. Personal social media activities should take place on your own time.

3. **Possibility of Disciplinary and/or Legal Action**

Although the often-informal nature of the internet causes some to be less guarded in what they say, it is important to remember that blogs and social media posts by their nature are available to others to read. Some statements can lead to legal action against the blogger/poster by those whose rights may have been violated. For example, bloggers/posters may be held personally liable for making defamatory statements, for invasion of privacy (including disclosing personal information), or for harassment based on gender, race, sexual preference, age, disability, and other characteristics protected by law. Faculty members and employees should also take care not to post materials that are legally protected by copyright and other intellectual property laws.

Faculty members and employees are further cautioned that personal activities may impact the workplace. Engaging in activities such as sending or posting discriminatory or harassing communications or materials in violation of the University’s General Policies (Chapter 5), including outside of work hours, may subject the faculty member or employee to discipline, up to and including termination.

4. **The University is an Independent Organization**

As an independent organization, the University cannot appear to be aligned with political candidates, issues or parties, religious affiliations, or third party products or services. Any direct or indirect reference to your affiliation with the University in such a context must be accompanied by a prominent disclaimer that “[Name] is not authorized to speak on behalf of the University, and the opinions expressed are my personal opinions and not those of the University.”
Faculty members and employees who are unsure whether a potential communication is prohibited by this policy, or who have any questions about this policy, should discuss the matter with the Vice President of University Relations. Nothing in this policy is intended to interfere with employee rights protected by the National Labor Relations Act.

K. Faculty Advisory Committee on Promotion

This committee is charged with the responsibility of making advisory recommendations to the Provost on all applications for promotion. These recommendations are advisory only and are not binding on the Provost, the President or the Board of Regents.

1. Eligibility and Structure

Tenured full professors who are not department chairs or college deans and who have been members of the Northwest faculty for a minimum of four years are eligible to serve. The term of service on the committee is two years. The College of Arts and Sciences will be entitled to four members on the Faculty Advisory Committee on Promotion and the Colleges of Professional and Applied Studies, and Education and Human Services will be entitled to two members each on this committee. Elections are staggered so that the College of Arts and Science will elect two members each year, the Melvin D. and Valorie G. Booth College of Business and Professional Studies and the College of Education and Human Services will elect one member each year. No department will have more than two representatives. The Provost will serve as an ex-officio member and as chair. The EEO officer has the authority to order a revote if elected committee is not representative of the faculty demographics.

2. Election Procedures

As the two-year terms of present members expire, each department within the voting college with eligible faculty members will nominate up to two eligible tenured full professors on or before April 1 of each year. The results shall be forwarded to the Faculty Senate President.

The Faculty Senate will conduct elections by mid-April of the persons to succeed faculty whose terms have expired on the Committee. The President of the Faculty Senate will forward the results of the elections to the Provost on or before the last class day of the spring term.

In the event of a tie, a run-off election will be conducted. In the event of a committee vacancy, the faculty member receiving the next highest number of votes in the college with the vacancy will be selected to serve out the remainder of the term.
3. **Guidelines**

The following principles are to guide the deliberations of the Faculty Advisory Committee on Promotion and must be set forth in its initial meeting:

a. All deliberations of the Committee shall be confidential including the names of those who are applying for promotion. Only the number of candidates applying for each rank is to be made public knowledge.

b. The only criteria relevant to the discussion of suitability for promotion are those stated in Chapter 2 of the *Faculty Handbook*.

c. To aid in the evaluation of each candidate, the Committee may use a checklist that defines the necessary qualifications for promotion to each rank.

d. The Committee will be allowed to review the applications for promotion, but those files along with the files of the Committee members must remain in the Provost's office.

e. The overall suitability for promotion will be expressed by secret ballot for each candidate. A count of ballots will be made immediately after each vote and shared with the Committee. A simple majority vote is required to indicate approval by the Committee. The Provost will retain the ballots. In the case of a tie vote, the applicant will not be recommended for promotion. All votes on candidates considered by the Committee will be recorded Yea/Nay and forwarded along with recommendations to the Provost, President and Board of Regents.

L. **Faculty Hearing Committee Procedures**

The purpose of the Faculty Hearing Committee is to ensure the consistent, fair, and valid application of the rules and regulations related to promotion, tenure, termination, suspension for any conflicts of interest during the contract period.

1. **Definitions**

During Faculty Hearing Committee procedures:

a. Academic employee means any member of the University's ranked, or titled faculty, or any administrative officer holding faculty status.

b. Action means any binding decision relating to the promotion, tenure, termination or suspension during the contract period of the complainant.
c. The contract period means the agreed upon time frame which defines the beginning and ending of the period of employment.

d. Committee means the Faculty Hearing Committee.

e. Complaint means an allegation that a person's employment rights and/or eligibility have been adversely affected procedurally due to a violation, misapplication or misinterpretation of the University's rules related to promotion, tenure, and termination or suspension during the contract period.

f. Complainant means any person initiating a complaint under this process.

g. Legal counsel means a person who is licensed to practice law in the State of Missouri.

h. Day means a day during which the University is in teaching session, as defined by the academic calendar.

i. Review means to re-examine with a capacity to transmit a finding of fact, conclusion and/or recommendation to the Board of Regents. The Board of Regents has final right of review in all personnel actions.

j. Rule means any policy contained in Chapter 2 of the Faculty Handbook related to promotion, tenure, termination or suspension during the contract period.

k. University means Northwest Missouri State University in all of its subdivisions and extensions.

l. Party means the complainant, the Provost, and/or the administrator who is the focus of the complaint.

2. Limitations

a. The availability and/or utilization of the appeals procedure shall not be construed as abridging the rights of an academic employee to exercise constitutional or statutory rights.

b. In no way shall an employee's status with the University be adversely affected because he/she utilizes these procedures.

c. All proceedings provided for in this section should be maintained as confidential subject only to the need of the complainant and the University to comply with the processes specified herein and to present evidence in other hearings or proceedings. All proceedings shall be conducted in private and all records will be open only to the parties except as otherwise required herein or by 610.021 (3) R.S.MO as currently in effect or hereafter amended.
d. Any formality of procedure, including specification of times of performance, may be revised and/or waived by mutual consent of the parties, subject to the approval of the Faculty Hearing Committee.

e. Nothing contained herein shall preclude the informal disposition of complaints by stipulation or by agreed settlement where such resolution is consistent with University rules.

f. A complaint must be filed in writing to the Provost no later than ten academic days after the complainant knew the circumstances giving rise to the complaint, except that a failure to timely file may be waived by the President in cases of excusable neglect.

M. Appeals Procedures

The purpose of these appeal procedures is to minimize misunderstandings within the University community and to promote the consistent, fair and valid application of the rules and regulations relating to the promotion, tenure, termination or suspension during the contract period for faculty. Issues related to the non-renewal of faculty contracts are not subject to these appeal procedures. All complaints except for termination or suspension during the contract period must go through an informal process prior to the complainant requesting a hearing by the Faculty Hearing Committee.

1. Pre-Hearing Procedures

a. The pre-hearing process is not applicable in matters concerning termination or suspension during the contract period.

b. The first step in the resolution of a complaint shall be a personal conference with the administrator taking the action that is the object of the complaint.

c. Should the complainant remain dissatisfied after this conference, a written statement of dissatisfaction may be filed within ten academic days with the same administrator, who shall respond in writing within ten academic days after receiving the written complaint.

d. Should the complainant be dissatisfied with the administrator's written response, the complainant may within ten academic days after receiving the response file a copy of the administrator's response and a copy of the written statement of complaint with the Provost, who shall respond in writing within ten academic days.

e. In those instances where the complainant alleges that the rules and regulations related to promotion and tenure contained in Chapter 2 of the Faculty Handbook were applied in an inconsistent, unfair or invalid manner and complainant
remains dissatisfied after receiving the Provost’s response, the complainant may request a formal hearing by the Faculty Hearing Committee. Such requests must be made within ten academic days of the decision. Complaints regarding termination or suspension during the contract period must begin with the formal process.

2. **Formal Proceedings**

   a. Formal proceedings begin with the filing of a written formal complaint with the University's EEO Officer in which the complainant specifies his/her reasons for dissatisfaction with any binding decision relating to the promotion, tenure, termination or suspension during the contract period of the complainant.

   b. Within ten academic days a new Faculty Hearing Committee (hereinafter referred to as "Committee") of five members will be established for reviewing each complaint that is filed.

   c. In accord with the University calendar established by the Provost, the Faculty Senate and the President shall each provide the EEO Officer with seven names of tenured faculty members to serve as potential members of the Committee for one year. When a complaint is filed, a Committee of five will be established by the EEO Officer through a procedure which allows the complainant and the administrator who is the focus of the complaint to alternately strike names from the list of potential hearing committee members until the list is reduced to five names. The complainant will strike the first name. Any member with a conflict of interest shall disqualify himself/herself. If it is alleged that a member selected to hear a particular grievance has a conflict of interest, the Board of Regents Personnel/External subcommittee will decide whether the individual should serve.

   d. The EEO Officer will notify the committee and transmit to them copies of all correspondence between the complainant and the complainant's supervisors.

   e. The members of the Committee will elect a chair. The EEO Officer will serve as the secretary of each Committee but will not vote.

   f. The Committee shall first seek a resolution of the matter by conciliation and/or such other means, as it may deem appropriate.

   g. The Committee by majority vote may rule that the complaint is frivolous and may dismiss further proceedings unless the EEO Officer determines it to be a contested case.

   h. In a formal hearing, the parties directly affected may be represented by counsel, at their expense.
i. All testimonial evidence (written or oral) submitted to the Committee, shall be sworn or affirmed. Each party shall have the right to call or examine witnesses, to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not the subject of the direct examination, to impeach any witness regardless of which party first called the witness to testify and to rebut the evidence against the witness. A complainant who does not testify on his/her own behalf may be called and examined as if under cross-examination.

j. Unless the Committee rules it wholly irrelevant, repetitious, or privileged, evidence to which an objection is made shall be heard and preserved in the record, together with any cross-examination and any rebuttal.

k. All parties have the right to obtain witnesses and present evidence. The University shall cooperate with the complainant in securing witnesses and in making available specifically identified and relevant documentary and other evidence requested by the complainant or the Committee to the extent not limited by law.

l. Employees of the University may be requested to give testimony under oath or affirmation. Any such witness shall be entitled to representation at the hearing, including legal counsel at his/her expense, or by a person of his/her own choosing.

m. The Committee shall be responsible for making a verbatim transcript, electronically or otherwise, of the hearing.

n. The Committee's powers shall be limited in the following respects:

1) It shall have no power to alter or amend the provisions of the Faculty Handbook.

2) It shall have no power to create policy for the University or the faculty, but will confine the deliberations and findings to the procedural issue(s) presented.

o. The report of the Committee shall be rendered in writing and delivered to the parties within ten academic days of the close of hearings. The report shall state the findings of fact, conclusions, and a recommended disposition. A copy will also be given to the Board of Regents.

p. A party may appeal the findings, conclusions, and recommendations of the Committee to the Board of Regents within five days of the Committee's delivery of its report. The Board of Regents will review the record of the Committee and may provide the party an opportunity to be heard by the Board of Regents in writing, by oral argument or both. The Board of Regents may, upon reviewing
the record of the Committee and any additional information submitted by the parties, affirm, modify or reverse the decision of the administrator(s) being challenged. The decision of the Board of Regents shall be final.
CHAPTER 3
ADMINISTRATIVE AND FINANCIAL POLICIES

I. Exit Interview and Property Clearance

When employment with the University is discontinued, for any reason, the employee is responsible for returning all University property in his/her possession. Employees who are leaving the University shall cooperate with their supervisor to complete an Exit Procedures Checklist, which shall be submitted to the Office of Human Resources. A forwarding address must be included on the Exit Procedures Checklist. Employees are encouraged to participate in an exit interview with the Office of Human Resources.

II. University Closings

The President or his/her designated representative will make the decision and announcement of any University closings or cancellations. The areas classified as critical to the day-to-day operation of the University which must remain open are the following: Environmental Services, and University Police. Should a snow day or other circumstance causing a closing occur, employees in areas listed above are asked to report to work at their normal time or call their supervisor as soon as reasonably practical before that time, if they will be unable to report to work. In making arrangements to cover emergencies and absences, employees in these areas may also be requested to report early. Employees should sign up for Bearcat Alert to receive a prompt notification of a University closing.

III. Keys, Equipment, and Other University Property

All keys, equipment, manuals, books, and subscriptions issued to University employees become the responsibility of the employee. Keys are not to be loaned or otherwise distributed to other personnel, faculty or students. All items issued to University employees (including pagers, cell phones, radios, etc.) may be recalled by the University at any time and must be surrendered upon cessation of employment.

IV. Mail

The University Mail Center provides most postal services to students, faculty and staff. Incoming mail will be forwarded to each department. No personal mail may be sent at University expense.

*Outgoing mail should be deposited in the Mail Center not later than 3:30 p.m., Monday through Friday in order to go out on the same day.*

Mail to be delivered on-campus should be put in yellow campus mail envelopes. These yellow campus envelopes and intra-campus mailers are available through the Central Stores Catalog. All mail sent on campus must have the sender's return address.
mailings should include the sender's full return address to facilitate the return of materials that could not be delivered. For further guidelines, contact the Mail Center staff.

General announcements designed to be placed in all faculty mailboxes must be cleared through the Provost. This is not designed to limit free speech on University issues.

V. **Money Collected by Departments**

Any departmental office planning to collect money for any purpose should contact the Office of the Treasurer during the planning stage. This includes departments planning classes with nonstandard fee structures, camps, money making projects, reimbursements for travel or photocopying, etc.

VI. **Personnel Records**

Records for each faculty member are maintained in the following administrative offices:

- **Office of Human Resources:**
  - Original copy of contracts
  - Inactive file (separated or retired faculty members)
  - Personnel Action Forms
  - Change of status (resigned, retired, etc.)
  - Fringe benefit information
  - Salary records

- **Office of the Provost:**
  - Faculty transcripts
  - Copies of letters of reference
  - Credentials pertaining to employment
  - Copies of employment contracts
  - Annual evaluations
  - All correspondence with the Provost

- **Office of the President:**
  - All correspondence with the President

Personnel files, which are generally closed under Missouri law, are nonetheless available to the members of the Board of Regents, the Administration and its agents. and as otherwise stated by R.S.MO 1990, 610.021 (3): "Any vote on a final decision, when taken by a public governmental body, to hire, fire, promote or discipline an employee of a public governmental body must be made available to the public within 72 hours of the close of the meeting where such action occurs; provided, however, that any employee so affected shall be entitled to prompt notice before such decision is made available to the public." (R.S.MO 1990, 610.021 (3).)
Department Chairs may examine the personnel files of the faculty members of their department only. Deans of their colleges only. On request and in the presence of a designated University official, faculty members may review their own personnel files, copies of vitae and official transcripts of academic work, placement papers if not confidential (such as letters of recommendation), correspondence with University officials, salary information, and performance evaluations and appraisals that have previously been discussed with the faculty members.

A faculty member may submit and have inserted in his/her personnel file a statement which clarifies any material in the file which he/she believes is inaccurate. The clarification shall be maintained so long as the disputed material is maintained.

It is the responsibility of faculty who complete a degree while employed at Northwest to have an official transcript, which includes the date on which the degree was conferred, sent to the Office of the Provost. It is also required that faculty members notify the Office of Human Resources of any address changes or any other changes related to personnel records so that such information may be kept current. Employees will be asked to provide written authorization to release copies of documents from their personnel file to a third party.

VII. Property/Liability Insurance

A. Liability

University employees are provided some liability protection through the State Legal Expense Fund (105.711 through 105.726 R.S.MO). This protection is provided for employee conduct arising out of and performed in connection with his/her official duties on behalf of the state and protection is only provided as set forth in and to the extent of the State Legal Expense Fund statutes. Specific questions regarding this coverage should be directed to the State Legal Expense Fund personnel.

VIII. Travel/Payroll Advances

Travel for which reimbursement is to be claimed must be approved by the Department Chair and Dean in writing before the expense is incurred. An Absence Report should be used for advanced approval. Copies may be secured from the Department Chair's office. The expense account which will be charged for approved travel must be filed with the immediate supervisor on the forms provided by the Business Office. Reimbursement will not be given for expenses incurred if approval has not been secured and/or the appropriate account which is to be bill has not been noted. The form for reporting expenses, receipt books and tax exemption certificates are available in the Business Office.

The statement of expenses must show the total expense incurred. The rules and regulations of the most current publication of the State of Missouri Office of Administration, must be followed completely in compiling these statements. (These rules
and regulations may be obtained from the Controller's Office.) Mileage claimed by the employee driving a personal car on state business must on each date show the location or starting and ending of the trip and miles claimed. Receipts for transportation and lodging must accompany the statement. These must be on the regular invoice form of the transportation company or hotel. In no case may such expenditures be for more persons than the person making the claim, unless fully explained and justified under the law.

Every full-time faculty member, other than one on a term appointment, may receive support for conference and convention travel. Other funds may be available through the Dean of each College. The decision relative to the expenditure of the allocation rests with each faculty member. The decision relative to approval of an absence request is unrelated to the travel expenditure reimbursement. In the event that faculty members elect not to use the travel allotment, they may recommend to the Department Chair that the allocation be added to the allocation of a colleague.

An advance may be made to a University employee for reimbursable travel expenses of $50 or more. An employee hired between the first and fifteenth of the month or an employee who resigns, with proper notice, whose state payroll check needs to be reissued may request a payroll advance. Employees cannot authorize advances for themselves.

A standard (revolving) advance will be authorized to individuals who consistently travel. A request is made through the employee's immediate supervisor for the amount required and the time period involved not to extend beyond June 30 of the current fiscal year.

Routine travel advances will be issued upon the approval of the appropriate supervisor. Monthly Expense Account (MEA) forms must be received by accounting one month from the date of the advance.

The Director of Human Resources Management approves and monitors payroll advances which must be repaid upon issuance of the payroll check.

For further information, contact the Office of the Treasurer.
CHAPTER 4
ACADEMIC POLICIES AND UNIVERSITY SERVICES

I. Classroom Policies

A. Class Attendance

Faculty may use attendance as a basis for class evaluation if stated clearly on the syllabus.

Students are expected to attend all classes, and each instructor will clarify the attendance policy at the beginning of each course. It is the responsibility of the student to promptly notify his/her instructor when unable to attend class.

A student may make up class work without penalty if (1) engaged in University activities endorsed by the Provost, (2) prevented from attending class by illness, the validity of which is proven to the satisfaction of the instructor or (3) prevented from attending by some other circumstances considered adequately extenuating by the course instructor.

According to University calendar guidelines, the instructor may request the registrar to delete a student from the class roster due to non-attendance.

If a student feels that he/she has been unjustly denied the opportunity to make up class work or was unjustly dropped from the class roster, the student may appeal the decision to the Admissions and Advanced Standing Appeals Committee, with the last avenue the Provost.

All courses are to meet regularly each week throughout the trimester in the assigned classroom unless special provisions have been made with the appropriate Academic Dean

B. Final Examinations, Special Conditions, Grade Reports

All courses shall have a final examination or a summative educational experience unless an exception is approved by the college Dean. The University publishes an official final examination schedule for fall and spring trimesters. Summer trimester examinations are scheduled by each instructor on the last day of the session. All examinations must be given on the day and time for which they are scheduled.

Students who wish to change their final examination schedule must obtain the approval of the instructor and file the change with the department chair. Students may petition for a change in their final examination schedule only in cases of major medical situations, personal or family crisis, or University-prescribed activities. Students faced with an emergency and unable to contact the instructor should contact an appropriate University office or person as soon as possible.
A student who has three examinations scheduled on the same day may petition for a schedule change by initiating a petition with any one of the instructors giving an examination on the day three are scheduled. The petition must be signed by the instructor granting the change. The student will file the change with the department.

Prior to mid-term and final grading, the Registrar's Office notifies faculty to submit a mid-term grade report in accordance with the calendar established by the Provost. In addition to course grades assigned at the close of each trimester, instructors assign letter grades for students with D and F status at the midpoint of each trimester.

C. Field Trips

Planning for field trips should be done early in the trimester or even before the trimester begins. Planners must submit to the department chair the Student Travel Overview form available from the department chair and ensure that students complete any required travel forms. Planners should avoid scheduling trips for the mid-trimester examination period and the week prior to final examinations. There will be no field trips during the final examination period unless the Provost authorizes them.

If classes are to be missed, instructors should prepare a complete class roster and a short description of the field trip and supply copies to the students so that they may notify their other instructors. Students need to make all the necessary arrangements with their other instructors regarding any work missed because of a field trip.

Instructors taking students on field trips should take an active role in leading students at all times while on the field trip. Instructors are responsible for distributing and collecting the completed Student Travel Overview form prior to the field trip. University vehicles are available for field trips on a first-come, first-served basis. Costs will be charged to the appropriate account.

D. Textbooks

Textbook Services provides one primary textbook to Northwest students for most undergraduate courses. If additional textbooks or supplemental materials are required to cover the content of a course, students must purchase them. Orders for supplemental materials are initiated by course instructors through the Bearcat Bookstore the trimester before they are needed.

Textbooks should be adopted for a minimum of three years. This rule is waived only in certain circumstances through a coordinated effort between the academic department and Textbook Services.

Instructors may have a textbook issued to them for each course they teach and may check out any other textbooks they need. However, instructors are encouraged to order their own desk copies so that the student copies can be returned to inventory. Textbook
Services may ask instructors to return books not in use that trimester. Lost books are the responsibility of the instructor.

Textbooks for graduate level courses must be ordered by instructors. Orders are initiated by course instructors through the Bearcat Bookstore the trimester before they are needed. For information about 500 level graduate textbooks, consult with your department chair to determine if a book order is necessary.

E. Syllabi

A syllabus of each course taught must be on file with the offices of the appropriate College Deans. The syllabi will be prepared in keeping with the Course Syllabi Policy Format issued by the Office of the Provost.

II. Registrar's Policies

A. Research Policy

1. Computer Use Policies

The University reserves the right to discontinue/deny service without notice to any user who reads or attempts to read, change, copy or access data stored in any individual's private account or University account that they do not have specific authorization to access.

Northwest licenses the use of its computer software from a variety of outside companies. Northwest does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it. With regard to use on local area networks or on multiple machines, Northwest employees will use the software only in accordance with the license agreement. Employees are prohibited from making, acquiring or using unauthorized copies of computer software. According to the U.S. Copyright Law, illegal reproduction of software can be subject to civil damages of $50,000 or more and criminal penalties including fines and imprisonment.

Northwest employees learning of any misuse of software or related documentation within the University should notify the Vice President for Information Systems. Violation of this policy may result in disciplinary action, up to and including termination of employment.

2. Research with Human Subjects

Northwest Missouri State University subscribes to the policy that all research protocols involving human subjects that are conducted by University faculty, students and staff must be reviewed and approved by the Institutional Review Board, regardless of the source of funds.
Application for approval of studies involving human subjects can be obtained from the Institutional Review Board Committee. Failure to comply with the University's policy related to research with human subjects could result in interruption or termination of that research.

3. Grant Proposal Submission to External Agency

The Office of the Grants Coordinator serves as the central location through which all grants written on behalf of the University are channeled, and the Vice President of Finance is the authorizing official for the University, signing all grant applications, amendments, and certification documents sent to off-campus agencies. All proposals for grants, contracts and related proposals submitted to funders outside the University that involve any aspects of the University must be signed by the principal investigator(s) and Grants Coordinator and approved by the applicant’s department chair, college dean, Provost, and Vice President of Finance. Approvals and signatures are collected on the Approval to Submit a Proposal to an Off-Campus Agency for Support form, which can be obtained by contacting the Grants Coordinator.

Persons developing proposals should contact the Grants Coordinator for assistance in the preparation of the proposal. Under no circumstances should any person send to any agency or person a grant application, proposal, contract or related document that indicates affiliation with Northwest Missouri State University unless the approval form referenced above has been fully executed and filed with the Office of the Vice President of Finance. Failure to properly file paperwork in a timely manner may result in a delay of payment and/or a refusal of funds should your request be granted.

A grant application should not be submitted by any principal investigator(s) prior to all other research personnel identified in the grant proposal having given their formal consent for inclusion in said project or program.

B. Class Admittance

The University has a policy that no students are permitted to attend classes unless properly enrolled. To assist faculty in this policy the Registrar's Office distributes official class rosters. After general registration, faculty members will receive a class roster for each course being taught. Faculty should immediately check to make certain that all students attending the class are qualified to enroll in the course and that each student's name appears on the class roster. Discrepancies should be reported to the Registrar's Office. An additional class roster will be received following the period allowed for adding classes and changing schedules. This roster will reflect the official enrollment through the Registrar's Office. Students are not to be allowed to remain in a class unless they are properly enrolled. Students should be sent to the Registrar's Office to correct errors in registration. Faculty should report to the Registrar's Office any students not attending class. Class rolls are viewable through Cat PAWS at any time during the trimester.
C. Grades and Grading

The grading system used is as follows: A, superior; B, above average; C, average; D, below average; F, unsatisfactory or failure; I, incomplete; W, withdrawal from the University; P, pass; AT, audit. The Registrar's Office assigns the grades of W, P and AT.

Faculty members may release final course grades to students informally if they wish to do so. The formal grades, however, will be released officially by the Registrar's Office.

III. Fringe Benefits/Services

Northwest provides full-time faculty a variety of fringe benefits. Contact the Office of Human Resources for details. These benefits include but are not limited to:

A. Reduced Tuition
B. Insurance
C. Retirement
D. Social Security
E. Benefits
F. Insurance Benefits
G. Life Insurance Benefits
H. Medical Benefits
I. Dental Insurance
J. Vision Insurance
K. Long-Term Disability
L. Cafeteria Plan/Flexible Spending Account
M. Tax-Sheltered Annuity Plans – 403(b)
N. Workers’ Compensation
O. Savings Annuity Plan

IV. Miscellaneous Benefits/Services

A. Bearcat Bookstore Discount

The Bearcat Bookstore, in the J.W. Jones Student Union, offers a cash discount to full-time employees of the University on all regularly priced purchases of one dollar or more upon presentation of a faculty I.D. card.
B. **Grant Support Services**

The **Grants Coordinator's Office** is the first point of contact for all external grant-seeking activities undertaken by Faculty at Northwest. The Grants Coordinator consults with fund-seekers, for example, to: help identify appropriate funding sources; design suitable project budgets; and prepare application packets for submission. The Grants Coordinator also serves as a resource for project directors during project implementation phases and by assisting with report writing as needed. For further information contact the Grants Coordinator’s Office.

Prior to all external submissions, the Grants Coordinator will help applicants complete and route Northwest's *Internal Approval Form*. This document must be fully executed in-house before any grant application may be submitted to an off-campus funder; applications submitted without prior approval may be voided.

Upon award, the **Vice-President of Finance's Office** and the Grants/Risk Management Analyst will facilitate meetings between project/program directors and appropriate Financial Services staff to inform participants about required reporting structures. The analyst will ensure that externally-funded projects have access to awarded funds and shall assist directors by preparing required financial reports and submitting all progress reports.

C. **Emeritus Faculty Benefits**

The following list describes Emeritus Faculty Benefits:
1. Emeritus Faculty I.D. card.
2. Automobile parking permit.
3. A 20 percent discount on purchases in the Bearcat Bookstore.
4. Full library privileges, using Emeritus Faculty I.D. card.
5. Enrollment fee waiver as provided regular University faculty or staffmember.

*Contact the Office of Development and Alumni Services for further information.*

D. **Notary Publics**

Notary Publics are available to employees on campus. Contact the Student Services Desk for locations.

E. **Part-time Faculty Benefits**

Part-time faculty members, with an identification card, are entitled to the use of the library, twenty percent discount at the Bearcat Bookstore.
CHAPTER 5
GENERAL POLICIES AND PROCEDURES

I. Equal Employment Opportunity

Nondiscrimination/Equal Employment Opportunity Statement

Northwest Missouri State University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class, in employment or in any program or activity offered or sponsored by the University, including, but not limited to, athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing. As an equal opportunity employer, the University promotes and maintains affirmative action programs to ensure that all individuals participate fully in every facet of employment opportunities.

Persons having inquiries concerning the University’s compliance with this policy or any laws and regulations prohibiting discrimination are directed to contact the following:

- An employee with questions or concerns about any type of discrimination in the workplace, including discriminatory harassment, is encouraged to bring these issues to the attention of the Equal Employment Opportunity (EEO) Officer, who may be contacted at: EEO Officer, Northwest Missouri State University, 800 University Drive, Maryville, Missouri, 64468-6001 (660-562-1128).

- Questions or concerns regarding the University’s compliance with Title IX may be directed to the University’s Title IX Coordinator or Deputy Title IX Coordinators. The University has designated the following Title IX Coordinator and Deputy Title IX Coordinators as named in the University’s Title IX Policies and Procedures:

  Rebecca Lawrence
  Title IX Coordinator
  Student Union
  Tel: 660-562-1013
  Email: Rebecca@nwmissouri.edu

  Nola Bond
  Vice-President of Human Resources (Deputy Employee Coordinator)
  125 Administration Building
  Tel: 660-562-1127
  Email: nbond@nwmissouri.edu

  Kori Hoffmann
  Student Development and Conduct Coordinator (Deputy Student Coordinator)
II. Title IX Policies and Procedures

A. Discrimination and Harassment Policy and Procedures

1. Policy Statement

The University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The University considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated.

Sexual harassment is a form of prohibited sex discrimination. Sexual harassment also includes sexual violence. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth below in Section III.
It is a violation of this policy to retaliate against any person who reports or assists in making a complaint of sex discrimination or sexual harassment or who participates in the investigation of a complaint in any way.

The University will thoroughly and promptly investigate all complaints of sex discrimination and sexual harassment in accordance with the Complaint Resolution Procedures. If an investigation confirms that discrimination or harassment has occurred, the University will take prompt and appropriate remedial action to prevent the discrimination or harassment, eliminate any hostile environment, prevent its recurrence, and correct its discriminatory effects on the victim and others, if applicable.

2. Scope

This policy applies to administrators, faculty, and other University staff; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the University’s educational programs and activities, including third-party visitors on campus (the “University Community”). The University’s prohibition on sex discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and student services.

3. Title IX Statement

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the University’s educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The University has designated the following Title IX Coordinator for the entire University system to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Dr. Matt Baker  
Vice-President of Student Affairs  
2160 Student Union  
Tel: 660-562-1219  
Email: mcbaker@nwmissouri.edu

The University has designated the following Deputy Title IX Coordinator (the “Deputy Staff Coordinator”) to assist the Title IX Coordinator in coordinating Title IX compliance with respect to University staff and third-parties and to receive inquiries and complaints of sex discrimination from such persons:

Nola Bond  
Vice-President of Human Resources  
125 Administration Building
The University has designated the following Deputy Title IX Coordinator (the “Deputy Student Coordinator”) to assist the Title IX Coordinator in coordinating Title IX Compliance with respect to students and student groups and to receive inquiries and complaints of sex discrimination from students:

Jen Kennymore  
Health Educator  
University Wellness Center  
Tel: 660-562-1348  
Email: jenken@nwmissouri.edu

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

A. Sexual Harassment

1. Definition of Sexual Harassment

Sexual advances, requests for sexual favors, and other verbal, physical or visual conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual’s employment or education, or
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions or affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.

2. Examples of Sexual Harassment

Some examples of sexual harassment include:

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

3. Sexual Violence

a. The Definition of Sexual Violence

Sexual violence is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity or because of his or her youth.

b. Examples of Sexual Violence

Some examples of sexual violence include:

• Sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
• Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation
• Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent
• Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
• Prostituting another student
• Non-consensual video or audio-taping of sexual activity
• Knowingly transmitting a sexually transmitted disease to another

B. Roles and Responsibilities

1. Title IX Coordinator

It is the responsibility of the Title IX Coordinator to coordinate dissemination of information and education and training programs to: (1) assist members of the University Community in understanding that sex discrimination and sexual harassment are prohibited by this policy; (2) ensure that investigators are trained to respond to and investigate complaints of sex discrimination and sexual harassment; (3) ensure that staff and students are aware of the procedures for reporting and addressing complaints of sex discrimination and sexual harassment; and (4) to implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures. The Deputy Title IX Coordinators are responsible for assisting the Title IX Coordinator in carrying out these duties and in receiving inquiries and complaints of sex discrimination and sexual harassment from their respective constituencies.
2. Administrators, Deans, Department Chairs, and Other Managers

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to:

- Inform employees under their direction or supervision of this policy
- Work with the Title IX Coordinator to implement education and training programs for staff and students
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy

3. All Staff

It is the responsibility of all staff to review this policy and comply with it.

4. Students

It is the responsibility of all students to review this policy and comply with it.

5. The University

When the University is aware that a member of the University Community may have been subjected to or affected by conduct that violates this policy, the University will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sex discrimination or sexual harassment. The University will act in accordance with its Complaint Resolution Procedures (see below).

C. Complaints

1. Making a Complaint

   a. Staff

      All University staff has a duty to report sex discrimination and sexual harassment to the Title IX Coordinator or the Deputy Employee Coordinator.

   b. Students and Other Persons

      Students who wish to report sex discrimination or sexual harassment should file a complaint with the Title IX Coordinator or the Deputy Student Coordinator. Students and other persons may also file a complaint with the United States Department of Education’s Office for Civil Rights, as set forth in Section II above.
c. Content of the Complaint

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

d. Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sex discrimination or sexual harassment that also constitutes a crime—including sexual violence—is encouraged to make a complaint with the University Police Department (Tel: 660-556-1254) or local law enforcement. If requested, the University will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911.

e. Special Guidance Concerning Complaints of Sexual Violence

If you are the victim of sexual violence, do not blame yourself. Sexual violence is never the victim’s fault. The University recommends that you immediately go to the emergency room of a local hospital and contact the University Police Department or local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Victims of sexual violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

Once a complaint of sexual violence is made, the complainant has several options such as, but not limited to:

• contacting parents or a relative
• seeking legal advice
• seeking personal counseling (always recommended)
• pursuing legal action against the perpetrator
• pursing disciplinary action
• requesting that no further action be taken

f. Vendors, Contractors, and Third-Parties
This policy applies to the conduct of vendors, contractors, and third parties. Persons who believe they have been discriminated against or harassed in violation of this policy should make a complaint in the manner set forth in this section.

g. Retaliation

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

h. Protecting the Complainant

Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the University will take steps to protect the complainant from further discrimination or harassment. This may include allowing the complainant to change his or her academic or living situation if options to do so are reasonably available.

2. Timing

The University encourages persons to make complaints of sex discrimination and sexual harassment as soon as possible because late reporting may limit the University’s ability to investigate and respond to the conduct complained of.

3. Investigation and Confidentiality

All complaints of discrimination and harassment will be immediately and thoroughly investigated in accordance with the Complaint Resolution Procedures, and the University will take disciplinary action where appropriate. The University will make reasonable and appropriate efforts to preserve an individual’s privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the University cannot guarantee confidentiality to those who make complaints.

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

4. Resolution

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

5. Bad Faith Complaints

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

D. Sexual Harassment and Academic Freedom (E)

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

G. Sexual Harassment Education

Because the University recognizes sex discrimination and sexual harassment as important issues, it offers educational programming to a variety of groups such as: campus personnel; incoming students participating in orientation; and members of student organizations. To learn more about education resources, please contact the Title IX Coordinator or appropriate Deputy Title IX Coordinator.

III. Consensual Amorous Relationships

A. In General

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. In the University context, such positions include (but are not limited to) supervisor and employee, senior faculty and junior faculty, mentor and trainee, and professor and
student. Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. Such relationships may be less consensual than the individual whose position confers power or authority believes. The relationship is likely perceived in different ways by each of the parties to it, especially in retrospect.

Moreover, such relationships may harm or injure others in the academic or work environment. Relations in which one party is in a position to review the work or influence the career of the other may provide grounds for complaints by third parties when that relationship gives undue access or advantage, restricts opportunities, or creates a perception of these problems. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct after notice is given that such conduct is no longer welcome.

Where such a relationship exists, the person in the position of greater authority or power will bear the primary burden of accountability, and must ensure that he or she – and this is particularly important for teachers – does not exercise any supervisory or evaluation function over the other person in the relationship and must recuse him- or herself immediately from any such function found to exist. Where such recusal is required, the recusing party must also notify his or her supervisor or department head, so that such supervisor or department head can exercise his or her responsibility to evaluate the adequacy of the alternative supervisory evaluative arrangements to be put in place. Staff members, may instead, as an option, notify the Office of Human Resources. To reiterate, the responsibility for recusal and notification rests with the person in the position of greater authority or power. Failure to comply with these recusal and notification requirements is a violation of this policy, and therefore grounds for discipline, up to and including termination.

B. With Students

The University will view it as unethical and a violation of this policy if University employees engage in sexual or romantic relationships with students enrolled in their classes or subject to their supervision. Such employee-student relationships may include, but are not limited to, faculty and student, advisor and advisee, teaching assistant and student, coach and athlete, and the individuals who supervise the day-to-day student living environment of student residents. The behavior is, in most cases, unethical even when the relationship is consensual (i.e., both parties have consented), because the voluntary consent of the student is in doubt, given the power imbalance in the student-employee relationship. Even if consent were to be shown, a clear conflict of interest would still exist which might create the appearance of discrimination or favoritism in grading or access to educational opportunities. Relationships between a graduate student and an undergraduate student, when the graduate student has some supervisory responsibility for the undergraduate student, are covered by this policy.
An employee with questions or concerns about consensual amorous relationships in the workplace is encouraged to bring these issues to the attention of the EEO Officer.

IV. Disability and Reasonable Accommodation

A. Northwest’s Commitment

Northwest Missouri State University is committed to providing an accessible and supportive environment for employees with disabilities. Equal access for qualified employees with a disability is an obligation of the University under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (“ADA”), and the ADA Amendments Act of 2008 (ADAAA). The University does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service or activity offered by the University. The University is committed to ensuring that no otherwise qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue hardship to the University or fundamentally alter the essential functions of the job.

B. Implementation and Responsibility

Employees are responsible for initiating requests for any desired disability related workplace accommodations. Requests by non-faculty employees should be made to supervisors or to the Office of Human Resources; faculty employees should contact their department head or the Office of Human Resources.

Supervisors/Department Heads are responsible for receiving requests for workplace accommodations, informing employees of the process and referring requests to the Office of Human Resources. Supervisors are also responsible for initiating a discussion concerning accommodations when they have reason to believe that an employee’s disability precludes the employee from initiating a request. Supervisors should inform the Office of Human Resources of all requests for accommodations.

Office of Human Resources is responsible for evaluating the request, determining what type of documentation is necessary, and determining if the requested accommodation is appropriate and effective.

C. Definitions

Disability: The term “disability” means, with respect to an individual— (a) a physical or mental impairment that substantially limits one or more major life activities of such individual, (2) a record of such an impairment; or (3) an impairment that is episodic or in remission if it substantially limits a major life activity when it is active.
Substantial Limitation: An impairment is substantially limiting if it prohibits or significantly restricts an individual’s ability to perform a major life activity as compared to the ability of the average person in the general population to perform the same activity. The determination of whether an impairment substantially limits a major life activity depends on the nature and severity of the impairment, the duration or expected duration of the impairment, and the permanent or long-term impact of the impairment.

Major Life Activity: A major life activity is defined as the act of caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Qualified Individual with a Disability: An employee or applicant for employment who, with or without a reasonable accommodation can perform the essential functions of the position.

Reasonable Accommodation: A modification or adjustment to a position, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to perform the essential functions of the position. Examples of reasonable accommodations may include, but are not limited to: (1) making existing facilities readily accessible to and usable by persons with disabilities; (2) job restructuring, modifying work schedules, reassignment to a vacant position; or (3) acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

Essential Job Function: The fundamental duties of the position or the primary reasons the position exists. The University does not have to eliminate an essential function from the position, nor does it have to lower quality or performance standards to make an accommodation, as long as those standards are applied uniformly to employees with or without a disability. The University does not have to create a new position to accommodate an employee.

Undue Hardship: An accommodation or action requiring significant difficulty or expense when considered in light of factors such as the University’s size, financial resources, and the nature and structure of its operation. Undue hardship also refers to an accommodation that is unduly expensive, substantial, or disruptive, or one that would fundamentally alter the nature of the position.

D. Procedure to Request a Reasonable Accommodation
Applicant and employee requests for reasonable accommodations shall be made to the Office of Human Resources. Supervisors or representatives of the Office of Human Resources receiving a request should immediately contact the EEO Officer for guidance.

E. **Appeals/Grievance Procedure**

In the event an employee disagrees with the determination and/or proposed accommodation, he or she may contact the EEO Officer. Northwest Missouri State University, 800 University Drive, Maryville, Missouri, 64468-6001 (660-562-1128).

F. **Confidentiality**

All necessary steps will be taken to ensure the confidentiality of information pertaining to an employee’s disability or request for accommodation. Information should be shared on a limited basis with supervisors or department heads regarding necessary accommodation, first aid, emergency procedures, and insurance companies, as necessary. All medical records of employees are kept in separate confidential files.

V. **Smoke-Free Campus**

The University is committed to providing an environment that is safe and healthy. Consistent with this policy, the University became a smoke-free campus as of August 1, 2010. Smoking is prohibited on all University owned or leased property and in all university vehicles. This policy will apply to all students, employees, contractors, volunteers, and visitors on University-controlled property. Smoking encompasses cigarettes, cigars, pipes, and all other forms of smoke-generating products.

Cats Advocating Smoke-Free Environment (CASE) along with the University Wellness Center will coordinate University efforts for policy notification, education, promotion, support and assessment to ensure successful implementation.

The University reserves the right to initiate disciplinary procedures against any individual found to be in continuous violation of this policy; however all faculty, staff, and students will have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement. Individuals observed smoking are to be reminded in a professional and courteous manner of the University policy.

VI. **Outside Activities and Other Employment**

Employees are expected to consider his/her job with the University as his/her primary employment responsibility. While work other than for the University is not prohibited, hours worked in outside employment must not coincide or conflict with hours of work for the University. Outside employment and activities must not detract from work responsibilities at the University, must not interfere with performance of University
duties, nor create a conflict of interest. Questions concerning this policy should be directed to the Office of Human Resources.

VII. Political Activity

Northwest Missouri State University actively encourages employees to exercise their rights as citizens and to participate in the political life of their community, state and nation. However, in all areas of participation a University employee has the responsibility to make clear that he/she is in no way representing the University.

A. Activity in Political Party Organizations

1. Employees may engage in lawful political activities:

   a. Of organizations of political parties qualified to place candidates on the ballot in accordance with Missouri statutes or of political parties seeking such qualifications;

   b. Of nonparties or bipartisan groups seeking the election of candidates to public office or the approval or disapproval of issues which are or may be submitted to the voters for approval, or;

   c. On behalf of individual candidates for public office, including candidates for membership of any political committee established by Section 115.611 R.S.Mo., et. seq., (formally Chapter 120, R.S.Mo.).

2. Such activity, like any other personal, non-official undertaking, must be done on the individual’s own time and should not interfere with University duties.

3. Employees may contribute funds to above parties, groups or candidates or expend funds on behalf of parties, groups, candidates or issues, subject only to state and federal laws which regulate political contributions.

B. Elections to or Holding Public Offices

Before officially announcing as a candidate for or accepting any elective office, employees must inform their supervisor of such intention and that supervisor must make the fact known to the President of the University through appropriate channels. If regulations permit, the President will offer no objection to the candidacy, provided it does not require time or attention that should be given to University duties.

1. Subject to requirement of notice to the President, an employee may, without permission of the President, become a candidate for and hold a non-partisan part-time position as a member of a school board, member of a city council, member of a county legislative body or other local school or municipal office that is part-
time, conducted on the individual’s own time, and does not interfere with University duties.

2. The holding of any elective full-time office in local, county, state or the federal government, including state representative or senator, is forbidden while the person is employed by the University. Before accepting such an office, a person is required to resign their University post. A person seeking selection to such an office must resign or request a leave of absence as of the date of filing in the primary.

3. The policy is subject to any applicable provision of law or determination of the Missouri Ethics Commission.

VIII. **Workplace Violence and Threats**

The University is concerned about the safety of its employees and is committed to maintaining a work environment that is secure and free from incidents of violence or threats of violence. The University will not tolerate incidents of violence because such incidents are contrary to and interfere with University objectives. Acts of aggression are often precursors to actual violence so the University will give immediate attention and serious consideration to all reports of incidents of aggression and will initiate appropriate actions.

This policy defines aggression broadly as any of the following: unwelcome forceful physical touching; intimidating, threatening or hostile actions; intimidating, threatening or hostile communications, whether oral, written, or nonverbal, made in person or communicated by or any other means; vandalism; arson; sabotage; throwing objects; unauthorized possession or use of a weapon on University property; or any other acts or communications of a similar nature. This policy also covers interpersonal conflicts occurring off campus that may create the risk of aggression resulting from such conflicts being carried out on campus.

The Vice President of Human Resources and Organizational Effectiveness (“VPHROE”) is responsible for the overall implementation and oversight of the University’s workplace aggression management plan. After University Police responds to a threat or act of aggression, the VPHROE will determine whether further investigation is required, the manner of that investigation, and will oversee any such investigation of the incident. The VPHROE, the Counseling Center Director, and University Police Chief shall also be charged with reviewing incidents of aggression to identify ways in which similar incidents can be prevented. The VPHROE shall also coordinate all critical incident debriefings of students, staff or faculty that are affected by the incident.

All University employees are required to immediately report any acts or threats of aggression. If urgent, call University Police (660-562-1254) or call 911. For help with non-urgent threats, call the Office of Human Resources (660-562-1128) or the Counseling Center (660-562-1220).
All employees and students who apply for or obtain a protective or restraining order (Ex Parte, Full Order of Protection, Child Protection Order) which lists University property as being a protected area must provide a copy of the Order to University Police and the Office of Human Resources.

IX. **Weapons**

To improve the overall safety of the campus community, employees (other than University Police officers) are not permitted to bring weapons on the University campus. Prohibited weapons include firearms (operable or inoperable, loaded or unloaded), switchblades or other knives (deemed to be dangerous or illegal), hunting bows, explosives, or other items which could be construed as weapons, such as paintball/airsoft guns. A violation of this policy will be considered a serious offense, and employees violating this policy will be subject to disciplinary action, up to and including termination of employment.

X. **Workplace Surveillance and Searches**

The University may utilize reasonable surveillance and search measures that ensure an appropriate work environment and compliance with University policies and applicable law. Northwest has the right to search any and all property under legal requirements; legal requirements are those defined by the 4th amendment of the U.S. Constitution and applicable federal state, and local – laws, including but not limited to law concerning consent, plain view, Northwest-owned property (computer, etc.) and/or warrants.

XI. **Driver Requirements**

University employees and students may be authorized to operate University vehicles for the purpose of conducting University business, provided they have an appropriate and valid U.S. driver’s license for the vehicle being used, and agree to operate the vehicle in a safe and prudent manner. The driver’s requirements are in addition to any requirements, standards, operating restrictions, or suspensions imposed by Missouri law. Drivers are to have in their possession a valid driver’s license at all times. Before operating University vehicles, University employees and students must obtain authorization from the appropriate official in Facilities Services or their designee.

XII. **Information Technology**

It is the policy of the University to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages the free exchange of ideas and sharing of information. Access to this environment and the University’s information technology resources should be considered a privilege and
must conform with all laws, with University policy, and with any policies specific to a resource. All University employees are subject to the University’s computing policies, which can be found on the University’s Information Systems website.

XIII. Children in the Workplace

The University values family life and has worked to develop employment policies and benefits that are supportive of families. While the University seeks to focus on providing an environment open to work and family issues, it also believes that the workplace should not be used in lieu of a child care provider.

It is the policy of the University that minor children in an employee’s care may not be present at an employee’s workplace (e.g., office, classroom, laboratory, etc.), in lieu of other child care arrangements, during regular university office operating hours. The supervisor is responsible for enforcing this policy in their respective work areas. This policy is not intended, however, to prohibit children from the campus in general.

A. Protection of Children

1. Presence of Minors on Campus and Purpose

Minors come to campus for a variety of reasons, such as to attend classes, to participate in University-sponsored activities, and to attend camps. Whatever the reason for their presence, University personnel are to be particularly vigilant regarding their safety and security. This duty increases as this institution’s role in their care, custody or control while on campus increases. Specifically, this policy addresses the abuse of minor children.

2. Definition of Abuse

Abuse of a minor child includes serious endangerment of a child’s physical or mental health due to injury by act or omission, including acts of sexual abuse. Sexual abuse includes contacts or interactions between a child and an adult when the child is being used as an object of sexual gratification for the adult. A child is abused whether or not this activity involves explicit force, whether or not it involves genital or physical contact, whether or not it is initiated by the child, and whether or not there is discernible harmful outcome.

3. Reporting Suspected Abuse or Neglect

a. Missouri law requires that any physician, medical examiner, coroner, dentist, chiropractor, optometrist, podiatrist, resident, intern, nurse, hospital or clinic personnel that are engaged in the examination, care, treatment or research of persons, and any other health practitioner, psychologist, mental health professional, social worker, day care center worker or other child-care worker,
juvenile officer, probation or parole officer, jail or detention center personnel, teacher, principal or other school official, minister as provided by section 352.400, peace officer or law enforcement official, or other person with responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the Missouri Department of Social Services.

b. Consistent with Missouri law, it is this institution’s policy that anyone who has reasonable cause to suspect that a minor child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately report that suspicion to Vice President of Human Resources and Operational Effectiveness and/or University Police.

1. This policy includes but is not limited to abuse that allegedly occurs on the University campus, on property owned or leased by the University, or while members of the faculty, staff or student body are participating in a University-connected activity off campus.

2. A minor and/or his or her parents or guardians or anyone external to the University who has knowledge about abuse of a minor which occurred on University property or which involved a University employee or student during the course of a University-connected activity off campus, is urged to report the alleged abuse to the Vice President of Human Resources and Operational Effectiveness and/or University Police immediately.

c. The official receiving the report will ensure that a report is made to the Children’s Division Child Abuse and Neglect Hotline Unit (1-800-392-3738). This, however, is not meant to preclude the person having the suspicion from making that report on his or her own as well. Similarly, nothing herein precludes making a report to a law enforcement agency or juvenile office, but any such report does not take the place of reporting or causing a report to be made to the Children’s Division hotline.

d. If there is reason to believe that the victim of the abuse or neglect is a resident of another state or was injured as a result of an act that occurred in another state, the report may be made to the child protection agency of that other state having authority to receive such reports pursuant to that state’s laws in lieu of reporting it on the Missouri Children’s Division Child Abuse and Neglect Hotline. If that other state’s agency accepts the report, not report is required to be made, but may nevertheless be made, to the Missouri hotline.

e. “Reasonable cause” does not require that the individual making the observation conduct an investigation prior to making the report of his or her suspicion that a child has been abused or neglected or is at risk of it.
f. Missouri law grants any person making a good faith report of suspected child abuse or neglect immunity from any liability, civil or criminal, that might otherwise result by reason of such action.

XIV. Employment Applications

The University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in this information or data may result in the University’s exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

XV. Employment Orientation

Upon the commencement of employment, employees will attend an orientation program conducted by the Office of Human Resources. During orientation, employees will receive information regarding University policies, compensation and benefit programs, and other general information about the University. Employees will complete all employment paperwork and forms required for payroll, insurance enrollment, fringe benefit programs, and retirement. Departments will provide their employees with a more specific orientation concerning the department and the employee’s position.

XVI. Background Checks and Criminal Convictions

Candidates selected for University positions are required to pass a background check. This background check may include, but not be limited to, criminal history, verifications of employment and education, and driving records. If the candidate challenges the information contained in the background check with the screening agency, the University is not required to hold open the position. The candidate may contact the Human Resource office with questions or concerns about the information contained in the background report. Employees can reference appeal/grievance policies and processes outlined in Chapter 2. Consideration will be given to the relationship between the information obtained in the background check and the responsibilities of the position.

A relevant job-related conviction or guilty plea is grounds for termination of employment or non-selection of the candidate. Convictions and guilty pleas include job-related felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. For positions that require operation of a motor vehicle, the terms conviction and guilty plea shall include minor traffic violations.

Applicants for employment who plead guilty to or are convicted of a criminal violation after they have applied should contact the Office of Human Resources within five (5) days of the conviction or guilty plea. Individuals who have begun employment with the University must notify their supervisor within five (5) days of a conviction or guilty plea.
to a criminal violation. Failure to report a conviction or guilty plea is grounds for discipline up to and including termination of employment or non-selection of an applicant. Supervisors should notify the Office of Human Resources immediately upon being informed of any such conviction or guilty plea.

XVII. **Dual Employment**

No individual may occupy more than one full-time position, or the hourly equivalent thereof, within the University employment structure.

XVIII. **Personal Data Changes**

It is the responsibility of each employee to promptly notify the University of any changes in personal data. Mailing address, telephone numbers, number and names of dependents, marital status, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. The Office of Human Resources should be notified immediately of any such changes.

XIX. **Employee Conduct**

A. **Conduct**

Conduct during working hours is expected to reflect the individual’s position as an employee of a public institution of higher learning in the State of Missouri. Conduct that disrupts departmental or University functioning cannot be tolerated and will subject the employee to disciplinary action up to and including dismissal, as determined appropriate by the University.

B. **Personal Appearance**

Dress is in accordance with uniform requirements of the various departments. Where uniform requirements do not exist, the employee is requested to observe a standard of dress appropriate to the University.

C. **Attendance**

To maintain a productive work environment, the University expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the University. In the rare instance when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Authorized absences are covered in Chapter 5 of
this Employee Handbook. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

XX. **Family and Medical Leave**

It is the policy of the University to provide Family and Medical Leave (FML) in accordance with the federal Family and Medical Leave Act of 1993 (FMLA) and subsequent amendments. This policy outlines the information provided in “Employee Rights and Responsibilities Under the Family and Medical Leave Act.”

A. **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

1. For incapacity due to pregnancy, prenatal medical care or child birth;
2. To care for the employee’s child after birth, or placement for adoption or foster care;
3. To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
4. For a serious health condition that makes the employee unable to perform the employee’s job.

B. **Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, or certain care of a servicemember’s parent addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred – or aggravated by service – in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Covered servicemembers also include veterans who were discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran with serious injury or illness as described above.
C. **Benefits and Protections**

During FMLA leave, the University will maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

D. **Eligibility Requirements**

Employees are eligible if they have worked for at least one year, for 1,250 hours over the previous 12 months.

E. **Definition of Serious Health Condition**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

F. **Use of Leave**

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the University’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

G. **Substitution of Paid Leave for Unpaid Leave**

The University requires that the employee substitute (run concurrently) accrued paid leave to which the employee may be entitled to cover the employee’s FMLA leave, before using unpaid leave rights under the FMLA.

H. **Employee Responsibilities**
Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days’ notice is not possible, the employee must provide notice as soon as practicable.

Employees must provide sufficient information for the University to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the University if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

XXI. Pay and Benefits During Leave

The Office of Human Resources will inform the employee of the current status of pay and benefits during leave. The University requires that the employee substitute accrued paid leave to which the employee may be entitled to cover the employee’s Family and Medical Leave Act (“FMLA”) leave, before using unpaid leave rights under the FMLA.

If an employee has no accrued paid leave available, the Family Medical Leave (“FML”) will be unpaid. Vacation and sick leave benefits will not accrue during an FML leave. Additionally, employees on FML leave will not be paid for a holiday(s) that occur during the period that they are on FML leave.

For the duration of the approved FML, the University will maintain the employee’s benefits at the same level and under the same conditions as if the employee had continued work, with the exceptions noted above. The employee is required to continue to pay his/her contribution to dependent or family coverage or other elective benefit costs. If on paid leave, premiums will be deducted from pay as usual. If some or all of the leave will be without pay, information on how and when to make premium payments will be provided to the employee. If necessary, employees will be allowed to discontinue coverage and be reinstated to the plan, if they return to work on or before expiration of the FML.

If the employee does not return to work with the University, or returns for less than a period of 30 days after the leave has ended, the employee will owe the University the cost of any benefits provided during the entire duration of the FML, including the employer contribution to the employee’s health benefits. No such amount shall be owed if there is a reoccurrence or onset of a serious health condition, or if, in the opinion of the University, there is a change of circumstances beyond the employee’s control.

XXII. Student-Family Educational Rights and Privacy Act

The University’s policy concerning the Family Educational Rights and Privacy Act, also
known as the "Buckley Amendment," is stated in detail in the Undergraduate Catalog and deals primarily with rules and regulations regarding the use and disclosure of student information. Faculty members must familiarize themselves with this policy. If a faculty member has questions, he/she should consult the Vice President of University Relations.

XXIII. Revisions to Chapter 2 of the Faculty Handbook (clean up later)

The legal and official copy of Chapter 2, “Faculty Employment Policies” of the Faculty Handbook is made a part of the Faculty Contract and incorporated herein. From time to time the Board of Regents may amend or add to Chapter 2 of the Faculty Handbook. Such amendments and additions shall be effective commencing with the fiscal year (July 1-June 30) following the date of enactment of the Board of Regents. Provost will appoint a committee to revise the Faculty Handbook at his/her discretion. The Provost and the committee will recommend a timeline for completion of the revision.

Steps:
1. Form a committee to revise the Handbook. The committee shall consist of six members: Chair of the Faculty Welfare committee, one Dean, one representative from the NLT, one chair, and two faculty members representing different colleges.
2. Outline concepts for the revisions
3. Prepare a draft
4. The draft will be reviewed by the following groups to gain feedback and work to consensus
   a. President, Provost, University Attorney
   b. Faculty Senate President and President Elect
   c. Faculty Welfare committee
   d. Deans Council and Chairs Council
5. Recommended changes/revisions will be sent back the committee
6. Repeat 3 & 4
7. Forum(s) to address questions
8. Vote by Faculty for recommendation to the Board
9. Review by President
10. Submit to Board of Regents
Employee Handbook for Student Employees

Approved by the Board of Regents
April 27, 2012

Revised by Board of Regents
March 13, 2015

Office of Human Resources
Northwest Missouri State University
Administration Building 125
800 University Drive
Maryville, MO 64468
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CHAPTER 1
INTRODUCTION

1.1 Welcome

Welcome to Northwest Missouri State University. The University’s main responsibility, as a public institution of higher learning, is to provide a quality education for all who attend. All activities are carried out with this goal in mind and each student employee (hereinafter “employee(s)” or “student employee(s)” unless the context dictates otherwise) has a role in helping to achieve it. The University enjoys the reputation of having the most beautiful, functional, and friendly campus in the state. Without the cooperation and support of all employees, this reputation would not be possible. Courtesy and mutual respect among students, faculty, and staff are of utmost importance in creating an environment conducive to education.

This Student Employee Handbook has been prepared by the Office of Human Resources as a guide to inform student employees of their responsibilities. Student employees are strongly encouraged to read this Student Employee Handbook and keep it available for reference. In addition to the policies outlined in this Student Employee Handbook, each student employee should familiarize himself or herself with the specific policies and responsibilities of their department. Every attempt has been made to ensure that this Student Employee Handbook is complete and that the policies and procedures contained herein conform to local, state and federal requirements. Student employees who have questions about employment policies or procedures that are not answered in this Student Employee Handbook should contact their supervisor, department head, or the Office of Human Resources for assistance. The most recent edition of the Student Employee Handbook is also available on the myNorthwest web portal and the student employment website.

1.2 At-Will Employment

This Student Employee Handbook is not a contract of employment. Unless otherwise agreed in writing signed by the Board of Regents and subject to these policies and any applicable law, all University student employees are employed on an at-will basis. This means that employment is not guaranteed for any specific duration of time, and the University retains the right to terminate an individual’s employment at any time, with or without cause. No oral representations made by a University employee with respect to continued employment can alter this relationship. Likewise, no statement made in this Student Employee Handbook is intended to alter the at-will nature of employment with the University.

1.3 Policy Changes

The University retains the right to change, modify, suspend, interpret, or cancel in whole or in part any of its published or unpublished policies or practices, with or without advance notice. If statements in this Student Employee Handbook are found to be in conflict with existing or
future local, state or federal laws or regulations, such rules shall supersede and prevail over the Student Employee Handbook statements. This edition of the Student Employee Handbook supersedes all previous editions of the Student Employee Handbook.

The regulations and policies contained herein shall cover all student employees by the University. Policies pertaining to administrative, professional, and support staff and faculty members are contained in the Administrative, Professional and Support Staff Handbook and the Faculty Handbook.
CHAPTER 2
GENERAL POLICIES AND PROCEDURES

2.1 Equal Employment Opportunity

Nondiscrimination/Equal Employment Opportunity Statement

Northwest Missouri State University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class, in employment or in any program or activity offered or sponsored by the University, including, but not limited to, athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing. As an equal opportunity employer, the University promotes and maintains affirmative action programs to ensure that all individuals participate fully in every facet of employment opportunities. Persons having inquiries concerning the University’s compliance with this policy or any laws and regulations prohibiting discrimination are directed to contact the following:

- An employee with questions or concerns about any type of discrimination in the workplace, including discriminatory harassment, is encouraged to bring these issues to the attention of the Equal Employment Opportunity (EEO) Officer, who may be contacted at: EEO Officer, Northwest Missouri State University, 800 University Drive, Maryville, Missouri, 64468-6001 (660-562-1128).

- Questions or concerns regarding the University’s compliance with Title IX may be directed to the University’s Title IX Coordinator or Deputy Title IX Coordinators. The University has designated the following Title IX Coordinator and Deputy Title IX Coordinators as named in the University’s Title IX Policies and Procedures:

  Rebecca Lawrence
  Title IX Coordinator
  Student Union
  Tel: 660-562-1013
  Email: Rebecca@nwmissouri.edu

  Nola Bond
  Vice-President of Human Resources (Deputy Employee Coordinator)
  125 Administration Building
  Tel: 660-562-1127
  Email: nbond@nwmissouri.edu
Kori Hoffmann  
Student Development and Conduct Coordinator (Deputy Student Coordinator)  
Union, Room 2140  
Tel: 660-562-1554  
Email: khoff20@nwmissouri.edu

- For ADA/Section 504 related questions or concerns, please contact:

  Rebecca Lawrence  
  ADA/504 Coordinator  
  Student Union  
  Tel: 660-562-1013  
  Email: Rebecca@nwmissouri.edu

- For all other inquiries related to discrimination at the University, please contact:

  Nola Bond  
  Vice-President of Human Resources  
  125 Administration Building  
  Tel: 660-562-1127  
  Email: nbond@nwmissouri.edu

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the University’s nondiscrimination/EEO policy, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of the law or University policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

Copies of the University’s Equal Employment Opportunity (”EEO”) Guidelines are available in the Office of Human Resources.

2.2 Harassment

Northwest’s Commitment

All members of the University community have an interest in increasing and maintaining an environment free from harassment, including sexual harassment. Sexual harassment, including sexual violence, is a violation of federal and state law, as well as Northwest policy. All faculty, staff, and students need to be aware that they will be subject to disciplinary action for violations of this policy up to and including termination. Northwest is committed to providing an environment in which individuals are treated fairly and with respect. Harassment
will not be tolerated under any circumstances within the University’s jurisdiction, whether it is in an academic, employment, residential, or social situation.

Definition of Sexual Harassment/Sexual Violence

Defined by the Equal Employment Opportunity Commission (“EEOC”), unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing, or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working, academic, or social environment.

Examples of conduct that may constitute sexual harassment include:

- Verbal: suggestive comments about a person’s clothing, body, or sexual activity; humor or jokes about sex or about gender-related characteristics; sexual innuendos and comments; direct or indirect threats linked to sexual propositions or sexually-explicit questions
- Nonverbal: suggestive or insulting sounds (leering, whistling); display of sexually-explicit pictures or photographs; obscene gestures; staring at a person’s physical features
- Physical: intentionally brushing a person in passing; inappropriate touching, patting, or tickling; pinching or squeezing; coerced sexual activity and sexual assault
- Written: suggestive notes, letters; suggestive E-mail messages, text messages

Reporting Procedure

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. If you feel you have experienced or observed any form of unlawful harassment, please take the following actions:
• Promptly advise the offender(s) that the conduct is unwelcome and request that it be stopped immediately.

• Document the incident as to date, time, place, witnesses, and nature of the incident.

• Report the incident to the EEO Officer immediately.

In all cases, the EEO Officer or his or her designated representative will be available to hear complaints. The EEO Officer can be contacted at: EEO Officer, Northwest Missouri State University, 800 University Drive, Maryville, Missouri, 64468-6001 (660-562-1128).

Additional Points

Every effort will be made to ensure the confidentiality of those who report a complaint or participate in the procedures. Persons making false accusations in harassment cases will be subject to disciplinary action, up to and including termination of employment. Persons, who retaliate against those who report sexual harassment, use the reporting procedures, or are involved in the harassment procedure, will likewise be subject to disciplinary action, up to and including termination.

2.3 Consensual Amorous Relationships

In General

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. In the University context, such positions include (but are not limited to) supervisor and employee, senior faculty and junior faculty, mentor and trainee, and professor and student. Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. Such relationships may be less consensual than the individual whose position confers power or authority believes. The relationship is likely perceived in different ways by each of the parties to it, especially in retrospect.

Moreover, such relationships may harm or injure others in the academic or work environment. Relations in which one party is in a position to review the work or influence the career of the other may provide grounds for complaints by third parties when that relationship gives undue access or advantage, restrict opportunities, or creates a perception of these problems. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct after notice is given that such conduct is no longer welcome.
Where such a relationship exists, the person in the position of greater authority or power will bear the primary burden of accountability, and must ensure that he or she, and this is particularly important for teachers, does not exercise any supervisory or evaluation function over the other person in the relationship. Where such recusal is required, the recusing party must also notify his or her supervisor or department head, so that such supervisor or department head can exercise his or her responsibility to evaluate the adequacy of the alternative supervisory evaluative arrangements to be put in place. Student employees, may instead, as an option, notify the Office of Human Resources. To reiterate, the responsibility for recusal and notification rests with the person in the position of greater authority or power. Failure to comply with these recusal and notification requirements is a violation of this policy, and therefore grounds for termination.

With Students

The University will view it as unethical and a violation of this policy if University employees engage in sexual or romantic relationships with students enrolled in their classes or subject to their supervision. Such employee-student relationships may include, but are not limited to, faculty and student, advisor and advisee, teaching assistant and student, coach and athlete, the individuals who supervise the day-to-day student living environment of student residents, student employee and student, and student employee supervisor and student employee. The behavior is, in most cases, unethical even when the relationship is consensual (i.e., both parties have consented), because the voluntary consent of the student is in doubt, given the power imbalance in the student-employee relationship. Even if consent were to be shown, a clear conflict of interest would still exist which might create the appearance of discrimination or favoritism in grading or access to educational opportunities. Relationships between a graduate student and an undergraduate student, when the graduate student has some supervisory responsibility for the undergraduate student, are covered by this policy.

An employee with questions or concerns about consensual amorous relationships in the workplace is encouraged to bring these issues to the attention of the EEO Officer.

2.4 Disability and Reasonable Accommodation

Northwest’s Commitment

Northwest Missouri State University is committed to providing an accessible and supportive environment for employees with disabilities. Equal access for qualified employees with a disability is an obligation of the University under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (“ADA”), and the ADA Amendments Act of 2008 (ADAAA). The University does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service or activity offered by the University. The University is committed to ensuring that no otherwise qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however,
accommodations cannot result in an undue hardship to the University or fundamentally alter the essential functions of the job.

Implementation and Responsibility

Employees are responsible for initiating requests for any desired disability related workplace accommodations. Requests by non-faculty employees should be made to supervisors or to the Office of Human Resources; faculty employees should contact their department head or the Office of Human Resources.

Supervisors/Department Heads are responsible for receiving requests for workplace accommodations, informing employees of the process and referring requests to the Office of Human Resources. Supervisors are also responsible for initiating a discussion concerning accommodations when they have reason to believe that an employee’s disability precludes the employee from initiating a request. Supervisors should inform the Office of Human Resources of all requests for accommodations.

Office of Human Resources is responsible for evaluating the request, determining what type of documentation is necessary, and determining if the requested accommodation is appropriate and effective.

Definitions

Disability: The term “disability” means, with respect to an individual—(a) a physical or mental impairment that substantially limits one or more major life activities of such individual, (2) a record of such an impairment; or (3) an impairment that is episodic or in remission if it substantially limits a major life activity when it is active.

Substantial Limitation: An impairment is substantially limiting if it prohibits or significantly restricts an individual’s ability to perform a major life activity as compared to the ability of the average person in the general population to perform the same activity. The determination of whether an impairment substantially limits a major life activity depends on the nature and severity of the impairment, the duration or expected duration of the impairment, and the permanent or long-term impact of the impairment.

Major Life Activity: A major life activity is defined as the act of caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.
Qualified Individual with a Disability: An employee or applicant for employment who, with or without a reasonable accommodation can perform the essential functions of the position.

Reasonable Accommodation: A modification or adjustment to a position, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to perform the essential functions of the position. Examples of reasonable accommodations may include, but are not limited to: (1) making existing facilities readily accessible to and usable by persons with disabilities; (2) job restructuring, modifying work schedules, reassignment to a vacant position; or (3) acquiring or modifying equipment or devices, adjusting or modifying examinations, training materials, or policies, and providing qualified readers or interpreters.

Essential Job Function: The fundamental duties of the position or the primary reasons the position exists. The University does not have to eliminate an essential function from the position, nor does it have to lower quality or performance standards to make an accommodation, as long as those standards are applied uniformly to employees with or without a disability. The University does not have to create a new position to accommodate an employee.

Undue Hardship: An accommodation or action requiring significant difficulty or expense when considered in light of factors such as the University’s size, financial resources, and the nature and structure of its operation. Undue hardship also refers to an accommodation that is unduly expensive, substantial, or disruptive, or one that would fundamentally alter the nature of the position.

Procedure to Request a Reasonable Accommodation

Applicant and employee requests for reasonable accommodations shall be made to the Office of Human Resources. Supervisors or representatives of the Office of Human Resources receiving a request should immediately contact the EEO Officer for guidance.

Appeals/Grievance Procedure

In the event an employee disagrees with the determination and/or proposed accommodation, he or she may contact the EEO Officer.

Confidentiality

All necessary steps will be taken to ensure the confidentiality of information pertaining to an employee’s disability or request for accommodation. Information should be shared on a limited basis with supervisors or department heads regarding necessary accommodation, first
aid, emergency procedures, and insurance companies, as necessary. All medical records of employees are kept in separate confidential files.

2.5 Illegal Drug and Alcohol Policy

Northwest Missouri State University (“The University”) recognizes its responsibility to foster a learning environment that minimizes negative impact of high-risk alcohol use and drug use/possession on student life and academic success. The University recognizes that unlawful drug use must be prohibited and care must be taken to allow alcohol only in settings where it is responsible to do so, and to ensure that policies do not result in an atmosphere in which irresponsible or dangerous alcohol use is likely to result.

The University takes seriously the need to enforce federal, state and local rules and laws prohibiting the illicit use of drugs and limiting alcohol on campus and at University-sponsored events. In accordance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 as well as other federal, state, and local laws, the University has adopted this anti-drug and alcohol abuse policy for its campus, employees, faculty, students and student organizations. (Faculty, staff, student employee and graduate assistant are collectively referred to as “Employees” throughout this policy)

Annual distribution of alcohol and drug prevention materials to all students and Employees are accomplished through the Annual Security Report.

As mandated by federal regulation, the University compiles a Biennial Review of the University’s alcohol and drug policy and initiatives. It can be found at http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf.

Drug Free University

The University prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on University owned or controlled property, as any part of a University activity, and while doing University work. The University prohibits individuals from being under the influence of illegal drugs on University owned or controlled property or as part of a University activity.

This practice does not prohibit use of legally obtained drugs, including prescription drugs and over-the-counter drugs, while on University premises, while engaged in a University activity, or while performing University work, provided those drugs are used in accordance with the prescription by the prescription holder or with over-the-counter directions.

Such use by an Employee must not impair the Employee’s ability to perform the essential functions of his or her job effectively and in a safe manner. An Employee using prescription or over-the-counter drugs is required to report such to their supervisor or the Office of Human
Resources if it may affect the Employee’s capacity to perform job duties or may create a danger to the Employee or others.

Employees must report to the University any conviction or guilty plea under a criminal drug statute for violations occurring on or off University premises. A report of conviction must be made to the Office of Human Resources within five (5) days after the conviction or guilty plea.

University policy does not recognize use of illegal drugs or abuse of other drugs as an excuse for misconduct of any kind – including violations of University policies – by Employees, students, or student organizations.

Use of Alcohol

Responsible Use of Alcohol

University policy also does not recognize the misuse of alcoholic beverages as an excuse for misconduct of any kind – including violations of University policies – by Employees, students, or student organizations. Emphasis is placed on the responsible use of alcohol. Responsible drinking is the use of alcohol in ways that do not negatively affect either the individual or the community and do not violate the law. Alcohol is not permitted anywhere on University property except as specified in the University’s Alcoholic Beverages on University Property Policy found on myNorthwest under the Human Resources tab.

Other than responsible use in the context of appropriate University-related social events, Employees may not use, possess, distribute, sell or be under the influence of alcohol while on University premises or doing University work.

Alcohol/Drug Testing

To ensure an environment free of illegal drugs and irresponsible use of alcohol, the University reserves the right to require an Employee to undergo alcohol and/or drug testing (such as on urine and/or blood) as a condition of employment or continued employment at the following times:

1. Reasonable Suspicion. “Reasonable suspicion” exists when an Employee exhibits signs of impairment due to the use of illegal drugs and/or irresponsible use of alcohol. In such a situation, an Employee may be asked to report to a testing facility for a drug/alcohol screening.
2. Post-Accident. An Employee who is involved in an accident or other incident while on University business that results in injury and/or property damage may be subject to drug/alcohol screening.

3. DOT Requirements. Employees to whom the testing rules of the Department of Transportation apply will be subject to drug/alcohol testing as required by the Department of Transportation regulations.

The University will incur the cost of the drug/alcohol screening. The following may result in disciplinary action up to and including termination of employment with the University: (1) a confirmed positive drug screening, and/or (2) a confirmed positive alcohol screening that demonstrates illegal conduct or – outside of responsible use in the context of appropriate University-related social events – alcohol use while on University premises or doing University work. Additionally, interference with or refusal to submit to a drug and/or alcohol screening will result in disciplinary action up to and including termination of employment with the University. Two or more diluted or adulterated samples, without a medical explanation, will be deemed interference.

The University reserves the right to inspect or search University vehicles, desks, and/or other University property at any time. Refusal to cooperate will subject the Employee to disciplinary action up to and including termination of employment from the University. A confirmed positive drug and/or alcohol screening (regardless of responsible use of alcohol) or any other violation of this policy may also influence an Employee’s workers’ compensation and/or unemployment compensation benefits.

Potential University Sanctions

Any Employee, student, or student organization found to be in violation of this policy will be subject to appropriate disciplinary action pursuant to University policies and consistent with local, state, and federal laws. Such disciplinary action may include counseling, mandatory participation in an appropriate rehabilitation program, a verbal or written warning, suspension from or termination of employment or academic program, and expulsion from the University. Sanctions will be determined pursuant to applicable Employee, faculty, student, or student organization procedures. In addition, violators may be referred to appropriate law enforcement authorities for prosecution.

Drug Convictions and Student Financial Aid Eligibility

Under federal regulations, students convicted for a drug offense that occurred during a period of enrollment while they were receiving Title IV Federal Student (Financial) Aid, lose eligibility for that aid. Federal Student Aid includes grants, loans, and work assistance otherwise provided to eligible college students under Title IV of the Higher Education Act. The period of non-eligibility begins on the date of the conviction and remains in effect until the student has met certain rehabilitation requirements.
The prohibition on federal aid applies to any student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance as defined by Section 102(6) of the Controlled Substances Act (21 U.S.C. § 802(6)). Laws regulating distilled spirits, wine, and malt beverages are not included within the definition of “controlled substance.”

Other financial aid programs, including certain state programs, may also limit eligibility for students convicted of a drug offense.

**Parental Notification**

It is not the intent of the University to institute a policy of parent notification for every incident involving student use of alcohol or other controlled substances. Rather, student affairs personnel will use these guidelines to intercede in situations where alcohol and drug abuse has led to situations which threaten the health or safety of individual students, has contributed to significant deterioration of the living-learning community, or has interfered with a University sponsored activity or event.

Examples of incidences in which parents could be notified include intoxication or impairment which was deemed to be health threatening, fighting, harassment, or property damage which can be linked to excessive drinking or drug use. Evidence of recurring patterns of alcohol or drug related violations, residence hall violations, and/or other violations of the University’s judicial code may also result in parent notification.

**Federal, State, and Local Alcohol and Drug Laws**

**Federal Law**

Federal law provides strict penalties for violation of federal drug laws. For a first conviction of illegal possession of a controlled substance, a person may be imprisoned for up to one year and/or fined at least $1,000 but not more than $100,000; after two or more prior convictions the penalty increases to at least 90 days in jail but not more than three years and/or a fine of at least $5,000 but not more than $250,000. Federal trafficking penalties for controlled substances (such as marijuana, heroin, cocaine, PCP and LSD) range from less than five years in prison and/or a fine of less than $250,000 to life imprisonment and/or a fine of up to $8 million (for an individual). Other penalties may apply, such as forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance, denial of certain federal benefits, and revocation of certain federal licenses.

Certain federal laws may apply to unlawful manufacture, possession, and trafficking of alcohol as well. Penalties range from fines to prison terms.
State and Local Law

Missouri law and local law also provide penalties for violations of laws relating to the unlawful manufacture, sale, use or possession of controlled (and/or imitation of) controlled substances and alcohol. In addition, Missouri and localities have laws relating to underage drinking, driving while intoxicated or under the influence of alcohol and/or illicit drugs. Sanctions for violations may range from local citation to state law felonies. Penalties may range from small fines to prison terms, depending on the violation and past criminal history of the individual.

Further Information

Further information on these laws and penalties is available at http://www.moga.mo.gov/mostatutes/chaptersIndex/ChaptIndex631.html.

Health and Safety Risks of Drug and Alcohol Use

Alcohol Health and Safety Risks

Alcohol use carries several risks. These include drinking/driving accidents, increased incidents of rape and assault, academic problems, police involvement, medical problems including alcohol abuse and dependence and fetal alcohol syndrome, and fatalities.

Substance Abuse Health and Safety Risks

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. These effects may include toxicity, HIV infection with intravenous drug use, heart attack, stroke, sudden death, pregnancy complications, birth complications and defects, physical and psychological dependence, withdrawal, disruption of normal heart rhythm, high blood pressure, stroke, bleeding and destruction of brain cells, memory loss, depression, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and neurological and pulmonary damage.

Further Information

Further information on these laws and penalties is available at http://www.nwmissouri.edu/facts/pdf/AlcoholDrugReview.pdf.

University and Community Resources and Referral Information

Northwest Missouri State University provides counseling services for students and Employees seeking assistance or information concerning alcohol and drug issues. Students wishing to take advantage of this service may contact the University Wellness Services at (660) 562-1348 and
faculty and staff wishing to take advantage of this service may contact the Hartford at www.guidanceresources.com.

In addition, other resources are available. Several self-help groups hold meetings throughout the area, including Alcoholics Anonymous, Narcotics Anonymous, and Al-Anon. Individuals can contact the National Clearinghouse for Drug and Alcohol Information (800-729-6686), which is operated by the U.S. Department of Health and Human Services and staffed 24 hours a day, 7 days a week; specialists provide information and referrals.

For further information and help with these issues, please visit http://www.nubeginning.org/.

2.6 Smoke-Free Campus

The University is committed to providing an environment that is safe and healthy. Consistent with this policy, the University became a smoke-free campus as of August 1, 2010. Smoking is prohibited on all University owned or leased property and in all university vehicles. This policy will apply to all students, employees, contractors, volunteers, and visitors on University-controlled property. Smoking encompasses cigarettes, cigars, pipes, and all other forms of smoke-generating products.

Cats Advocating Smoke-Free Environment (CASE) along with the University Wellness Center will coordinate University efforts for policy notification, education, promotion, support and assessment to ensure successful implementation.

The University reserves the right to initiate disciplinary procedures against any individual found to be in continuous violation of this policy; however all faculty, staff, and students will have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement. Individuals observed smoking are to be reminded in a professional and courteous manner of the University policy.

2.7 Solicitation

The University’s policy regarding solicitation on campus is covered in the following resolution of the Board of Regents.

“No agent, solicitor, peddler, or other person shall solicit, offer for sale or sell any subscription, policy, service, article or things whatsoever ... upon the premises of the University, while it is in session, and for one half hour before school convenes and for one half hour after school has dismissed, PROVIDED this prohibition shall not apply to any school, University or civic enterprise specifically approved by the President of the University.”

The attention of the faculty, students, employees of the University and all other persons is directed to the above resolution and full cooperation is required. Solicitation for a University project must be made in writing to the Student Affairs Office.
2.8 Employment of Relatives

No Regent, officer, faculty, or employee shall participate, either directly or indirectly, in a decision to appoint or hire an employee of the University, including regular and part-time appointments, who is related to such person within the fourth degree by blood or marriage. It also shall be a violation of this policy for an employee to supervise, either directly or indirectly, the work of another employee who is related within such fourth degree, unless the supervisory role is specifically approved by the President of the University. A relative within the fourth degree includes, but is not limited to spouse, child, grandchild, great-grandchild, great great-grandchild, parent, grandparent, great grandparent, great great-grandparent, brother/sister, aunt/uncle, great aunt/uncle, niece/nephew, grandniece/nephew and cousin. All relationships are included, whether full-, half-, step-, foster-, adopted, or in-law. An employee or supervisor who has a question pertaining to the relatives covered by this policy should contact their supervisor or the Office of Human Resources.

2.9 University Closings

Emergencies, such as inclement weather, may arise and the President or his/her designated representative will make the decision and announcement of any University closings or cancellations. Northwest Missouri State University will maintain essential services and operations as needed. When a closing or cancellation occurs, essential staff will report to work as usual. Essential staff provides services that relate directly to the health, safety, and welfare of the University, ensure continuity of key operations, and maintain and protect University properties.

Employees within the areas of University Police Department, Facility Services, and Residential Life are designated as essential staff. Essential staff is required to report to work during an emergency or when the University has suspended operations. There are some individuals who may be required to perform essential services remotely. Those individuals will be identified in advance and notified by their supervisor. In most cases essential staff is expected to be on-site.

2.10 Workplace Violence and Threats

The University is concerned about the safety of its employees and is committed to maintaining a work environment that is secure and free from incidents of violence or threats of violence. The University will not tolerate incidents of violence because such incidents are contrary to and interfere with University objectives. Acts of aggression are often precursors to actual violence so the University will give immediate attention and serious consideration to all reports of incidents of aggression and will initiate appropriate actions.

This policy defines aggression broadly as any of the following: unwelcome forceful physical touching; intimidating, threatening or hostile actions; intimidating, threatening or hostile communications, whether oral, written, or nonverbal, made in person or communicated by or any other means; vandalism; arson; sabotage; throwing objects; unauthorized possession or
use of a weapon on University property; or any other acts or communications of a similar nature. This policy also covers interpersonal conflicts occurring off campus that may create the risk of aggression resulting from such conflicts being carried out on campus.

The Vice President of Human Resources and Organizational Effectiveness ("VPHROE") is responsible for the overall implementation and oversight of the University's workplace aggression management plan. After University Police responds to a threat or act of aggression, the VPHROE will determine whether further investigation is required, the manner of that investigation, and will oversee any such investigation of the incident. The VPHROE, the Counseling Center Director, and University Police Chief shall also be charged with reviewing incidents of aggression to identify ways in which similar incidents can be prevented. The VPHROE shall also coordinate all critical incident debriefings of students, staff or faculty that are affected by the incident.

All University employees are required to immediately report any acts or threats of aggression. If urgent, call University Police (660-562-1254) or call 911. For help with non-urgent threats, call the Office of Human Resources (660-562-1128) or the Counseling Center (660-562-1220).

All employees and students who apply for or obtain a protective or restraining order (Ex Parte, Full Order of Protection, Child Protection Order) which lists University property as being a protected area must provide a copy of the Order to University Police and the Office of Human Resources.

2.11 Weapons

To improve the overall safety of the campus community, employees (other than University Police officers) are not permitted to bring weapons on the University campus. Prohibited weapons include guns, switchblades, or other knives (deemed to be dangerous or illegal), hunting bows, explosives, or other items which could be construed as weapons, such as paintball/airsoft guns. A violation of this policy will be considered a serious offense, and employees violating this policy will be subject to disciplinary action, up to and including termination of employment.

2.12 Workplace Surveillance and Searches

The University may utilize reasonable surveillance and search measures that ensure an appropriate work environment and compliance with University policies and applicable law. Subject to legal requirements, the University reserves the right to inspect and search all work areas, desks, computers, file cabinets, lockers, lunch boxes, or other containers, and personal vehicles on University premises. In addition, all records contained in computers (including voice mail and e-mail) and storage devices (including removable media) should be business-related, and are therefore open to inspection by the University in accordance with University policies, subject to applicable legal requirements.
2.13 Driver Requirements

Student employees may be authorized to operate University vehicles for the purpose of conducting University business, provided they have an appropriate and valid U.S. driver’s license for the vehicle being used, and agree to operate the vehicle in a safe and prudent manner. The driver’s requirements are in addition to any requirements, standards, operating restrictions, or suspensions imposed by Missouri law. Drivers are to have in their possession a valid driver’s license at all times. Student employees may only operate University vehicles within the Maryville City limits and to field study sites and University property within Nodaway County. Student employees expected to operate a 15-passerger vehicle shall complete a training session with Facility Services prior to operating the vehicle.

2.14 Information Technology

It is the policy of the University to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages the free exchange of ideas and sharing of information. Access to this environment and the University’s information technology resources should be considered a privilege and must conform with all laws, with University policy, and with any policies specific to a resource. All University employees are subject to the University’s computing policies, which can be found on the University’s Information Systems website at:
http://www.nwmissouri.edu/compserv/clientcomputing/ComputingPolicies.htm

2.15 Children in the Workplace

The University values family life and has worked to develop employment policies and benefits that are supportive of families. While the University seeks to focus on providing an environment open to work and family issues, it also believes that the workplace should not be used in lieu of a child care provider.

It is the policy of the University that minor children in an employee’s care may not be present at an employee’s workplace (e.g., office, classroom, shop area), in lieu of other child care arrangements, during the employee’s working hours. The supervisor is responsible for enforcing this policy in their respective work areas. This policy is not intended, however, to prohibit children from the campus when the purpose of their visit is to attend classes or to participate in University-sponsored activities specifically scheduled for their benefit.

2.16 NCAA Regulations

Contact the Athletics Department for information regarding the employment of a student-athlete.
CHAPTER 3
EMPLOYMENT POLICIES AND PROCEDURES

31 Eligibility to Work

Eligibility to work is based on a student’s enrollment status and eligibility to legally work in the United States as set forth by the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services. A student is eligible for employment regardless of financial need. Policies and procedures apply to undergraduate and graduate students, excluding graduate assistants. (Information related to Graduate Assistantships may be obtained by contacting the Graduate Office.) Students classified as non-degree seeking are not eligible for student employment. Students may not work as both a student employee and a staff member at the same time.

Enrollment Requirements
A student shall be enrolled in a minimum of six credit hours during any trimester to be eligible for student employment. If enrollment falls below six credit hours, employment will be discontinued upon notification from Student Employment to the student and the student’s supervisor.

Summer enrollment requirements are the same. A student shall be enrolled in a minimum of six credit hours during the trimester, regardless of the session/s of enrollment. A student may work during the entire trimester, even in a session in which the student is not taking a class.

Students may work with five or fewer credit hours only when it is their last trimester of coursework. A student must notify Student Employment of these circumstances prior to the beginning of their last trimester.

Official beginning and ending dates for all academic periods are published annually in the University Catalog or online at http://www.nwmissouri.edu/calendar/academic.htm.

A student is eligible to work during a University Intersession providing pre-registration is complete for a minimum of six credit hours for the next trimester of coursework. If pre-registration is not complete, the student shall communicate their intent to enroll by emailing Student Employment.

32 Employment Applications

The University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in this information or
data may result in the University’s exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

_Hiring Documents_

Every student who is hired for the first time shall complete a Federal W-4, Missouri W-4 and Employment Eligibility Verification (Form I-9; Section I) prior to the first day of employment.

_Employment Eligibility Verification (Form I-9)_

The I-9 Form establishes eligibility to legally work in the United States as set forth by the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services and is located at [http://www.uscis.gov/files/form/i-9.pdf](http://www.uscis.gov/files/form/i-9.pdf). This form shall be completed by every newly hired student employee prior to the first day of employment. Students shall adhere to the following guidelines:

- The top portion is completed by the student.
- The second portion is completed by personnel in the Office of Human Resources Management.
- The second section requires presentation of identification that establishes identity and eligibility to work.
- Only ORIGINAL documents may be accepted.

_Start Date_

Student employees may begin working after all hiring documents from the supervisor and student is complete.

3.3 Orientation

Upon the commencement of employment, student employees will complete an online orientation program conducted by the Office of Human Resources. During orientation, employees will receive information regarding University policies, compensation, and other general information about the University. Completion of the orientation is confirmed through module activities. Student employees shall be paid for their time to complete the orientation, not to exceed one hour of compensation. Completion of the orientation is required. Student employees will complete all employment paperwork and forms required for payroll and human resources prior to the first day of employment. Departments will provide their employees with a more specific orientation concerning the department and the employee’s position.
34  Background Checks and Criminal Convictions

Candidates selected for student employment University positions involving interaction with minor children are required to pass a background check. This background check may include, but not be limited to, criminal history, verifications of employment and education, and driving records. If the candidate challenges the information contained in the background check with the screening agency, the University is not required to hold open the position. Consideration will be given to the relationship between the information obtained in the background check and the responsibilities of the position. A relevant job-related conviction or guilty plea is grounds for termination of employment or non-selection of the candidate. Convictions and guilty pleas include all felonies and misdemeanors except minor traffic violations in relation to any position which does not require driving. For positions that require operation of a motor vehicle, the term conviction and guilty plea shall include minor traffic violations.

Applicants for employment who plead guilty to or are convicted of a criminal violation after they have applied should contact the Office of Human Resources within five (5) days of the conviction or guilty plea. Individuals who have begun employment with the University must notify their supervisor within five (5) days of a conviction or guilty plea to a criminal violation. Failure to report a conviction or guilty plea is grounds for discipline up to and including termination of employment or non-selection of an applicant. Supervisors should notify the Office of Human Resources immediately upon being informed of any such conviction or guilty plea.

35  Job Postings

University system-wide vacancy announcements of student employment opportunities are available online on the University’s website.

36  Dual Employment

No individual may occupy a student employment position in conjunction with other University employment within the University employment structure. Student employees may hold more than one position within the Student Employment Program providing they do not exceed the weekly hour limit.

37  Personal Data Changes

It is the responsibility of each employee to promptly notify the University of any changes in personal data. Mailing address, name changes, marital status, and other such status reports should be accurate and current at all times. The Office of Human Resources should be notified immediately of any such changes.
3.8 Employee Performance Evaluations

The University expects each employee to perform the duties of his/her position at the highest level of performance possible. All employees should have their performance evaluated periodically to document their performance and provide feedback. The value of performing and documenting a performance evaluation includes, but is not limited to, fostering the professional development of employees, providing clarification of job expectations, raising employee morale, documenting and correcting performance problems, and reviewing individual levels of performance in comparison to established standards, as well as identifying individual goals that support the University’s mission. A student employment performance evaluation is required, and must be submitted to the Office of Human Resources, for all Career Pathing Program participants in the event the student employee is eligible for a wage increase.

3.9 National Student Employment Week

National Student Employment Week is held the second full week of April to recognize the contributions of student employees to the University community.

Recognition
Each year during National Student Employment Week, awards shall be given for the following:

- Outstanding Teamwork
- Outstanding Recommendations for Reliability
- Outstanding Recommendations for Quality of Work
- Outstanding Recommendations for Initiative
- Outstanding Recommendations for Professionalism
- Outstanding Recommendations for Uniqueness of Contribution
- Student Employee of the Year
- Student Employee Supervisor of the Year

Eligible students are undergraduate or graduate student employees (not Resident Advisors, Graduate Assistants, or Graduate Teaching Assistants) who have been or will be employed for a minimum of six months between June and May of the current fiscal year.

Nomination forms for student employee of the year and outstanding team are distributed in January and are due on or before February 25 of each year to Student Employment. A formal letter of nomination may be submitted by supervisors, faculty or staff. Each nomination must include three letters of recommendation. If a supervisor is another student, the department’s budget custodian or supervisor shall also sign the nomination form. One nomination may be submitted per supervisor. A student/team may only be nominated once. If in the event more than one nomination is received the first nomination submitted will be evaluated.
Nominations will be evaluated by five to seven individuals who did not nominate a student or team in the respective category. Nominations will be evaluated on a scale of 1 to 5 for each of the following five criteria: Initiative, Reliability, Professionalism, Quality of Work and Uniqueness of Contribution. The top two nominees shall be interviewed by a panel of two to three judges who did not nominate in the respective category. The Northwest Student Employee of the Year nomination shall be forwarded to the Midwest Association of Student Employment Administrators (MASEA) for consideration of state, regional and national awards.

Eligible supervisors are current student employment supervisors.

Nomination forms for supervisor of the year are distributed in January and are due on or before February 25 of each year to Student Employment. A formal letter of nomination may be submitted by student employees. Each nomination must include three letters of recommendation. One nomination may be submitted per student employee. A supervisor may only be nominated once. If in the event more than one nomination is received the first nomination submitted will be evaluated.

Nominations will be evaluated by five to seven individuals who did not nominate a supervisor. Nominations will be evaluated on a scale of 1 to 10 for each of the following three criteria: Leadership, Mentoring, and Professionalism. The top two nominees shall be interviewed by a panel of two to three judges who did not nominate in the respective category.

3.10 Separation from Employment

Employment at the University shall be “at will” and shall be terminable “at will” by the University or the employee with or without cause. No representative of the University has any authority to enter into any employment agreement for any specified period of time or to make any employment agreement contrary to the foregoing. Oral statements and representations are not binding on the University, and any exception to the foregoing must be made in writing and agreed to in writing by the University’s Board of Regents. Separation of employment with the University can occur in several ways. The following is an explanation of each type of separation of employment and the procedures that apply to each type of separation of employment.

Resignation

An employee may terminate employment with the University by submitting a written resignation to his/her supervisor or department head. All resignations should include the reason for leaving the University and the date of resignation which will be the last day the employee is physically present at work. Employees who plan to resign are asked to provide the University with reasonable advanced notice (or as otherwise provided by agreement).
Termination

Employment with the University is “at will” and may be terminated at any time. The University, at its discretion, may utilize progressive disciplinary procedures in appropriate circumstances. Dismissal requires the approval of the Office of Human Resources.

Federal Work Study Limitation

Community Service and America Reads Program positions are contingent upon federal work study eligibility. Student employees working in a Community Service and/or America Reads Program positions may be terminated if their federal work study eligibility is withdrawn, reduced or earned.

Graduation

Students graduating during the fall or spring trimester may work through the day of commencement. Their employment is terminated upon graduation. Those graduating in the summer trimester may work through the last day of the summer trimester of graduation.

Enrollment Revision

Student employees who withdraw or drop enrollment below six credit hours during any time of the trimester become ineligible for student employment on the date of withdraw or enrollment change.

3.11 Exit Procedure and Property Clearance

When employment with the University is discontinued, for any reason, the employee is responsible for returning all University property in his/her possession.

3.12 Confidentiality

Employees of the University and the University anticipate that while serving the University, employees may come into contact with, produce, and/or learn confidential information concerning the University’s personnel, business, including but not limited to its method of doing business, trade secrets, patents, data, and other similar information. Employee shall have access to such information under the conditions that such confidential and/or proprietary information remain confidential and the property of the University.

A. All information of a tangible or intangible nature disclosed to Employee, shall be considered confidential and the property of the University.
B. All rights in and title to confidential information, related materials, samples, products, data or processes disclosed to employees, shall remain the property of and/or vest in the University.

C. Employees shall not, without the prior written consent of the President (Chair) of the Board of Regents or a majority of the Board, disclose or provide access to the University’s confidential information to any other person for any purpose, nor reproduce in any media the confidential information disclosed to employees, except for communication to persons aware of the University’s confidential information and/or to proceed with instructions of the Board or the Chair or to discuss legal issues or concerns with the University’s General Counsel.

D. The obligation of employees to protect confidential information shall not apply to information which:

1. Is or becomes publicly known through no wrongful act of employees;
2. Becomes rightfully known to employees without confidential restrictions from a source other than the University and/or any of its Regents, consultants or contractors;
3. Is approved by the University for disclosure without restriction by the Board of Regents of the University; or
4. If said information is sought from employees by judicial process or under color of law, employees shall immediately notify the University of said process so as to provide the University a reasonable opportunity to participate if necessary in such process.

E. The obligation of employees to hold the confidential information in confidence shall survive the termination (for any reason) of employee’s employment with the University.

A student employee statement of understanding of the Family Educational Rights and Privacy Act must be signed by the student employee at the time employment paperwork is completed.
CHAPTER 4
CLASSIFICATION AND COMPENSATION

41 Earning Classifications

It is the intent of the University to clarify the definitions of earning classifications so that employees understand their employment status. Each student employee will belong to one of the following earning categories:

- **REGULAR HOURLY** is funded with non-financial aid funds. The earnings are not considered a part of the student’s financial aid package.

  **Grants**
  Positions funded through grants between faculty or departments and agencies outside the university. Positions funded as such are not eligible for Federal Work Study earnings.

- **COMMISSION** is funded with non-financial aid funds. The earnings are not considered a part of the student’s financial aid package. The earnings are paid based on departmental practices and are not eligible for Federal Work Study earnings.

- **STIPEND** is funded with non-financial aid funds. The earnings are not considered a part of the student’s financial aid package and are not eligible for Federal Work Study earnings.

- **SCHOLARSHIP** is funded with financial aid funds. The earnings are considered a part of the student’s financial aid package and are not eligible for Federal Work Study earnings.

- **FEDERAL WORK-STUDY** is a program of the US Department of Education and is funded with 65% federal and a 35% university matching funds. Federal Work-Study is awarded to students as part of their financial aid package. To be eligible for federal work-study, a student shall complete a “Free Application for Federal Student Aid” (FAFSA) and have financial need as determined by the federal methodology. Federal work-study funds are available to students in the form of a paycheck once employment is secured and wages are earned. Continuing students are awarded federal work-study by reapplying for Financial Assistance on an annual basis. Once the student’s maximum eligibility for funds has been depleted, the student will be paid with non-financial aid funds (Regular hourly) for the remainder of the year with the exception of Community Service and America Reads Program positions.

  **Community Service**
  Students who have been awarded federal work-study are eligible to be employed with nonprofit/community service organizations. Students with a federal work-study award may contact Student Employment for additional information. If a student has interest in Community Service employment and does not have federal work-study as part of the
financial aid package, the student may contact the Office of Financial Assistance to determine if there is eligibility for a federal work-study award.

**America Reads**

Students who have been awarded federal work-study are eligible to be employed as reading tutors of elementary aged children through the America Reads Program. Students with a federal work-study award may contact Student Employment for additional information. If a student has interest in America Reads employment and does not have federal work-study as part of the financial aid package, the student may contact the Office of Financial Assistance to determine if there is eligibility for a federal work-study award.

All categories of student employment must adhere to the student employment policies and procedures.

### 42 Career Pathing Program

All hourly (those paid an outlying wage rate are ineligible, ex: any hourly wage above $8.15/hour) student employees have an opportunity for annual pay advancement ($.25 per hour increase). The pay advancement includes participation in personal and professional development, title advancement and performance-based feedback. Student employees may begin participating in the program once hired by attending the development sessions. Students register for the sessions on-line at [http://www.nwmissouri.edu/hr/student/trainingopps.htm](http://www.nwmissouri.edu/hr/student/trainingopps.htm).

**Criteria for Advancement:**

1. A student employee must work within the same department for both a fall and spring trimester (credit is granted for a full trimester if a student begins employment later in the trimester but still completes three training sessions for that trimester).
2. A student employee must attend at least 3 of 8 personal and professional development opportunities offered per trimester (students are paid for their time in attendance). Each session may last approximately 45 to 90 minutes based on the topic and/or presenter. A total of 6 opportunities (3 per trimester) are required for advancement.
3. A student employee must have a satisfactory performance evaluation completed by their supervisor.

The pay advancement is applicable to all eligible hourly paid student employee positions held by the student and is transferrable between positions/departments.

### 43 Workweek and Work Hours

The University workweek is defined as a seven-day period that begins at 12:00 a.m. Monday and ends at 11:59 p.m. on Sunday. A normal workweek of a maximum 20 hours is established for student employees, with hours generally between 8:00 a.m. to 5:00 p.m., Monday through Friday. A student employee on average works 10 hours a week. Because of the variety of
functions of the many departments within the University, there may be differences in normal
hours and days of work. An employee starting a new job should ask their supervisor or
department head for the work schedule. Assignments may fall outside these hours, which are a
part of the employee’s responsibility and the employee is expected to perform these
responsibilities.

Hour Limits

A student may work up to 20 hours per week during the fall and spring trimesters while
classes are in session. A student may work up to 20 hours a week during the summer
trimester sessions they are enrolled and classes are in session and up to 40 hours a week
during the summer trimester sessions they are not enrolled if they have been enrolled in
six credit hours in any session of the summer trimester. A student may work up to 40
hours per week or the equivalent of an eight –hour workday during official University
breaks. At no time shall a student exceed 40 hours per week.

Hour Limits for International Students

Enforcement, international students are limited to a maximum of 20 hours per week
during the fall and spring trimester while classes are in session. They may work up to 40
hours per week during the summer trimester sessions they are not enrolled and during
official University breaks. A student may work up to 40 hours per week or the equivalent
of an eight –hour workday during official University breaks. At no time shall a student
exceed 40 hours per week.

A student may not volunteer “extra hours” while employed or be asked to work more
time than what they can be paid.

44 Work Scheduling

Schedules are determined between the immediate supervisor and the student employee.
Flexible scheduling is offered to student employees to accommodate their academic success.

45 Meal and Rest Periods

Student employees will be provided a meal period of at least 30 minutes long if they are
scheduled for an increment of eight hours or greater. Meal period of at least 30 minutes long
generally are not compensable time if the employee is relieved completely from duty for the
purpose of eating. Any other breaks shall be discussed with the supervisor.
46  Payroll

Student employees are paid once per month following the month work was performed. Student employee time sheets are due by Midnight of the first business day after the end of the pay period. Payday for student employees is on the 25th day of the month or prior to, if the 25th is a holiday or weekend. Employees have two options for receiving payment: direct deposit or a U.S. Bank AccelaPay Card and they must complete the Payroll Enrollment Form to select their payment option prior to employment.

The Payroll Office receives records of time worked by each employee and ensures proper payment in accordance with Northwest, Internal Revenue Service, Fair Labor Standards Act and federal work-study policies and laws. Failure by student employees to follow proper procedures may result in untimely payment to students. The following procedures are established to pay student employees:

*Time Sheet Guidelines for Students*

- Electronically record work times accurately through ‘CatPaws’ Web Time Entry.
- Submit electronic timesheets to supervisor by the deadline.

*Federal W-4*

Student employee earnings are subject to federal withholding taxes. The W-4 Form communicates how to calculate taxes and is located at [http://www.irs.gov/pub/irs-pdf/fw4.pdf](http://www.irs.gov/pub/irs-pdf/fw4.pdf). Students shall complete the form with the following understandings:

- Use a permanent address. A post office box may not be used. International students shall use a local address.
- University personnel may *not* make recommendations to students regarding their tax filing status. Discuss the number of allowances/exemptions with parents, guardians or tax advisors before coming to complete the form.
- Students may claim “exempt” if they have never paid federal or state taxes and will earn under the specified amount during the calendar year as determined by the Internal Revenue Service.
- **When students claim “exempt,” a new W-4 shall be completed at the beginning of a new calendar year.**
- A new W-4 is required when a name change is made. Students should also complete the name change process with the University Registrar.
- International Students from a country with a tax treaty with the United States have additional paperwork that is required. Students shall contact the Payroll Office for information.

*Missouri W-4*
Student employee earnings are subject to Missouri state withholding taxes. The W-4 Form communicates how to calculate taxes and is shown at [http://dor.mo.gov/forms/MO-W-4.pdf](http://dor.mo.gov/forms/MO-W-4.pdf). All students, regardless of residency, shall complete a Missouri W-4. The guidelines stated under Federal W-4 apply to the Missouri W-4.

**FICA Taxes**

FICA taxes are a combination of Social Security and Medicare taxes. Student employees, including international students, are exempt from FICA taxes based on Internal Revenue Service Code. This exemption exists only when enrollment of a minimum of six credit hours per academic trimester is verified with the University Registrar. Students enrolled in fewer than six credit hours per academic trimester are not eligible for the FICA tax exemption and therefore may not be paid as a student employee.
CHAPTER 5
LEAVE BENEFITS

Student employees are ineligible for sick, vacation and holiday pay or unemployment benefits.

Scheduling Leave

Supervisors reserve the right to deny, revoke, or reschedule absences based on workloads and deadlines.
CHAPTER 6
BENEFITS

6.1 Workers’ Compensation

All employees of the University are covered by Missouri Workers’ Compensation and are entitled to treatment by an authorized medical doctor for any injury sustained on the job. The employee also may be reimbursed for lost time, disability or dismemberment. Injuries must be reported immediately to the employee’s supervisor and the Office of Human Resources. Employees are required to contact the Central Accident Reporting Office (CARO) at 1-800-624-2354 prior to any medical treatment. Reporting injuries to CARO in a timely manner will allow CARO to make a determination of compensability and direct medical treatment efficiently. It is important to note that CARO cannot consider payment of lost wages, medical bills or medical referrals unless the injury is reported.

Workers’ Compensation paperwork is available on the myNorthwest web portal, or from the Office of Human Resources.

6.2 Uniforms

Some departments within the University require the wearing of distinctive work uniforms. Where uniforms are required, they will be provided by the University. Cleaning and maintenance of uniforms are the responsibility of the individual.

6.3 Keys, Equipment and Other University Property

All keys, equipment, manuals, books, and subscriptions issued to University employees become the responsibility of the employee. Keys are not to be loaned or otherwise distributed to other personnel, faculty or students. All items issued to University employees (including pagers, cell phones, radios, etc.) may be recalled by the University at any time and must be surrendered upon cessation of employment.
CHAPTER 7
EMPLOYEE CONDUCT

7.1 Conduct

Conduct during working hours is expected to reflect the individual’s position as an employee of a public institution of higher learning in the State of Missouri. Conduct that disrupts departmental or University functioning cannot be tolerated and will subject the employee to disciplinary action up to and including dismissal, as determined appropriate by the University.

Fundamental Habits and Attitudes

When a student is hired, she/he becomes a member of a team or work group. This team or work group relies on student employees, as they are a valuable part of University operations. Fundamental attitudes and work habits that are expected of employees are:

- To perform all work assigned completely in a professional and satisfactory manner;
- To treat others courteously and with respect;
- To report to work promptly;
- To communicate with supervisors regarding tardiness or absences;
- To refrain from conducting personal business while working;
- To report hours worked accurately.

Additional Expectations

Departments/offices/work units may have additional policies, procedures and expectations that shall be communicated and adhered to as a condition of employment.

7.2 Personal Appearance

Dress is in accordance with requirements of the various departments. Where requirements do not exist, the employee is requested to observe a standard of dress appropriate to the University.

7.3 Attendance

To maintain a productive work environment, the University expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the University. In the rare instance when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment. Suspicious absences (such as habitual Monday and Friday illnesses) may require physician certification.
7.4 Disciplinary Action

The University, at its discretion, may determine that disciplinary action less than dismissal may be appropriate in some circumstances.

Termination

A serious offense or repeated disciplinary problems may require termination of employment. While employment may be terminated at any time without cause, serious misconduct of the following nature may result in immediate termination of employment on the first offense:

1. Theft of University property and/or theft of the property of University employees/students/guests while such property is on University premises (or in University conveyances).

2. Immoral or illegal conduct while on University premises.

3. Fighting with any other person while on University premises.

4. Refusal to follow orders/instructions of an appropriate University supervisor or official and/or general insubordination.

5. Destruction of property, equipment, or materials.

6. Reporting to work under the influence of alcohol and/or narcotics or the consumption of these substances while on the University premises.

7. Any actions on the part of the employee which endanger the safety of any person, including the safety of the employee.

8. Falsifying University records.

9. Infraction of any University policies, procedures and/or regulations.

It is the policy of the University to be fair and impartial in all its relations with employees and to recognize the dignity of the individual. Fairness and consistency require that certain general principles of administering discipline be followed by all supervisors. Representatives in the Office of Human Resources are available to discuss the appropriate course of action in a particular case.

Nothing in this policy or in this Student Employee Handbook (including a description of various types of discipline which may be administered) is intended to limit, in any way, the University’s
right to terminate an employee at-will at any time, with or without cause, and with or without advance notice.
Mission
Northwest Missouri State University focuses on student success - every student, every day.

Vision
We will be THE university of choice for a comprehensive, exceptional student experience.

Values
• Student success
• Scholarship and life-long learning
• Intercultural competence
• Collaboration
• Respect and integrity
• Strategic thinking
• Excellence

Our DNA
• Advocating one-to-one engaging relationships
• Keeping costs affordable
• Providing beautiful and safe surroundings
• Driving economic development and entrepreneurship to better our region and community
• Being socially responsible
• Delivering excellence through high expectations and servant leadership
Statement of Purpose
This student handbook is designed to serve as a quick reference for the issues relating to your attendance at Northwest Missouri State University. It is not a contract, nor is it an invitation to contract.

The University reserves the right at its discretion to change or amend the handbook at any time in the future. In addition, individual offices may update policies, procedures, etc. which may not be reflected in this handbook. In those situations, the updated policies, procedures, etc. are in effect.

Academic calendar
For the most up to date academic calendar, please follow the link below.
www.nwmissouri.edu/academics/calendar.htm

Important University Dates
For the most up-to-date calendar with important dates from the Registrar’s Office, please use the following link:
www.nwmissouri.edu/registrar/calendar.htm

DROP means to officially terminate your enrollment in a given class(es) but to remain enrolled in at least one class. WITHDRAWAL means to officially leave the University, terminating enrollment in all classes for the entire trimester.

Room and board
• Room charges are reduced following the same schedule as tuition above.
• Meal Plans (Board) will be refunded with the unused portion, less a $200 cancellation fee.

Any hours added through self-enrollment or at the Registrar’s Office require the student to report immediately to the Cashiering Office to take care of the increased fees.

Financial Calendar
For the most up-to-date financial calendar from the Bursar’s Office, please use the following link:
www.nwmissouri.edu/bursar/financialdates.htm

Withdrawal and Drop Refund Schedule
Please refer to the following link to view Northwest Missouri State University’s policy on refunds and withdrawals schedule:
Please refer to the following link to view Northwest Missouri State University’s policy on withdrawals from the University:
http://www.nwmissouri.edu/policies/academics/Withdrawal-from-the-University.pdf

2016-2017 Fees
Tuition, room, board and miscellaneous fees available at
www.nwmissouri.edu/bursar/ tuition.htm.

Fee policies
Financial aid refund checks
Refunds will be processed within 14 calendar days from the date the credit balance occurs on the student account. If the student has direct deposit on file, it will be available within two business days. If not, refunds will be mailed to the student’s local address which will take
up to a week or longer to receive. During the summer, refunds will be mailed to student’s permanent address.

**Determination of return of Title IV financial aid**
Policy and examples available by request at the Bursar’s Office, 562.1578.

**Installment payment plan**
Northwest’s Installment Payment Plan provides an alternative to a large lump sum payment each trimester. The optional installment payment plan enables families and students to make four regularly scheduled monthly installment payments each trimester at a 1% per month finance charge.

A student’s account (which includes tuition and required fees, room and board, parking permits, wellness fees and other miscellaneous charges) will be billed for the full amount each month, with a minimum payment allowed.

**Billing policy – email**
The first bill of each trimester will be mailed to the student’s permanent address for pre-registered students. All subsequent bills will be emailed to the student’s university email account. If the student is not responsible for payment, an additional email can be sent to the responsible party. The student must complete the second billing email address in their CatPAWS account from the Personal Information Tab.

**Payment schedule**
Fall due dates: August 15, September 15, October 15, November 15

Spring due dates: January 15, February 15, March 15, April 15

**Finance charge**
If a student chooses to pay the minimum payment amount, a 1% per month charge (12% Annual Percentage Rate) will be assessed on the remaining unpaid billed amount.

The finance charge is charged on the total account balance which has been previously billed; therefore, it is to the advantage of the student to pay the account off as quickly as possible.

**Financial assistance**
Available financial assistance, with the exception of Federal Work Study, is applied directly to student accounts. The entry will appear on the monthly billing statement and will reduce the current term balance. The minimum payment and finance charge calculations will be applied to the balance remaining after application of financial assistance.

**Financial appeals**
The appeal body for most financial matters is the Student Financial Appeals Committee. Petitions may be obtained online at https://www.nwmissouri.edu/bursar/PDF/StudentFinancialAppe.pdf. Appeals must be made by the student, except in special circumstances.

**Miscellaneous fees**
Check the web at www.nwmissouri.edu/bursar for a listing of miscellaneous fees that could be charged to your account.
Academic facts

Academic load
The normal load of an undergraduate student is 14-18 hours of academic work per semester. To be considered full-time, you must be taking at least 12 academic hours in any trimester.

Attendance
Please refer to the following link to view Northwest Missouri State University’s policy for attendance: http://www.nwmissouri.edu/policies/academics/Attendance.pdf

Course numbering
Courses are numbered according to the following plan:

001-099 Non-College Parallel
100-299 Lower Division
300-499 Upper Division
500-599 Upper Division/Graduate
600-699 Graduate
700-799 Education Specialist
800-899 Doctoral Level

Freshmen are encouraged to take 100-299 level courses their first trimester at Northwest.

Credit system
The “semester hour” is the unit of credit used at Northwest. Generally, a three-hour course meets three times a week for one hour each meeting, or two times a week for an hour and a half each meeting. Lab courses average two or more hours each week for each hour of credit given. Credit hours for a given course are listed in the Northwest Undergraduate Academic Catalog (available online) and under the Student tab on the CatPAWS website.

Incomplete grade
In some circumstances, an incomplete grade ‘I’ can be assigned when a portion of a course has not been completed. If a student is unable to complete a course’s requirements, the student should contact their instructor about receiving an incomplete grade, “I”. An incomplete grade serves as an agreement between student and instructor that the student will complete the remaining coursework by the end of the following trimester or receive an “F” for the course.

Department numbers
Department numbers are first in a course listing, for example, 10-111. By this number, you'll know 10 designates the Department of English and 111 represents the course number.

Department numbers are:

51 Accounting
03 Agriculture
13 Art
04 Biology
02 Career Education
24 Chemistry
71 College of Arts and Sciences
29 Communication
44 Computer Science and Information Systems
52 Economics
62 Education: Curriculum and Instruction
61 Education: General/ Educational Leadership
10 English
53 Finance
Honor Roll
The Academic Honor Roll is compiled at the close of each trimester and includes all full-time undergraduate students earning a GPA (grade point average) of 3.50 to 3.99 on the University’s 4.00 scale. Students who earn a 4.00 GPA are named to the President’s Honor Roll. Students who take an incomplete grade will not be considered for the honor roll that trimester.

Pass/fail
The pass/fail option is used to encourage students to attempt courses outside the major or minor which would not ordinarily be attempted because of lack of background. Pass/fail cannot be used by first-time freshmen, cannot be used in your major or minor areas and cannot be used to meet general education requirements. For more details, see the Undergraduate Academic Catalog.

Plagiarism
You can avoid plagiarism by observing the following rules: 1) the use of another writer’s ideas or facts must be documented; and 2) the use of another writer’s phrasing must be indicated by documentation AND by quotation marks or indentation. For more details, see the Undergraduate Academic Catalog.

Academic Probation
Please refer to the following link to view Northwest Missouri State University’s policy for Academic Probation: http://www.nwmissouri.edu/policies/academics/Academic-Probation-Suspension-
How to change your class schedule

If you enrolled during the previous trimester, you may adjust your class schedule through your CatPAWS account on the University computer system. (Please refer to the Undergraduate catalog for the information on the use of your CatPAWS account.) If you were not at Northwest during the previous trimester or would like assistance, adjustments to your schedule can be made in the Registrar’s Office with the proper forms. If there are no seats available for a class and you receive approval to enter the class, you will need to bring a Schedule Change Form signed by the instructor of the course and the department chair to the Registrar’s Office to add that course to your schedule.

Courses may be added to your schedule during the first day of any short course, two-week course, or four-week course; during the first two days of a six-week or eight-week course, and during the first seven calendar days of any course longer than eight weeks of instruction. This includes adding a course, exchanging courses, dropping courses, and transferring from one section of a course to another section. No change in program should be made without prior approval of the student’s advisor. If you wish to add a course after this “add” period, you will need to bring a signed Schedule Change Form to the Registrar’s Office.

Courses may be dropped during the first half of any length course. If you do not properly drop a course from your schedule, you will receive a grade of ‘F’ on your permanent record. Check the Financial Dates on the opening pages to determine when you can receive a refund for dropped courses. If due to extraordinary reasons—beyond the control of the student—a student desires to drop a course after the deadline, the student must petition the Committee on Admissions and Advanced Standing. Extraordinary reasons which may be considered include advisor error, administrative error, or documented medical reasons. Courses may not be dropped during the final exam period.

Graduate students must see the Graduate Office before adding or dropping courses.
How to Figure Your Grade Point Average

First, know these guidelines:
A. Each hour of a course represents a credit. A three-hour course equals three credits.
B. Northwest is on the 4.00 system, so:
   A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points
C. Points for a specific course are arrived at by multiplying the course grade point value times the number of hours attempted.

For example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE Activity</td>
<td>1</td>
<td>(F=0)</td>
</tr>
<tr>
<td>English Comp.</td>
<td>3</td>
<td>(B=3)</td>
</tr>
<tr>
<td>Sociology</td>
<td>3</td>
<td>(A=4)</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>1</td>
<td>(B=3)</td>
</tr>
<tr>
<td>American History</td>
<td>3</td>
<td>(C=2)</td>
</tr>
<tr>
<td>Biology/Lab</td>
<td>5</td>
<td>(C=2)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15</strong></td>
<td></td>
</tr>
</tbody>
</table>

Divide the total number of points by the total hours to find the grade point average. For Student A, 38 divided by 15 is a 2.53 GPA. For Student B, 45 divided by 15 is a 3.00 GPA. Remember, grades in college are a lot different than grades in high school. The difference between a 2.53 and a 3.00 can mean a scholarship, admission to an honor society or going active in a Greek organization. Really, the only difference between the two students is that student B did well in PE and went the extra mile in American History. Beware of 'F' grades, even in a one-hour class. As one freshman seminar instructor said, “An ‘F’ can really drag your GPA to the basement.”

How to Save Your GPA

A student who has received a grade of “C”, “D”, or “F” in a course may repeat a course in an effort to raise the grade, provided in the meantime the student has not completed a more advanced course for which the repeated course is a prerequisite. A student may supersede a given class at most two times, providing up to three opportunities to complete the given class. When a course is repeated, all of grades will appear on the student’s record but only the highest grade earned will be used in determining the cumulative grade point average. Students will complete a petition to supersede through CatPAWS at the time of registration.

For more information visit: www.nwmissouri.edu/registrar/registrationguide/policies.htm
How to Read a Schedule of Courses

Knowing how to read a course schedule will be important to know when making a change or designing your schedule for the next trimester.

Below is an example of a trimester course schedule.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Camp</th>
<th>Course</th>
<th>Sec</th>
<th>Cr</th>
<th>Title</th>
<th>Time</th>
<th>Days</th>
<th>Ses</th>
<th>Inst Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>11430</td>
<td>NW</td>
<td>08103</td>
<td>03</td>
<td>3</td>
<td>Gen Psychology</td>
<td>0100-0150</td>
<td>MWF</td>
<td>1</td>
<td>Hendrix, R</td>
</tr>
<tr>
<td>10636</td>
<td>NW</td>
<td>20120</td>
<td>01</td>
<td>3</td>
<td>Intro Mass Media</td>
<td>0300-0350</td>
<td>MWF</td>
<td>1</td>
<td>Offutt, J</td>
</tr>
<tr>
<td>11781</td>
<td>WO</td>
<td>13102</td>
<td>03</td>
<td>3</td>
<td>Art Appreciation</td>
<td>ARR</td>
<td>ARR</td>
<td>1</td>
<td>Watkins, V</td>
</tr>
<tr>
<td>10648</td>
<td>NW</td>
<td>29102</td>
<td>06</td>
<td>3</td>
<td>Fund Oral Comm</td>
<td>0900-0950</td>
<td>MWF</td>
<td>1</td>
<td>Durbin, L</td>
</tr>
<tr>
<td>10526</td>
<td>WO</td>
<td>10111</td>
<td>14</td>
<td>3</td>
<td>Composition</td>
<td>0800-0915</td>
<td>TR</td>
<td>1</td>
<td>Ryan, B</td>
</tr>
<tr>
<td>11831</td>
<td>NW</td>
<td>71101</td>
<td>01</td>
<td>1</td>
<td>Freshman Seminar</td>
<td>0100-0150</td>
<td>TR</td>
<td>1</td>
<td>Fisher, J</td>
</tr>
</tbody>
</table>

A  CRN (Course Reference Number = unique number for registration purposes only, changes from trimester to trimester)
B  Campus Designation (Example: WB-Internet/Web Course; WO-Online Only course)
   Students designated as online only (never take a course on campus) must enroll in courses designated as WO campus. All other students enroll in online courses marked with the WB campus designation.
C  Course Number (5 digits = 2 digit Department Number, 3 digit Course Number)
D  Section Number (2 digits)
E  Credit Hours (semester hours of credit)
F  Course Title
G  Time
H  Days (MWF-Monday, Wednesday, Friday; TR-Tuesday, Thursday)
I  Instructor
J  Not shown: Waitlist Max (# allowed on waitlist), Waitlist Count (# on waitlist), and Waitlist Open (# available to waitlist). If all of these are 0, the class cannot be waitlisted.
Northwest Traditions

Bearcats
The name was bestowed upon Northwest in 1916 by the coach of the Drury College basketball team in Springfield, who had come to know the Maryville team as formidable opponents. In later years, students did a bit of research and discovered that a Bearcat is hard to capture and harder to hold. The Bearcat serves as the mascot for both the men’s and women’s athletic teams.

The Bell of 1948
The Bell of ‘48 is rung to announce victories, in memory of any member of the University community, and to announce other events deemed important by Student Senate and the administration.

Tradition of the Bridge
There is a small bridge on the south side of Colden Hall — just a small, rustic wooden bridge. Traditionally, students have referred to it as “The Kissing Bridge” and suggested it is a place for student romance to blossom.

Family Weekend
Family Weekend is a time for the families of all Northwest students to come together and participate in different events. Different events hosted in the past included: Sporting Events, 5K run/walk/roll, Pancake Breakfast, SAC sponsored events, open houses for different buildings on campus, Faith Services, awarding the Northwest family of the year, and many more events! Family Weekend 2016 is scheduled for September 16-17. For more information go to the following:

http://www.nwmissouri.edu/getinvolved/familyweekend/index.htm

Hickory Stick
The tradition of the hickory stick dates back to 1930, when Northwest presented the hickory stick to Northeast Missouri State University (now Truman State) with the intent that it would be a traveling sports trophy. Since that time, the winning team has kept the stick until defeated.

Homecoming
Homecoming at Northwest is a week-long celebration each October featuring athletic events, entertainment and plenty of opportunities for everyone to show their Bearcat spirit. Homecoming events are open to all Northwest students, alumni, faculty, staff, families and friends, and community members. The following link contains information anyone would need to enjoy the Northwest Homecoming experience:

http://www.nwmissouri.edu/getinvolved/homecoming/index.htm

The dates for this year’s Homecoming are October 24-29, 2016. Contact the Office of Student Involvement for more information 660.562.1226.

Memorial Bell Tower
The Memorial Bell Tower is located in the center of the campus and was constructed using funds contributed by alumni.

The Stroller
The Stroller is one of the oldest traditions on campus, having made his/her first appearance in 1918 when
the present *Northwest Missourian* newspaper was known as the *Green and White Courier*. To this day, preserved in anonymity, the Stroller continues to stroll and observe and comment upon campus life.

**Walkout Day**
Historically, Walkout Day was a major event. On the Friday morning before Homecoming, students went to class to await the ceremonial ringing of the Bell of ’48, signifying the end of classes for the day. A school-wide picnic and other activities were planned, including a mass celebration in downtown Maryville. Today, Northwest continues to observe Walkout Day on the Friday prior to Homecoming; however, students no longer get up and go to classes. The University president and president of Student Senate still ring the ceremonial bell, but the crowds are significantly smaller these days.

Additionally, International Flag Raising is now an honored tradition on Walkout Day. Beginning in 1997, each Northwest student representing their country has the opportunity to raise that country’s flag. Symbolically, students understand they are a part of the Northwest family and observers understand the flags represent the importance of international students and scholars at Northwest.

**Student government**

**Student Senate**
Student Senate is a great place for students to get connected while also serving the student body. Senate is an organization driven by the needs and desires of students and one in which all students are encouraged to voice their comments and concerns. Leadership, service, cooperation -- Student Senate has it all.

The Student Government Office (ext. 1218) is located on the second floor of the J.W. Jones Student Union. Student Senate meetings are held Tuesday evenings at 7 p.m. in the Student Union. All student organizations must be recognized annually by Student Senate (see Student Organizations below). A listing of current Senators and Officers can be found on Student Senate’s website which is located at: [www.nwmissouri.edu/studentaffairs/senate/index.htm](http://www.nwmissouri.edu/studentaffairs/senate/index.htm).

**Residence Hall Association (RHA)**
RHA is the student government body for all residence halls and represents the interest of all students living in the halls. RHA primarily organizes programs and addresses issues concerning life on campus. RHA typically has three committees focused on different aspects of the organization’s goals. RHA belongs to a regional organization (MACURH), as well as a national organization (NACURH). Delegates from the University attend each organization’s annual conference to get new ideas to bring back to Northwest.

A hall resident may participate in RHA in two ways: (1) be elected as an official RHA representative from your hall (there must be two per hall); (2) participate as a nonofficial representative (the only difference between being an official and
nonofficial member is voting privileges on official business).

RHA offers students residing on campus the opportunity to get more out of the residence hall experience. It takes as much time as one is willing to spend and will include at least a weekly one hour meeting, and the experience is very rewarding. Additional information can be obtained from members of the Residential Life Staff or the RHA Office, located in The Station.

Campus Life

Student Involvement
Student Organizations
Did you know that students who participate in at least one extracurricular activity actually do better in college, have higher GPA’s, and are more satisfied with their college experience? The Office of Student Involvement is the home for over 150 student organizations that fit into fourteen different categories:

- Events & Event Planning
- Greek Life
- Honor Societies
- Governing
- Political
- Media
- Multicultural
- Religious
- Residential Life
- Performing
- Service
- Special Interest
- Sports Clubs
- Academic/Departmental

To find student organizations to connect to, follow this link to Bearcat Link: https://nwmissouri.collegiatelink.net. Anyone can access the list of Northwest organizations in Bearcat Link by clicking on “Organizations”. Students may log into Bearcat Link using their Northwest email username (s#) and password.
Student Activities Council (SAC)
The purpose of Student Activities Council is to plan and administer activities for the student body, in order to contribute to a more well-rounded social, recreational, and cultural life for the Northwest campus and community. We provide entertaining alternatives to students with late night activities and events. We host many activities throughout the year in order to provide a variety of events, including: concerts, lectures, movies, and comedians. This is programming by students for students!

To keep up with the Student Activities Council, check out the university calendar or go to: http://www.nwmissouri.edu/getinvolved/sac/index.htm

Involvement in SAC is open to all Northwest students. Located in the Office of Student Involvement and meeting every Thursday @5pm in the Union. 660.562.1226.

Late Nights at the Union
Late Night events are held across campus throughout the Fall and Spring trimesters. The Late Night Committee of Student Activities Council selects a variety of activities during the academic year which includes comedians, movies, and events like spa nights, casino nights and grocery bingo. Organizations are encouraged to co-sponsor events by offering help in the form of promotion, volunteering, or financially. The events are FREE to students and may have food and beverages included as a

Greek organizations
Since 1927, Greek Life at Northwest has been filled with opportunities for members to make a positive and lasting impact on the campus community. The friendships, leadership skills, and fraternal values gained as a Northwest Greek help students develop and grow into outstanding community and civic leaders.

At Northwest, there are fifteen nationally recognized and award-winning Greek organizations with excellent academic, philanthropic and social programs. Each group also has outstanding membership programs and leadership opportunities to offer their members.

- **Interfraternity Council (IFC)**
  - IFC is the administrative and governing board of fraternity men who represent the best interest of its Northwest member fraternities. IFC seeks to promote a unified Greek Community dedicated to the standards of scholarship, leadership, service, and brotherhood which serve as the guiding values of the council its member fraternities. IFC coordinates educational, social, and recruitment programs for member chapters.
  - It is the goal of the IFC Council to create an environment of welcoming by helping each fraternity to reach its fullest potential. Current IFC chapters
include Alpha Gamma Rho, Alpha Kappa Lambda, Delta Sigma Phi, Phi Delta Theta, Phi Sigma Kappa, Sigma Phi Epsilon, and Sigma Tau Gamma.

- **National Pan-Hellenic Council (NPHC)**
  - The National Pan-Hellenic Council is the official coordinating agent for the nine historically African American Greek fraternities and sororities. NPHC serves as a standard-setting body for the affiliate organizations present on campus. NPHC strives to foster and maintain a cooperative environment among member affiliate members and serves as a forum for the consideration of issues important to its member organizations.
  - The Council coordinates activities and matters of common interest among member fraternities and sororities including Alpha Phi Alpha, Delta Sigma Theta, and Phi Beta Sigma.

- **Panhellenic Council (Panhel)**
  - Panhellenic Council is the administrative and governing body that unites five sororities on the Northwest campus by working to foster a supportive environment that values scholarship, leadership, service, and sisterhood. Panhel strives to unite chapter women regardless of their individual chapter affiliation by coordinating sorority events, service projects, educational programs, and formal sorority recruitment. Panhel works to maintain high scholastic and social standards to strengthen the bonds of friendship and sisterhood throughout the sorority chapters.
  - Current Panhellenic chapters include Alpha Delta Pi, Alpha Sigma Alpha, Phi Mu, Sigma Kappa, and Sigma Sigma Sigma.

For more information on Greek Recruitment please visit the following link:
[http://www.nwmissouri.edu/greek/index.htm](http://www.nwmissouri.edu/greek/index.htm)

The Greek Life Office is located in the Office of Student Involvement, for any other questions regarding Northwest Greek Life please contact Student Involvement at 660.562.1226.

**Service and Engagement**
The Office of Student Involvement also houses Service & Engagement, which serves both the community and the University as the main source of volunteer opportunities, service-learning experiences and to assist with the service goals of community agencies. Volunteer programs at Northwest are beneficial to the development of students and also to improve Northwest Missouri. We offer a wide range of
programs that help students become engaged in the community and provide a valuable experience to apply to the post-college careers.

Service & Engagement offers several established programs, as well as various opportunities throughout the year. Recurring projects include:

- Bearcat Service Days (see local agencies for more information)
- Lobby Day
- Martin Luther King Day
- Alternative Spring Break

Check the Service & Engagement page on Bearcat Link for upcoming service opportunities. Students will log their service hours on the Service & Engagement page in Bearcat Link and these hours will then show on the student’s co-curricular transcript, also available in Bearcat Link. ([https://nwmissouri.collegiatelink.net](https://nwmissouri.collegiatelink.net))

For more information please contact the Office of Student Involvement 660.562.1226 or you can email Service & Engagement at serveandengage@nwmissouri.edu.

Leader Development
The Student Leadership Challenge offers everyone the chance to take the initiative and make a difference. The Student Leadership Challenge is about how student leaders mobilize others to want to get extraordinary things done. It’s about the practices leaders use to transform values into actions, visions into realities, obstacles into innovations, individuality into collaboration, and risks into rewards. It’s about a climate in which people turn challenging opportunities into remarkable successes.

Leadership at Northwest includes Service & Engagement, Bearcat Leadership Training, and Exemplary Leadership Academy. Check out resources through our Leadership Library or go to Bearcat Link to get involved in one of over 150 organizations where you can learn to be a leader!

For more information on becoming a Leader on the Northwest campus, contact Student Involvement at 660.562.1226 or visit the following link: [http://www.nwmissouri.edu/getinvolved/leadership/index.htm](http://www.nwmissouri.edu/getinvolved/leadership/index.htm)

Encore Performing Arts Series
The Encore Series is designed to provide an unparalleled experience where the very best performing artists create and share knowledge through the arts in order to serve the students, Maryville residents, alumni and visitors to the campus of Northwest Missouri State University. Encore tickets are free to Northwest students but available to others for purchase! For the season schedule: [http://www.nwmissouri.edu/getinvolved/encore.htm](http://www.nwmissouri.edu/getinvolved/encore.htm) & for ticket information: [http://www.nwmissouri.edu/getinvolved/encore.htm](http://www.nwmissouri.edu/getinvolved/encore.htm)

Ploghoft Diversity & Distinguished Lecture Series
The Ploghoft Diversity Lecture series is funded through the generosity of Dr. Milton and Zella Ploghoft of Athens, Ohio. Dr. Ploghoft, a 1949 Northwest alumus, is professor emeritus at Ohio University, and Mrs. Ploghoft completed her elementary and secondary education at Horace Mann Laboratory.
School at Northwest.

The Ploghoft Diversity Lecture series is part of the Distinguished Lecture Series which is designed to enhance the academic environment through individual discipline and interdisciplinary topics. Supported by the Office of the Provost, and the Student Activity Fee, the series offers the Northwest and Maryville communities opportunities to hear from extraordinary individuals who come from around the globe. Scholars, world travelers and leaders in their fields visit the Northwest Campus to share their wisdom, insight, and experiences.

For more information please visit the following: http://www.nwmissouri.edu/getinvolved/lecture.htm

**Intercollegiate Athletics**
Northwest is affiliated with the National Collegiate Athletic Association (Division II) and the Mid-America Intercollegiate Athletics Association (MIAA). Varsity athletics include football, volleyball, men’s and women’s basketball, men’s and women’s track and cross country, men’s and women’s tennis, baseball, women’s soccer, women’s golf, and softball. For information, call 562.1713.

**Intramurals and Campus Recreation**
The Campus Recreation program at Northwest provides an opportunity for participation in many different activities, both team and individual, for students desiring competition beyond the high school level. The different sports represented include basketball, table tennis, flag football, softball, volleyball, to name a few. The Student Rec Center is available for all students to utilize on a drop-in basis. Some activities are basketball, volleyball, walleyball, racquetball, and walking/jogging on a suspended track at no charge. Please bring clean shoes and your Bearcat Card to access the SRC. Call 562.1606 or for more details, go to: www.nwmissouri.edu/crec.

Foster Fitness Center (FFC)
The Foster Fitness Center is on the South side of campus near Colden Pond, conveniently located within a few minutes of walking from each dorm on campus. There are spectacular views of campus to enjoy while working out and meeting new friends. The atmosphere is fun, friendly, inviting, and safe for all students.

The Foster Fitness Center offers a variety of strength equipment for all levels, cardio equipment that accommodate the most vigorous workouts, fitness accessories, locker rooms, and an exercise studio. The FFC is available to all students attending Northwest Missouri State University at no additional cost.

Do you like to work-out with a group, or do you need a little motivation? Try participating in one of our group exercise classes or working out with a personal trainer. These services are provided by students who are currently studying or are interested in the field of health and science. There are additional fees associated with these services, and several packages are available for both group exercise and personal training. The FFC staff is here...
to help students reach their goals of better health and fitness.

For more information stop by or call the Foster Fitness Center at 660.562.1708 or find them online at: www.nwmissouri.edu/services/fitnesscenter

Peer Education
Northwest Peer Educators are students who educate other students through Freshman Seminar, classroom seminars, student organizations, special programs, and awareness campaigns. Topics Peer Educators address include alcohol and drugs, wellness, relationships, sexual assault, body image, diversity, stress management, and others. Presentations can be tailored to fit the audience’s needs. For more information about becoming a Peer Educator or to schedule a presentation, contact Wellness Services at 562.1348.

Safe Ride Home
The Safe Ride Home Program is a student operated transportation system that safely transports students throughout Northwest and the Maryville community.

The Safe Ride Home Program offers two distinct services for specific operations, the Safe Ride Home Shuttle and the Safe Ride Home Taxi Service.

Safe Ride Shuttle
The Safe Ride Shuttle drives two continuous routes throughout the campus and city communities with stops placed in the areas of highest usage for pick-up and drop-off requests. The Safe Ride Home Shuttle includes retail and business locations for running errands and transporting merchandise. Students must present a current bearcat identification card at the pick-up location. The Safe Ride Shuttle is similar to a city bus system. The hours of operation and routes are posted on the Northwest Missouri State University website.

Safe Ride Late Night Taxi
The Safe Ride Home Taxi transports students to and from residences and points of interest, such as entertainment venues and local establishments, on a call-in basis late at night. The Safe Ride Taxi is intended for student transportation only, not retail locations or merchandise. Students must present a current bearcat identification card at the pick-up location. Guests may ride only when escorted by a current student. Students call (660) 562-1254 with the information below to schedule a Safe Ride Late Night Taxi.

· Name
· Northwest account number (919#)
· Contact cellular telephone number
· Current location
· Destination
· Number of passengers

Safe Ride Etiquette
The Safe Ride program is a student run program of peers serving peers. Please be mindful of others and courteous while using the program. To keep wait times at a minimum, Safe Ride vehicles do not wait for students at pick-up locations.

University Services

Northwest Missouri State University
**Administration Building**
The Administration Building is the oldest and most iconic building on campus. It was placed on the National Register of Historic Places in 2010. It contains many different offices that help to keep the campus running. Included in these offices are the Admissions Office, Advisement Office, Bursar’s Office, Cashiering, Financial Aid, Registrar’s Office, Career Services, and the Student Services Desk.

**Admissions Office**
The Admissions Office, located on the second floor of the Administration Building, processes all applications for undergraduate admissions. Staff members are knowledgeable concerning transfer credits, transcript evaluations, residency determination and admission procedures and standards. They will be very happy to assist you with your academic endeavors.

**Advisement Assistance and Orientation**
The Advisement Assistance and Orientation Office provides assistance in academic advisement and choosing a major to students who have not declared a major or those needing special assistance for success at Northwest. Services are targeted toward deciding students, non-traditional, probationary, transfer, and students wishing to change majors. In addition, the office conducts faculty training and operates the Attendance/Early Alert program, which connects students to University offices and services based on the student’s academic or wellness needs. Any student seeking general advisement is welcome to visit the office located on the second floor of the Administration Building.

**Bursar’s and Cashiering Office**
The Bursar’s and Cashiering Offices are located on the first floor of the Administration Building. Bursar’s Office is responsible for financial counseling and the Cashiering Office receives and processes all payments to Northwest. Inquiries concerning student billing, installments, payment options, refunding dropped courses, and account refunds should be directed to 660.562.1578 or cashiering@nwmissouri.edu.

**Career Services**
Career Services guides career exploration and development. We provide resources via our website and Resource Library. Staff members in our centralized office provide resume and cover letter critiques along with major and career exploration, job and internship search strategies and interview preparation. Career Services plans and hosts a variety of events throughout the year to further student development and provide opportunities to connect with employers. These events include Career Day and Education Expo, Exploring Majors & Minors and “Mock” Interview Day all of which occur in both the Fall and Spring trimesters. Students and alumni can use Hire A Bearcat, our online service to find job and internship opportunities. Hire a Bearcat also allows students to sign up for on-campus interviews, be included in resume referrals and much more.
For more information, visit us in Room 130 of the Administration Building, at
The Office of the Registrar provides student services beginning with the student’s first registration for courses, continuing through graduation and beyond. Inquiries concerning registration, academic standards, loan deferments, enrollment certifications, grade records, adding and dropping classes, degree audits, graduation requirements, and transcripts should be directed to this office, located on the second floor of the Administration Building.

Scholarships and Financial Assistance
Located on the second floor of the Administration Building, the Office of Scholarships and Financial Assistance is responsible for the administration of all federally funded student financial assistance programs, including the William D. Ford Direct Loan Program. The office also provides services to students receiving vocational rehabilitation funds, veterans’ benefits, private and institutional scholarships and loans, Missouri Department of Higher Education Assistance Programs and other types of financial assistance.

Students receiving vocational funding from the State Department of Rehabilitation or funding from the Veterans’ Administration should contact this office for certification and counseling assistance.

Students who need assistance in planning and budgeting their college expenses and resources are encouraged to contact this office for a copy of the student financial assistance brochure which describes the various types of assistance available as well as the procedures for applying.

Students are responsible for meeting the requirements for academic progress as stipulated in the Requirements for Academic Progress for Financial Assistance Recipients, which is given to each student who receives financial assistance through this office.

Student employment
Northwest has a variety of on-campus jobs. Interested students apply and search for job openings on the Student Employment website.

Students with Federal Work-Study should follow the same procedure. Some students find jobs by networking with faculty and staff for whom they wish to work. Positions pay minimum wage and above and are based upon the job duties and skills required. The program coordinator’s office is located in the Human Resources Office, 125 Administration Building.

Student Services Center
Located on the first floor of the Administration Building, the Student Services Center provides visitor and student information, brochures, campus maps, newsletters, petition forms and other information concerning the University. Check cashing, ticket sales, fax service, parking permits, address changes and other services are available. Individuals seeking information about the University may call the Student Services Center at 562.1212.

Northwest Missouri State University
TRIO Student Support Services
Student-oriented federally-funded learning assistance program, dedicated to helping student participants' transition, retain, and graduate. Through personal coaching and mentoring, participants will find and learn how to utilize a variety of academic support services to complete an undergraduate education. You may be eligible to participate in this program if neither of your parents graduated from college, you receive financial assistance, or if you have a disability. SSS is located on the third floor west wing of the Administration Building. For information: http://www.nwmissouri.edu/services/sss/index.htm or call 660.562.1862.

Veterans’ Affairs Office
The University maintains an Office of Veterans’ Affairs to assist veterans and eligible persons in all phases of certification and retention of benefits. The Veterans’ Office, which is located in the Office of Scholarships and Financial Assistance, is prepared to assist veterans and eligible persons in receiving benefits for educational benefits, tutorial assistance, veterans’ work-study, and giving advice and counsel.

Institutional Testing Services
A number of national educational tests are administered by the Assessment Office staff which may be required for undergraduate or graduate admissions, course waivers, and University graduation requirements. These tests include the ACT, SAT, MoGEA and MEGA. For information, application forms, fees, testing dates and services, contact Assessment Office, 562.1452.

J.W. Jones Student Union
The J.W. Jones Student Union serves as the center of co-curricular life on campus. The first floor contains the Bearcat Commons, second floor contains The Jones, Bearcat Bookstore, Campus Dining Office, and Student Engagement Center, and third floor includes various meeting rooms, which can be reserved. The offices located in the Student Engagement Center are Student Affairs, Residential Life, Auxiliary Services, Service and Engagement, Student Involvement, Greek Life, Student Leadership, Office of Equity and Accessibility and Green Dot.

To reserve a meeting room go to www.nwmissouri.edu/studentaffairs/auxiliary.

Campus Dining
Campus Dining caters to all University divisions and offers a wide variety of menu items to the University community. Dining areas are located in the J.W. Jones Student Union, The Station, B.D. Owens Library, and the Forest Village Community Center. All on-campus dining locations accept Dining Dollars, Resident Dollars, cash, credit or debit cards, as well as inclining balance. All-Access and Block Meal Plans provide meals that can be used in the Bearcat Commons.

Bearcat Commons
Our all-you-care-to-eat restaurant is the perfect place to meet up with friends. This location offers a Mediterranean Kitchen -- with fresh hearth baked pizza and zesty pasta dishes, produce market.
and deli, Produce Market, Deli, All-American Grill, Entrée Station, Tex-Mex, Exhibition Station, Mongolian Grill and the Bakery. Check out our digital menu boards, enhanced signage and community-styled seating areas. Plus, this location is home to many exciting special events and theme meals.

The Jones
Located on the second floor of the J.W. Jones Student Union, the Jones houses Chick-fil-A, Einstein Bros. Bagels, Zen, and Provisions on Demand (P.O.D.) Express - mini-convenience store featuring Jamba Juice. These concepts provide a full suite of dining options.

Special Services
In addition to food service for every waking hour, Campus Dining offers a plethora of special services for the Northwest community. An on-site dietitian is available for personal counseling, group presentations, and food allergy management assistance among many other services. A top-of-the-line catering department is ready to deliver excellence to every type of event. If you need anything food related, give Campus Dining a call at 660.562.2555.

Vending
Use your Bearcat card at all beverage and snack vending machines on campus. It’s easy and convenient no matter what time of day.

Concessions
Use your Bearcat card at any Northwest concession stand. Also, it can be used at the Northwest tailgate before football games.

Student Engagement Center
The Student Engagement Center can be found on the second floor of the J.W. Jones Student Union and is home to numerous campus offices. The purpose of the Student Engagement Center is to be a welcoming area where students are encouraged and challenged to connect with the Northwest community including their peers, faculty, and staff. The Student Engagement Center Team will provide well-informed services, information, and resources. While the space is available to all campus community members, resources will be designed to support the goals of the offices and programs located in the Student Engagement Space. The following offices are located within the Student Engagement Center.

Auxiliary Services Office
This office processes the Bearcat Card (Student ID), meal plans, and event location reservations. All students living on-campus are required to have a meal plan. Off-campus students are not required to have a meal plan, but may choose one from several different plans. For more information about meal plans or the Bearcat Card, (see Bearcat Card) contact Auxiliary Services 660.562.1430.

Bearcat Card (Student ID)
Every student enrolled at Northwest is required to have an identification card, known as the Bearcat Card, to carry at all times and to present when requested by University personnel. Students are to be in possession of only their own ID. Possessing someone else’s ID can result in disciplinary action. The Bearcat Card can be used for meals, copy machines, library, vending machines, on-campus Provision on Demand (P.O.D.) stores, sporting events, fitness

Northwest Missouri State University
centers, and at the Bearcat Bookstore.
Currently enrolled students can obtain a
Bearcat Card at the Auxiliary Services
office on the second floor of the J.W.
Jones Student Union.

The Bearcat Card can also be a
student’s ATM and Debit Card to be
used locally or across the country. For
students to take advantage of this option
they must sign up for a checking
account with US Bank in Maryville.

The ID card is valid as long as the
student is enrolled at Northwest.
Students should treat their Bearcat Card
as they would cash or a credit card. If
the card is lost or stolen, notify the ID
Office immediately. Replacement ID
cards may be obtained from The Station
or the Auxiliary Services Office. The
cost is $20 plus tax and will be applied
to your student account. If the lost card
is found and returned to the ID Office, a
$5 credit will be given. Broken cards will
be replaced for free as long as the card
is at least one year old. Report lost
cards immediately to the Auxiliary
Services office on the second floor of
the J.W. Jones Student Union, call
660.562.1430, or go online to
www.nwmissouri.edu/studentaffairs/auxi
liary

International Affairs
The International Affairs team assist and
advise international students and
scholars with U.S. immigration concerns,
in understanding University policies and
programs, and in making the adjustment
to higher education.

International students are required to
report to the International Affairs Office
at the beginning of each term to verify
enrollment and students must provide a
current local address within 10 days of
changing address. All address and
status changes must be reported to the
office for SEVIS data entry. Address
updates can be made via email to
intlprog@nwmissouri.edu. Students and
scholars can make appointments for
other matters by stopping by the front
desk, emailing, or calling 562.1367.

Office of Diversity and Inclusion
The Office of Diversity and Inclusion
provides academic and social resources
to students and employees from
marginalized racial and/or sexual
identities and offers educational
opportunities to the Northwest
community. The office provides
opportunities for students of color and
urban core students to get involved to
aid in retention and graduation. This
includes M.O.R.E (Mentors Over
Retention and Education), heritage
month celebrations, multicultural student
organizations, and individualized
student success planning. The office
also provides safe zone training,
organizations, and mentoring to LGBT
students and allies. Along with other
areas of the Student Engagement
Center, the office works to create an
inclusive campus community that
accepts each person for who they are.

Student Affairs Office
Housed in the Office of Student Affairs
are the offices of the Vice President of
Student Affairs, Assistant Vice-President
of Student Affairs-Auxiliary Services,
and the Director of Student Conduct and
Development.

B.D. Owens Library
B.D. Owens Library, opened in 1983, is
a service-oriented library in a 116,000 square foot facility designed to meet the varied learning and research needs of Northwest students, faculty, and staff. The library collection and services support scholarly research and provide current information that promotes student competencies concerning lifelong learning, critical thinking, communication, and research.

The library’s website provides on-campus and remote access to thousands of journal titles and eBooks for currently enrolled students and current faculty. The library’s robust online catalog returns search displays with resource summaries and availability/location of books, eBooks, government documents, and audiovisual materials. Course-focused guides and tutorials along with research and citing assistance are also available. Research service includes a broad array of delivery methods, including chat, text, walk-in, by appointment, e-mail, and phone. The library’s very popular “Help with Research” program provides learners the opportunity to receive personalized research assistance. The library building houses over 250,000 print books, documents, and bound periodicals. Nearly 35,000 periodicals are available in electronic format. Approximately 180,000 eBooks are available through the library catalog, with additional access to over 27 million items through the statewide partnerships maintained by the MOBIUS library consortium. MOBIUS items arrive at B. D. Owens Library in 3-5 working days. Interlibrary loan service is available for materials not available within the state.

B. D. Owens Library is home to several key services widely used by the University community that complement the library’s instructional support mission. The Learning and Teaching Center, which supports faculty professional development, the Talent Development Center, which offers free tutoring and academic support across the curriculum, the Writing Center, which offers writing across the curriculum tutoring, and The Center for Informational Technology in Education (CITE), which administers and supports the University’s instructional technology needs, are all housed on the second floor. Information Technology support is also provided on the first floor.

Throughout the library, areas for private study and reading are available along with spaces and resources that invite collaboration and facilitate team project development. Additionally, Novel Grounds, the library’s full-service coffee house, provides a relaxing space for quiet conversation and contemplation. B. D. Owens Library is fully wireless.

Special Collections and Archives
The Special Collections area includes many rare volumes of Missouriana, posters, prints, documents, and an extensive Willa Cather collection. The University Archives contains University records, presidential papers, memorabilia, photographs, and other items pertaining to the history of Northwest and Missouri. This collection is available by making an appointment with the Archivist, Jessica Vest at 562.1974.

Curriculum Materials
The Audiovisual, Curriculum Materials, and Juvenile Collections are located on the third floor of B.D. Owens Library. Educational videos are shelved in the audiovisual collection and located online in the Films on Demand streaming video database. Multimedia equipment including external hard drives, digital voice recorders, digital cameras, notebooks, DVD players, etc. can be checked out at the Library Services Desk. The Curriculum Materials collection includes elementary and secondary textbooks with corresponding teacher guides. A large collection of children and young adult books are located within the Juvenile Collection and in ebook format through the library’s web page.

Testing
The Proctoring Center is located on the 2nd floor of B.D. Owens Library to assist students with testing accommodations who have a documented disability.

Additionally, the Assessment Office has a center on the first floor of Garrett-Strong to assist with testing needs for all students.

Departmental Library
The Horace Mann Laboratory School Library supports the Horace Mann School. A wide range of print, eBooks, audiovisual equipment, and professional materials are provided. The collection includes a model elementary library collection as well as curriculum materials for grades kindergarten through six.

Starbucks
Starbucks Coffee, conveniently located in B.D. Owens Library, offers brewed coffee and specialty drinks, gourmet bakery items, parfaits, sandwiches and more. Starbucks is the place to get work done on your laptop or enjoy great conversation, all over your favorite coffee drink.

Talent Development Center Tutoring
Free one-on-one or small group tutoring is available in the Talent Development Center on the 2nd Floor of Owens Library. Tutors are highly trained students who earned A’s or B’s in the classes that they tutor. They help students focus on how to learn with what to learn. Tutoring is available for most general education courses and some upper-level courses. There is also tutoring available for some standardized tests. Most tutoring occurs through appointments scheduled at the Talent Development Center but there are drop-in tutoring times available for certain subject areas. The TDC is located on the second floor of the B. D. Owens Library. To contact the tutoring program with questions or make an appointment, call 660.562.1726 or email tdc@nwmissouri.edu

Supplemental Instruction
The SI program offers FREE peer-led collaborative study groups for traditionally challenging courses. SI sessions are led by students who have completed and earned high grades in the targeted course. SI Leaders provide regularly-scheduled group review sessions per week and assist in developing the skills to be a successful student. Contact the SI program at si@nwmissouri.edu and see the
session offerings online on the Talent Development Center webpage.

**Academic Success Coaching**
The Academic Success Coaching program works with ASSIST students and students on academic probation to provide additional academic support through mentoring, coaching, and supplementary courses. Individualized coaching appointments include:

- Goal setting
- Academic skill building
- Time management strategies
- Organizational strategies
- Referrals to campus resources
- Peer mentoring

The coaches work with students to discuss progress and perform regular grade and attendance checks for all participants.

**Student Athlete Success Programs (SASP)**
The Student Athlete Success Program (SASP) is designed to provide an environment in which student athletes can experience their fullest personal, social, and academic growth. The program provides tools through individualized mentoring appointments that develop academic skills, time management skills, and organizational skills needed for athletes to be successful students. SASP holds each student accountable for their academic performance and meeting the NCAA eligibility and compliance guidelines.

**Writing Center**
Located on the second floor of Owens Library, the Northwest Writing Center offers tutoring to students wanting to become better writers. Any undergraduate or graduate student may visit the center or call 562.1835 to reserve time to receive individual help. For group projects, all participants must attend every tutoring session. Graduate Assistants and peer tutors will help with any kind of writing task – essays, reports, research papers, letters, and other assignments – but they do not merely proofread papers. Tutors can guide writers through prewriting, revising, and editing. The Writing Center also provides small group tutoring for students in Introduction to College Writing classes, English classes, and standing appointments for the English as a Second Language Program (ESL) students or students with special needs.

**The Station**
The Station serves as the front desk for the Tower Suites. Residents of the Suites will utilize The Station for mail services, lock-outs, and other desk-related services. In addition, The Station serves the entire Northwest community and guests with the following services:

- Papa John’s Pizza
- P.O.D. Convenience store
- Meeting rooms
- Public meeting space
- Residence Hall Association (RHA) office and meeting space
- Textbook Services

The goal of The Station is to provide outstanding customer service. Residents, faculty, staff, and guests to Northwest will observe this service in every interaction with The Station staff. This includes quick stops for stamps at the front desk, making a meeting room reservation, or just stopping by for a
snack on the way to class.

The Station houses four meeting rooms, available by reservation. One space is an enclosed room with a boardroom table and chairs. The other three areas can be reserved as a whole unit or as individual units. This is based on the needs of the guest and availability.

The Station can support all events with any configuration of tables, chairs, staging, audio and video equipment. Audio and video support personnel will be on hand for any scheduled event. For on-the-spot needs, The Station team will do everything possible to provide the services requested.

**Provisions on Demand (P.O.D.) Market featuring Papa John’s**
The Station Papa John’s and P.O.D. Market will feature pizza, café coffee service, and a wide range of grab-and-go items such as salads and sandwiches as well as an on-campus convenience market.

**Pizza delivery**
Papa John’s now offers 8 inch pizzas along with pizza by the slice and on-campus pizza delivery. Use your Bearcat card to order whole pizzas from Papa John’s using your Resident Dollars, Flex Dollars, inclining, cash, credit, or debit cards. Flex dollars can be used to order pizza delivery from Pizza Hut or Dominos. These merchants will also accept inclining balance for pizza delivery.

**Essentials at Forest Village**
When you need to stock your in-room fridge or grab a snack and beverage to keep you going, our POD Express in FVA provides you with everything you need.

**University Wellness Services**
University Wellness Services is the hub of all campus health and wellness services and encompasses clinical, counseling, health promotion, and public health services. While remaining committed to quality outpatient care, Wellness Services focuses on wellness not only as prevention of disease, but as a philosophy of life. This philosophy emphasizes self-responsibility and taking an active role in maintaining one’s health. We believe true health must consider the individual as an integration of mind, body, and spirit. Wellness Services strives to be inclusive of all students and serve as a safe space for marginalized students at Northwest. Wellness Services does not unlawfully discriminate against people on the basis of race, ethnicity, national origin, religion, sex (including pregnancy), gender identity and expression, age, sexual orientation, marital status, disability, veteran status, or any other basis prohibited by federal, state, or local law, or University policy.

Prior to enrollment, students are required to comply with certain health requirements, including (1) Completion of a Health History Form (required for all students), (2) Measles, Mumps, and Rubella (MMR) Vaccination (required for all students), (3) Meningococcal Vaccination received after the age of 16 (required for students living on campus only), and (4) Tuberculosis Screening (required for all students) and/or Targeted Testing (required for certain students who may be foreign-born,
students who have spent more than three continuous months outside the United States, and/or have a known exposure to tuberculosis). Details on how to satisfy these requirements can be found at www.nwmissouri.edu/wellness/beforenw.htm

Clinic Services
Wellness Services provides primary care health services to Northwest students, and is staffed with a Physician, Nurse Practitioners, RNs, and LPNs. Wellness Services sees an average of 40 students a day with a number of health issues, ranging from routine sore throats or flu symptoms, to more urgent care problems.

Wellness Services also provides screenings and immunizations in an effort to protect the campus from the spread of communicable diseases. Wellness Services strives to focus on holistic care, patient education and follow up. Our goal is making sure the student is back to optimal health as soon as possible.

Students at Northwest pay a designated fee that covers clinic Office Visit charges. However, students will be responsible for lab, procedure, injection, and medication charges that are not covered by their insurance. Wellness Services will bill your insurance and accept payment from your carrier for services rendered. Any amount not covered by either the designated fee or your insurance can be charged to your University account. Our staff is would be glad to answer any questions you have regarding our services and/or our billing procedures—before, during, or after your visit.

Personal Development and Counseling Services.
Wellness Services is committed to the personal development and success of all Northwest students. Personal Development and Counseling Services offers individual, couples, and group counseling to students. In addition, the following services are provided to the campus community: workshops, guest lectures, referral services, consultations, training, and crisis intervention.

Health Education
Wellness Services helps students realize they can make responsible and educated choices about their health and wellness by providing programming and presentations about all aspects of wellness. Wellness Services’ health education staff plays a vital role in campus compliance initiatives involving alcohol and other drugs, Title IX, Clery Act, and suicide prevention.

Health Promotion Services
Wellness Services offers a variety of services promoting health and wellness that are designed to help students modify their lifestyles and move toward a higher level of health and wellness. These services include but are not limited to: grant-funded public health initiatives, health and wellness related speakers, awareness weeks, health education activities, and other health promotion events and peer education.

Bearcat Peer Education consists of five student groups who work together and separately on various health and wellness related initiatives. Through interactive activities in and out of the classroom, Bearcat Peer Educators
share the vision of Wellness Services with the campus community. For more information about becoming a Bearcat Peer Educator or to schedule a presentation, contact us at 562.1348 or email at PEEREDU@nwmissouri.edu

Northwest Green Dot
At Northwest we’re ending violence one green dot at a time. Green Dot is a violence prevention initiative focused on reducing violence, including stalking, sexual assault, and partner violence.

A green dot is any behavior, choice, word, or attitude that sends the message that violence is not okay with you. By doing green dots, you help set the norm that violence is unacceptable and everyone is expected to do their part to keep our community safe. There are lots of ways we can do green dots:

- Look out for a friend at a party
- Write a paper on violence prevention
- Use social media to talk about Green Dot and violence prevention
- Talk to others about why violence prevention is important to you
- Call the police if someone is being shoved or harassed
- Ask someone to check in on an acquaintance who might be in an abusive situation
- Create a distraction to diffuse a fight or argument
- Get a friend a safe ride home if you see they’ve had a lot to drink
- Attend a Green Dot bystander training

No one has to do everything, but everyone has to do something. What’s Your Green Dot?

To learn more about Northwest Green Dot, contact Danielle Koonce at dkoonce@nwmissouri.edu

Mabel Cook Recruitment and Visitors Center
The staff at the Mabel Cook Recruitment and Visitors Center welcomes prospective students and their families to the Northwest campus. Guests can arrange tours and collect complete information about the University, from admissions requirements to career choices, as well as information about financial assistance, scholarships, and extracurricular activities. The center also houses the Early Outreach Program, which serves 7th-9th grade students by helping them know how to prepare for college while in high school. Student Ambassadors are present to provide campus tours for prospective students and families. These tours are designed to familiarize students with the student union, dining facilities, athletic facilities, residence halls, academic buildings and classrooms, the library and much more. An Admissions representative is also available to answer questions and provide additional assistance. Many special visit day opportunities are offered by the staff including bus tours, counselor luncheons, academic department visit days, junior visit days, and green and white visit days.

Mail/Copy Center
The Mail/Copy Center, located at 108 Thompson-Ringgold, is a contract station that offers the following services: first-class mail, priority mail, express mail, media mail and package services, certified mail, return receipt, insurance,
delivery and signature confirmation. Due to our contract, the only international mail we can accept are postcards and letters, packages mailed internationally must be taken to the local United States Postal Services (USPS), located at 507 N. Fillmore. We sell stamps, postcards, and envelopes along with mailing tubes. Priority and Express mailers along with boxes in a variety of sizes are also available. The Mail/Copy Center only handles USPS mail and services, all other carriers such as FedEx, Airborne, UPS, and DHL are handled through MDC, (Material Distribution Center) located at West 16th and College Park Drive. Residence hall mail is delivered Monday through Saturday at 11 a.m. In order to help the Mail/Copy Center expedite your mail in a timely manner, please give your complete address to all persons who will be corresponding with you throughout your University stay.

In addition, the Mail/Copy Center is equipped with digital and color copiers as well as a HP full-color Plotter that prints on three sizes; 24, 36, and 42” widths. Paper is offered in text and cover weight and in a variety of colors. We also have résumé paper and print NCR forms. Folding, coil, and spiral binding as well as lamination are also services we offer. Hours of operations are 8 a.m.-5 p.m. Monday through Friday. Phone number: 660.562.1109 or 660.562.1137

Mathematics Laboratory
The University Mathematics Laboratory provides limited tutorial help for most lower-level mathematics courses. Lab assistants are available several hours per week. This service is located in the Mathematics Department, Garrett-Strong 2930. For more information, call 660.562.1230.

Motor vehicle registration
A vehicle is classified as a motorized means of transportation that is licensed by the state and requires a valid Northwest permit. Unlicensed motorized vehicles (scooters) are allowed on campus streets and parking lots. All vehicles (including scooters) must be registered with University Police in order to use University parking facilities. Parking areas are designated for use by permit type, and copies of the traffic and parking regulations are provided upon registration of vehicles. Permits are distributed from the Student Services Center on the first floor of the Administration Building.

Check the Student Services’ website for the latest registration fees. Temporary and visitor parking permits can be obtained from the Student Services Center 8 a.m.–5 p.m., Monday-Friday and from University Police, 24/7.

University Advancement
The Office of University Advancement includes the areas of Alumni Relations, Advancement Services and Development, as well as the Northwest Alumni Association and Northwest Foundation, Inc.

Each area encourages students, alumni, and friends of the University to maintain a close relationship with Northwest through a variety of activities. These loyal constituents offer their time and talents as volunteers at many University functions. Financial contributions from alumni, friends, businesses,
foundations provide the resources to fund scholarships, student programs, and University projects that impact the entire Northwest campus. The Office of University Advancement staff members work in the Alumni House located to the south of campus on College Avenue and in offices located on the first floor of the administration building.
Facility hours

B.D. Owens Library  
562.1192

Fall and Spring Trimester Hours

Sunday 1–11:45 p.m.
Monday–Thursday 7:30 a.m.–11:45 p.m.
Friday 7:30 a.m.–4:45 p.m.
Saturday 9 a.m.–4:45 p.m.

Summer Trimester Hours

Sunday 2–9:45 p.m.
Monday–Wednesday 7 a.m.–9:45 p.m.
Thursday–Friday 7 a.m.–4:45 p.m.
Saturday Closed

University Police  
562.1254

Open 24 hours a day, 7 days a week

For after-hours emergencies, call University Police at 660.562.1254 or go to the ER at St. Francis Hospital and Health Services. In addition to calling University Police, students with urgent mental health needs during evening, nights and weekends may call the Support Line at 888.279.8188.

If you have a question about your condition after hours, Community Health Line offers a nurse line that can provide quality health information. This local service is free and confidential and is offered 24 hours a day, seven days a week. Please call 1.800.455.2476 to access this service.

Olive DeLuce Fine Arts Building  
562.1315

Monday–Friday 7 a.m.–midnight
Saturday 7 a.m.–5 p.m.
Sunday 12:00 p.m.–midnight

Summer Hours:

Monday–Friday 8 a.m. – 5 p.m.

Hours are subject to change during holidays, intersessions, summer breaks, etc. and will be adjusted as needed during special events. Please contact the Fine Arts Office Manager or University Police with concerns or questions.

Fitness Center  
562.1708

Monday–Thursday 6 a.m.–9 p.m.
Friday 6 a.m.–7 p.m.
Saturday 10 a.m.–2 p.m.

- With home football game 10 a.m.–noon

Sunday 4–9 p.m.

Wellness Services  
562.1348

Cashiering, Ad. Bldg.  
562.1578

Monday–Friday 9 a.m.–3 p.m.
Personal Development & Counseling Services
Health Promotion Services Monday–Friday 8 a.m.–5 p.m.

For after-hours emergencies, call University Police at 562.1254 or go to the ER at SSM Health St. Francis Hospital. In addition to calling University Police, students with urgent mental health needs during evening, nights and weekends may call the Support Line at 888.279.8188.
If you have a question about your condition after hours, Community Health Line offers a nurse line that can provide quality health information. This local service is free and confidential and is offered 24 hours a day, seven days a week. Please call 1.800.455.2746 to access this service.

J.W. Jones 562.1430
Student Union

Daily 7 a.m.–midnight
Summer (M–F only) 7 a.m.–5 p.m.
If you need help after 5 p.m. please call the student manager on duty at 254.0175.

Registrar’s Office 562.1151
Monday–Friday 8 a.m.–5 p.m.

Student Rec 562.1606
DINING AREAS
(Hours subject to change)

<table>
<thead>
<tr>
<th>Bearcat Commons weekday hours and concepts</th>
<th>Days</th>
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<td><strong>Breakfast</strong></td>
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<tr>
<td>Grill</td>
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<tr>
<td>Entrée</td>
<td>7–10:30 a.m.</td>
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<tr>
<td>Bakery</td>
<td>7–10:30 a.m.</td>
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<tr>
<td>Produce Market</td>
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<tr>
<td><strong>Lunch</strong></td>
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<td>Grill</td>
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<tr>
<td>Exhibition</td>
<td>11 a.m.–3 p.m.</td>
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**Center**
Monday–Thursday 8:30 a.m.–9:00 p.m.
Friday 8:30 a.m.–7:00 p.m.
Saturday 11:00 a.m.–3:00 p.m.
Sunday 5:00 – 9:00 p.m.
Closed during MIAA doubleheader basketball games. Call 562.1606 for break and intersession for updated hours.

**Talent Development** 562.1726
Center (TDC)
Monday–Friday 8 a.m.–5 p.m.
Please check our website for latest availability on evening walk-in tutoring hours.

**Textbook Services** 562.1150
Monday–Friday 8 a.m.–5 p.m.

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<thead>
<tr>
<th>Mediterranean Kitchen</th>
<th>11 a.m.–3 p.m.</th>
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<td>Mongolian Grill</td>
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<tr>
<td>Bakery</td>
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<td>Dinner</td>
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<tr>
<td>Produce Market</td>
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### Bearcat Commons
#### Weekend Hours and Concepts

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<td>Bakery</td>
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<tr>
<td>Produce Market – all day breakfast</td>
<td>7 a.m.–9 p.m.</td>
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<td>Lunch</td>
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<td>4–9 p.m.</td>
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</tbody>
</table>

Creativity is in abundance – with more options than ever, Late Night is now served exclusively out of Mongolian Grill.

### The Jones
- **Chick-fil-A**
  - Monday–Friday: 10:00 a.m.–9:00 p.m.
  - Saturday: 11 a.m.–7 p.m.

### Einstein Brothers Bagels
- Monday–Friday: 7 a.m.–5 p.m.

### P.O.D. Mini and Zen Asian
- Monday–Friday: 10 a.m.–8 p.m.

### The Library
- **Starbucks**
  - Monday–Thursday: 7:30 a.m.–11:45 p.m.
  - Friday: 7:30 a.m.–4:45 p.m.
  - Saturday: 9 a.m.–4:45 p.m.
  - Sunday: 1–11:45 p.m.

### The Station
- **P.O.D. Market**
  - Monday–Thursday: 4 p.m.–1 a.m.
  - Friday: 4 p.m.–2 a.m.
  - Saturday: 4 p.m.–2 a.m.
  - Sunday: noon–midnight

- **Papa John’s (including on-campus delivery)**
  - Monday–Thursday: 4 p.m.–1 a.m.
  - Friday: 4 p.m.–2 a.m.
  - Saturday: 4 p.m.–2 a.m.
  - Sunday: 5 p.m.–midnight

### Forest Village
- **Essentials**
  - Monday–Sunday: 11 a.m.–11 p.m.

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### Student Bill of Rights

**Preamble**

At an institution of higher learning, the pursuit of knowledge and attainment of mature attitudes can be greatly enhanced by:

Northwest Missouri State University
facilitated by freedom of expression and participation in decision-making. Students need to be informed of their positive rights under the law as well as their obligations. Therefore, in order to promote education, encourage responsibility and guarantee the rights of the students, we establish the following Bill of Rights. It is expected that students shall exercise these rights with maturity and responsibility and that they shall not be used as an excuse to infringe on the rights of others. No right enumerated in this bill shall be construed to be in conflict with the goals of the University or local, state, or federal laws.

**Academic requirements**
The student has the right to accurate and plainly stated information that enables him/her to clearly understand:
1. The general qualifications for establishing and maintaining an acceptable academic standing.
2. The graduation requirements for his/her particular curriculum and major.
3. The procedural course requirements set by the individual instructors for their courses.

**Disclosure of information**
The student has the right to protection against disclosure of certain personal information. Information concerning the student contained in medical and counseling records shall not be disseminated without a student’s expressed consent. Academic and disciplinary records are protected against disclosure by the Family Educational Rights and Privacy Act (FERPA), as amended, although that Act does permit disclosure in limited circumstances without the student’s consent.

**Discrimination**
In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class, in employment or in any program or activity offered or sponsored by the University, including, but not limited to, athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing. All members of the University community should endeavor to insure against discrimination through word and action.

**Search and seizure**
No student residence shall be entered by anyone other than, or accompanied by, a member of the staff or administration, and only then after first obtaining consent of the student or approval of the hall director/coordinator of the Student Affairs staff. This privilege is subject, however, to entry gained by virtue of other legal authority.

**Student-Teacher Relations**
Students have the freedom to take reasoned exception to any data or any viewpoint expressed by an instructor. However, in exercising this freedom, students should not interfere with the instructor’s conduct of the class. Students have the right to be evaluated correctly and fairly in their academic performance, and not on their opinion,
per se, controversial or otherwise, that may be expressed in or outside of class.

Students have the right to discuss their academic performance with their instructors. Students who feel they have been evaluated unfairly by the instructor have the right to an appeals procedure which shall be made known to them by the department chairperson.

Campus organizations
Any group of students may become a recognized campus organization subject to faculty sponsorship and approval by Student Senate. Recognition shall be denied only if the group’s goals and purposes are inconsistent with law, University policy, and/or the Northwest Bill of Rights.

Freedom of expression
Please refer to the following link to view Northwest Missouri State University’s policy on freedom of expression: http://www.nwmissouri.edu/policies/student/Freedom-of-Expression.pdf

Students as private citizens
It is the right of every student as a responsible adult to freely exercise his/her full rights as a citizen. He/she may participate in off-campus activities singly or with any group, for any legal purpose, provided he/she does not officially represent the University.

Governance
It is the right of students to have meaningful representation through their student government on University committees that relate to students. Moreover, they have the right to know the reasons if such representation be denied. A written statement of the limits of such representation shall be furnished to all who are involved.

Curriculum
Students have the right to present proposals for curricular revision and the formation of changes in curriculum beginning at the departmental level.

Un-enumerated Rights
The enumeration in this bill of certain rights shall not be construed to deny or disparage others retained by the student. Students have the right to an appeals procedure originating with Student Senate concerning any infringement of points enumerated in this Bill of Rights.

Amendment
Procedure for amending this Student Bill of Rights shall be joint action by the Student Senate, Faculty Senate and the Administration, and approved by the Board of Regents.

Photo and videotape policy
Northwest captures photographs and videos of students throughout the year. These images often include students in classrooms, labs, residence halls, athletic events and other University activities. Northwest reserves the right to use these photographs and videos in the promotion of the University. Students who enroll at Northwest do so with the understanding that photographs and videos may be taken which would include them and which may be used in
University publications, newspapers, and other media for promotional purposes including advertising and marketing. Names of students may also be released to the press regarding student involvement in academic and extracurricular activities.

Posting and chalking policy

Posting Policy

To begin the poster approval process

1. Student Organizations recognized by Student Senate can have their event approved through Bearcat Link or approved by hand in the Office of Student Involvement.

2. Postings from Northwest Departments can be approved by obtaining a stamp from the Office of Student Involvement or University Marketing and Communication.

3. Individual students, sponsored by a Northwest Department, can have their posting approved by the Office of Student Involvement.

4. Businesses (non-Northwest), public organizations, and private citizens can email their poster to OSI@nwmissouri.edu or have it approved by hand in the Office of Student Involvement.

5. Northwest Departments and Student Organizations with an approval stamp can post on University Boards. All others can only post on the Public/Non-University Boards.

6. Posters are required to have the following information:
   a. Who is sponsoring the event?
   b. What is the event being promoted?
   c. Where will the event take place? (Be Specific)
   d. When? Date and time of when event is being held.
   e. Contact information

7. Requests must be submitted at least two days prior to the event and posted for only a maximum of two weeks.

Regulations

1. No posting on walls, doors, or windows.

2. No postings permissible in the bathrooms, except with express permission of OSI.

3. No postings on trees, fences, benches, lampposts, signs, monuments or buildings, or placed on parked cars.

4. Postings may be attached with staples or push pins (tacks) to Bulletin Boards. No tape or glue is permitted.

5. Postings must be removed within one week after the event.

6. Postings may be no longer than 14.5 by 22.5 inches.

7. No inappropriate content that is disruptive to the educational environment of the University or that violates the University’s policies prohibiting discrimination and
harassment. This includes but is not limited to: pornography, obscenities, pictures or association to alcohol and/or illegal substances.

8. Postings not in English need to include an English translation on the posting. Exceptions may be made for phrases that are of common knowledge.

9. There may be only one posting hanging on each University Board.

10. All postings on the University Boards must have Student Involvement stamp or University Marketing & Communication stamp.

11. For unusual postings outside the norm (i.e. oversized, odd locations, etc.), contact Auxiliary Services: auxserv@nwmissouri.edu

Violations

1. Reports of violations of this Policy may be submitted to the Office of Student Involvement.

2. For minor violations such as failure to remove expired postings, covering or removing another posting, or hanging more than one posting per bulletin board, the following sanctions will be imposed:
   a. The first offense each academic year shall result in a written warning directed to the president of the organization or the department head.
   b. Each subsequent offense shall result in the loss of posting privileges for 15 weeks excluding Northwest Holidays beginning on the date the violation was submitted.

3. For major violations such as forgery of approval or hanging an unapproved posting, the following sanctions may be imposed:
   a. Revocation of posting privileges for up to one academic year from the date of the violation.
   b. A monetary fine of $25.
   c. In extraordinary cases, the charges and evidence may be turned over to local or state authorities.
Sidewalk chalking
application procedure

1. Organizations must be registered and recognized by Student Senate and registered in Bearcat Link to chalk. Individuals sponsored by a Northwest Department may also chalk.

2. A recognized organization or individual sponsored by a Northwest Department who wishes to perform sidewalk chalking must submit a Sidewalk Chalking Application. Please print the form or pick one up from the OSI, complete it and return it to the Office of Student Involvement on the 2nd floor of the J.W. Jones Student Union.

3. Upon submitting the Sidewalk Chalking Application, the organization will receive sidewalk chalk from the OSI.

4. Individuals submitting applications must submit either their organization's Northwest ID#, or provide their own student ID# and sign the form, agreeing to the terms of this policy.

5. Chalking may only be done on sidewalks and with non-permanent chalk.

6. No content shall be made in chalking that materially and substantially disrupts the functioning of the institution, or is unlawful, or involves speech that rises to the level of illegal harassment as defined by the University's policies prohibiting discrimination and harassment.

7. No libelous, harassing, or discriminatory references shall be made in the chalking.

8. Northwest Missouri State University's policy is to allow up to two recognized organizations or individuals to post during the same period, not to exceed 2 weeks (Sunday - Sunday).

9. Organizations and individuals are asked to rank preference of locations for chalking on the application. If a second organization or individual signs up for the same period, the OSI will notify both parties which locations they are allowed to chalk.

10. Chalking must be cleaned with soap and water within 2 days after the chalking end-date, or the ID# provided on the application will be charged a $10 fee per location.

Student Union banner policy

Banners may be hung on the exterior of the J.W. Jones Student Union only with prior written approval from Auxiliary Services.

Approval

1. Only banners promoting Northwest campus-wide events that everyone is invited to attend and which are taking place on campus and organized by a campus organization or office will be approved.

2. Requests are approved on a first-come first-approved basis.

3. A Banner Approval Request Form must be completed which will include a sketch or photograph of the banner. The Banner Approval Request Form must be submitted no later than 5 business days before the banner is approved.
requested to be hung. The exceptions are Homecoming or Greek Week banners. These banners are approved and hung by the Office of Student Involvement.

4. Banners not in English should include English translation. Exceptions may be made for phrases that are of common knowledge.

5. The banner must specify the recognized student organization or Northwest office sponsoring or co-sponsoring the event.

6. Once approved, banners may be dropped off at the Auxiliary Services office to be hung. Banners will be hung by the Union staff only.

7. Banners may be hung on the building no more than 7 days. Banners may be removed in less time if space is needed. Damaged banners and/or banners that are hung on the building without approval will be removed. Banners will be taken down the day after the event. Banners may be picked up at the time, any banner not picked up after 1 week will be discarded.

8. There are 24 spaces to hang banners. Each space is 105' (8'9") wide by 117" (9'9") tall. In order to hang a banner it must be smaller than these dimensions. (See examples below)

9. Banners must include grommets at all four corners to be attached to the building. The exception is if the banners are using a wood 2"x2" or 1"x4" at the top, then there should be holes drilled through the wood or screw-in eyelets, to attach rope or bungee cords.

10. Bungee cords will be provided for the banners that are a minimum of 6'x7'. Smaller banners must have ropes attached.

11. Banners may not contain: libelous, harassing, or discriminatory references, inappropriate content that is disruptive to the educational environment of the University, or content that violates the University's policies prohibiting discrimination and harassment.

Violations
Violations of the Banner Policy will be handled according to University Posting Policies.

Examples
2" x 2" with holes drilled in the corner and 3' of rope

Overall dimension of banner are 39" x 78" (average twin sheet size)

2" x 2" with holes in the corner and 3' of rope
Multiculturalism

Quality multicultural experiences are essential for functioning effectively in a global society. At Northwest, multiculturalism includes everyone. We consider mutual respect, openness, a desire to learn, understanding and appreciating differences as important multicultural values. We believe communication is critical to the process of cultivating awareness, understanding and acceptance of cultural diversity in the human growth experience. By sharing and learning together at Northwest, we continue to build upon our current opportunities both on campus and in the region, which include:

- lectures, performances, and exhibits
- educational and social programming

Nondiscrimination

Northwest Missouri State University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class, in employment or in any program or activity offered or sponsored by the University, including discriminatory harassment, is encouraged to bring these issues to the attention of the Equal Employment Opportunity (EEO) Officer, who may be contacted at: EEO Officer, Northwest Missouri State University, 800 University Drive, Maryville, Missouri, 64468-6001 (660-562-1128).

Questions or concerns regarding the University’s compliance with Title IX may be directed to the University’s Title IX Coordinator or Deputy Title IX Coordinators. The University has designated the following Title IX Coordinator and Deputy Title IX Coordinators as named in the University’s Title IX Policies and Procedures:

Persons having inquiries concerning the University’s compliance with this policy or any laws and regulations prohibiting discrimination are directed to contact the following:

- An employee with questions or concerns about any type of discrimination in the workplace, including discriminatory harassment, is encouraged to bring these issues to the attention of the Equal Employment Opportunity (EEO) Officer, who may be contacted at: EEO Officer, Northwest Missouri State University, 800 University Drive, Maryville, Missouri, 64468-6001 (660-562-1128).

- Questions or concerns regarding the University’s compliance with Title IX may be directed to the University’s Title IX Coordinator or Deputy Title IX Coordinators. The University has designated the following Title IX Coordinator and Deputy Title IX Coordinators as named in the University’s Title IX Policies and Procedures:

Rebecca Lawrence
nondiscrimination/EEO policy, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of the law or University policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

Copies of the University’s Equal Employment Opportunity (“EEO”) Guidelines are available in the Office of Human Resources.

**Americans with Disabilities Act (ADA)**
The federal Americans with Disabilities Act provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities. The law addresses employment, public service transportation, public accommodations and telecommunications. The individuals covered include persons who have a physical or mental condition substantially impairing “major life activities.” Persons with a history of an impairment as well as those regarded by others as having an impairment are covered by this law. For more information contact Rebecca Lawrence, 562.1013 or at ADA@nwmissouri.edu.

**Consensual amorous**
relationships

In General

There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, and parties in such a relationship assume those risks. In the University context, such positions include (but are not limited to) supervisor and employee, senior faculty and junior faculty, mentor and trainee, and professor and student. Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine the real or perceived integrity of the supervision and evaluation provided. Such relationships may be less consensual than the individual whose position confers power or authority believes. The relationship is likely perceived in different ways by each of the parties to it, especially in retrospect.

Moreover, such relationships may harm or injure others in the academic or work environment. Relations in which one party is in a position to review the work or influence the career of the other may provide grounds for complaints by third parties when that relationship gives undue access or advantage, restrict opportunities, or creates a perception of these problems. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct after notice is given that such conduct is no longer welcome.

Where such a relationship exists, the person in the position of greater authority or power will bear the primary burden of accountability, and must ensure that he or she – and this is particularly important for teachers – does not exercise any supervisory or evaluation function over the other person in the relationship. Where such recusal is required, the recusing party must also notify his or her supervisor or department head, so that such supervisor or department head can exercise his or her responsibility to evaluate the adequacy of the alternative supervisory evaluative arrangements to be put in place. Staff members, may instead, as an option, notify the Office of Human Resources. To reiterate, the responsibility for recusal and notification rests with the person in the position of greater authority or power. Failure to comply with these recusal and notification requirements is a violation of this policy, and therefore grounds for discipline, up to and including termination.

With Students

The University will view it as unethical and a violation of this policy if University employees engage in sexual or romantic relationships with students enrolled in their classes or subject to their supervision. Such employee-student relationships may include, but are not limited to, faculty and student, advisor and advisee, teaching assistant and student, coach and athlete, and the individuals who supervise the day-to-day student living environment of student residents. The behavior is, in most cases, unethical even when the
relationship is consensual (i.e., both parties have consented), because the voluntary consent of the student is in doubt, given the power imbalance in the student-employee relationship. Even if consent were to be shown, a clear conflict of interest would still exist which might create the appearance of discrimination or favoritism in grading or access to educational opportunities. Relationships between a graduate student and an undergraduate student, when the graduate student has some supervisory responsibility for the undergraduate student, are covered by this policy.

An employee with questions or concerns about consensual amorous relationships in the workplace is encouraged to bring these issues to the attention of the EEO Officer.

Alcohol and drug policy
Please refer to the following link to view Northwest Missouri State University’s alcohol and drug policy:

Education
Section 1. All employees now covered by this policy will be required to participate in a drug and alcohol awareness seminar. Special sessions will be scheduled for new employees within the first three months of their employment. The drug and alcohol awareness seminars shall include:
A. The content of this policy.
B. The extent and nature of the abuse problem, including national and Northwest statistics, as well as social, personal and health risks.
C. Recognition of symptoms of abuse and discussion of recent perspectives on the problems (i.e., focus on prevention, environment and norms rather than only on full-blown addiction, value of early intervention, process of addiction and health risks).
D. Referral information on available counseling, rehabilitation, and self-help groups.
E. Penalties to be imposed for violation of this policy.

Assessment
Section 1. Assessment activities to guide program development will be conducted by the Wellness Services staff, and results will be used to evaluate and guide program development.

Assessment, at a minimum, will include the following information:
A. An appraisal of the environment for subtle causes of alcohol and drug abuse;
B. Surveys of campus awareness, attitudes and behaviors regarding the abuse of alcohol and other drugs;
C. The collection and use of alcohol and other drug-related information from police and security reports;
D. The collection and use of summary health and counseling client information;
E. The collection and use of summary data from drug-related disciplinary actions.
F. Northwest uses the Missouri College Health and Behavior Survey (MCHBS) to monitor the behaviors of Northwest Missouri State University employees.
Northwest students. A substance abuse task force (MVPIP) with representation from all facets of the University reviews the MCHBS data annually. By reviewing this data annually, it ensures the University is properly addressing certain behaviors effectively.

G. A yearly summary of Northwest’s alcohol and drug related efforts is available in the Student Affairs Office.

Local and on-campus referral information

Off-Campus
Contact Wellness Services at 562.1348 for off-campus referrals.

On-Campus
Information and assistance is available through the Wellness Services and University Policy.
Wellness Services 562.1348
University Police 562.1254

Wellness Services provides individual and campus-wide education and resources to promote healthy living and reduce consequences from alcohol and other drug use.

Classroom presentations, interactive programs for residence halls, campus organizations and individuals about alcohol and other drug use, laws pertaining to their use, and personal risks related to using these substances are available.

Peer Educators plan and implement major awareness events to promote student wellness and safety throughout the year, and are an important educational resource for students.

Students may schedule appointments with the staff at the Wellness Services for confidential consultation and recommendations for assistance related to alcohol use.

Wellness Services chairs the Maryville Partners in Prevention, a multidisciplinary team that reviews policies, assesses needs and develops plans that are aligned with best practices in college health.

Self Help Groups
The following is a list of self-help groups available in the Maryville area. Similar groups meet in St. Joseph and other surrounding towns.

Alcoholics Anonymous (AA) Meetings
AA closed meetings are for anyone with a desire to quit drinking. AA meetings are for anyone who wants to learn more about alcoholism.

- Mondays – Noon, Wesley Center (Northwest campus)
- Mondays – 6 p.m., Methodist Church, 1st and Main, Maryville
- Wednesdays – 6 p.m., Margaret Davison Square, Maryville
- Thursdays – Noon and 8 p.m., Wesley Center, Northwest campus

Narcotics Anonymous (NA) Meetings
Narcotics Anonymous is a community-based association of recovering drug addicts.

- Mondays – 6 p.m., Wesley Center, Northwest Campus
- Tuesdays – 6 p.m., Countryside Christian Church
- Wednesdays – 6 p.m., Wesley Center, Northwest Campus

Northwest Missouri State University
Overeaters Anonymous (OA) Meetings
Overeaters Anonymous offers a program of recovery from compulsive overeating that addresses physical, emotional and spiritual well-being.

- Mondays – 5:30 p.m., St. Francis Hospital and Health Services, Maryville
- Saturdays – 9 a.m., St. Francis Hospital and Health Services, Maryville

Physical consequences of drug and alcohol abuse

The Liver
Alcohol — Severe swelling, cirrhosis and hepatitis.
Cocaine — Hepatitis from injecting with non-sterile needles.

The Muscles and Bones
Alcohol — Weakness and loss of muscle tissue, decreased bone strength, nutritional deficiency.

The Nose
Cocaine — Ulcers in the mucous membrane. Tobacco — Deadens the sense of taste.

The Lungs
Alcohol — Greater chance of infections.
Marijuana — More susceptible to colds, pneumonia and flu. May lead to chronic bronchitis, emphysema and lung cancer.
Cocaine — Breathing failure.
Tobacco — Leads to incurable cancer; also bronchitis and emphysema.

The Stomach
Alcohol — Inflammation, ulcers.

The Brain
All — Permanent brain cell damage.
Alcohol — Brain atrophy, deficits in problem solving, abstract thinking and difficult memory tasks. Links to violence and aggression, accidental deaths and injury. Dementia, blackouts, seizures, deficits in general intelligence and verbal learning. Memory loss, confusion, hallucinations.
Marijuana — Acute fears and anxiety.
Cocaine — Paranoia, aggressiveness hallucinations, convulsions.
Amphetamines — Speech and thought disturbance.
Tobacco — Neurotransmitters disrupted.

The Heart
Alcohol — High blood pressure, enlarged heart, heart failure.
Marijuana — increases heart rate by 50%, lowers oxygen supply to heart muscle. Cocaine — Heartbeat irregularity, heart attack. Tobacco — Heart disease, heart attack.
Amphetamines — Rapid or irregular heartbeat, heart disease or attack from injecting high doses.

The Pancreas and Intestines
Alcohol — Inflammation, diarrhea, chronic and acute pancreatitis.

The Sex Organs
Alcohol—Impotence. Hormonal changes lead to organ damage.
Marijuana—Temporary loss of fertility. Impairs normal sexual development.
Especially harmful during adolescence or pregnancy.

The Immune System
Alcohol-increased susceptibility to infection, pneumonia, peritonitis.
Drugs Injected — AIDS

The Blood Vessels
Amphetamines — Serious and life-threatening infections including AIDS from injecting amphetamines with non-sterile equipment or contaminated solutions.
Alcohol — High blood pressure.
Tobacco — Constricts blood vessels. Circulatory problems, increased cholesterol deposits.

Signs and Symptoms of Substance Abuse
Presentation may vary depending on the substance. The following are general signs and symptoms that may indicate substance abuse.
- Odor of alcohol on the breath
- Unexplained changes in personal or professional relationships
- Deteriorating work performance
- Mood swings with increased anxiety or depression
- Facial telangiectasias (spiders)
- Unusual scarring or bruising
- Deterioration in appearance
- Social isolation
- Unusual hoarseness
- Increased irritability
- Speech, coordination, memory problems
- Hyperactivity and/or psychomotor retardation
- Eye redness, irritation

Policies and Procedures
Students voluntarily become members of the institution and, in doing so, assume obligations of behavior reasonably agreed upon by that community for the purpose of furthering its mission, objectives, and day-to-day functions. On-going efforts are made to
ensure an environment in which the dignity and worth of all members of the University community are recognized and respected.

**Academic Honesty**


**Appeals Process for Academic Policies**


**Accommodations for Students with Disabilities**

Students with disabilities who desire accommodations should request services through the Office for Equity and Accessibility. For more information, please visit: [www.nwmissouri.edu/swd](http://www.nwmissouri.edu/swd), or email ADA@nwmissouri.edu.

**Northwest Disability Accommodations Syllabus Statement**

Students in this course who need disability accommodations/modifications should present a copy of their official Northwest accommodation letter from the Office for Equity and Accessibility to the instructor during private office hours as early in the term as possible. Additional information can be found at: [http://www.nwmissouri.edu/swd/index.htm](http://www.nwmissouri.edu/swd/index.htm).

**Class Absences**

Students are expected to attend all classes as specified in the course syllabi for each course. However, specific attendance policies may vary from instructor to instructor. Each instructor will clarify the attendance policy at the beginning of each course. It is the responsibility of the student to promptly notify his or her instructor when unable to attend class. Absence procedures can be found online at [www.nwmissouri.edu/studentaffairs/absence.htm](http://www.nwmissouri.edu/studentaffairs/absence.htm).

**Information Technology (Campus Computing)**

It is the policy of Northwest to maintain access for its community to local, national and international sources of information and to provide an atmosphere that encourages the free exchange of ideas and sharing of information.

Access to this environment and the University’s information technology services and resources should be considered a *privilege* and must conform to all laws, with Northwest policy and with any policies specific to a service or resource. For more detailed information on acceptable usage of the Northwest Network and its resources review the Computing Policies at: [www.nwmissouri.edu/compserv/ClientComputing/ComputingPolicies.htm](http://www.nwmissouri.edu/compserv/ClientComputing/ComputingPolicies.htm)
Assuring **network stability** is a priority for Northwest’s Information Technology. Northwest technology and computing policies safeguard the availability of campus shared services and resources, ensuring that approved uses are not negatively impacted or interrupted.

Preserving access to information resources is a community effort that requires each member to act responsibly to protect network performance and stability. Therefore, both the community as a whole and each individual, have an obligation to abide by Northwest’s technology and computing policies to assure network stability and availability. University information technology resources, including bandwidth and IP addresses, belong to Northwest, not to end-users. Northwest’s Information Technology is responsible for managing network resources and allocating bandwidth by application priority to assure network stability and functionality.

Failure to comply with the appropriate use of Northwest’s technology services and resources is in violation of Northwest Computing Policies and jeopardizes the atmosphere of information sharing, the free exchange of ideas and the secure environment of creating and maintaining information property. Members of our community found using information technology services or resources for unethical and unacceptable practices will have violated this policy and are subject to disciplinary proceedings including monetary fines, suspension or loss of system privileges, expulsion from the University, termination of employment and/or legal action as may be deemed appropriate.

Northwest reserves the right to limit or restrict the use of its information/technology services and resources based on institutional priorities and financial considerations, as well as when it is presented with evidence of an abuse of University policies, contractual agreements, or local, state and federal laws.

Members of the community have an expectation of privacy. If a user is suspected of abusing this policy, his/her right to privacy may be suspended by the University’s requirement to protect the integrity of its information/technology services and resources. The University, thus, reserves the right to examine material stored on or transmitted through its facilities if there is cause to believe that a local, state or federal law is being broken or the standards for acceptable and ethical use are being violated by a member of the University community.

The University reserves the right to monitor accounts, usage and information stored on or transmitted over its facilities/equipment if there is evidence of a policy violation, illegal or unethical use or viral activity. (See Northwest’s printed Computer User’s Guide at: [www.nwmissouri.edu/Compserv/ClientComputing/online_support](http://www.nwmissouri.edu/Compserv/ClientComputing/online_support) for additional information.)

**Personal Data and Campus Notebooks**

Please refer to the following link to view Northwest Missouri State University’s policy on personal data and campus
notebooks:  
http://www.nwmissouri.edu/policies/technology/Personal-Data-and-Campus-Computer.pdf

Mass Email  
Please refer to the following link for Northwest Missouri State University’s policy on mass email:  
http://www.nwmissouri.edu/policies/technology/Mass-Email.pdf

Copyright Restrictions  
The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, library and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a photocopying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Individuals using the campus public photo-copiers are also liable for any infringement of copyright laws.

Demonstrations and Picketing  
Please refer to the following link to view Northwest Missouri State University’s policy on demonstrations and picketing:  

Disruptive and Concerning Behavior  
The behavior of a student or group of students that disrupts or threatens to disrupt a class, university function, or otherwise materially and substantially disrupts the functioning of the institution or that affects, or threatens to affect, the safety or health of an individual or group of individuals (student or employee) will immediately be referred to the Director of Student Conduct and Development, who will determine appropriate actions. Disruptive behavior includes a student’s failure to address and/or manage emotional or health issues thereby putting his or her well-being at risk, as well as the living/learning environment of others. Examples include, but are not limited to, failure to take medications, suicidal threats, self-starvation or purging, or on-going substance abuse or addiction. The Director of Student Conduct and Development has the discretion to address instances of disruptive behavior by referring them either to the student judicial system or by taking other actions deemed appropriate.

Mandated Risk Assessment  
Northwest expects and encourages students to demonstrate a reasonable concern for their own welfare. This is particularly true in the arena of self-harm. In the event that the University is presented with a credible report that a student has threatened or attempted suicide, engaged in efforts to prepare to commit suicide, or expressed a preoccupation with suicide, that student may be required to attend a four session mandatory psychological assessment
and emergency responders may be contacted in the event of an immediate and/or imminent threat of harm to himself or herself.

The primary rationale for mandating a mental health assessment is to assess the safety of the student. An additional purpose is to assess the student’s willingness and ability to maintain healthy behavior and develop alternative coping mechanisms/problem solving behaviors. The mandate also connects the student with resources that may lead to the student seeking therapy to help resolve the issues leading to the threats or attempts.

Reports that are submitted regarding students who exhibit suicidal tendencies will be reviewed by a panel of qualified professionals. The panel will determine if a non-voluntary assessment is appropriate or if there are other alternatives that may better fit the situation, such as encouraging therapy, withdrawal, or involuntary withdrawal. In the panel’s decision-making-process, the key distinction for mandating an assessment as opposed to some other course of action will be the level of suicidal ideation or actions taken toward suicide, including but not limited to behaving in such a manner so as not to materially and substantially disrupt the functioning of Northwest Missouri State University.

The panel will also determine the necessity of parental notification in situations where the safety of individual students is threatened.

Involuntary Withdrawal and Readmission
Information regarding the University’s involuntary withdrawal and readmission policy can be found at http://www.nwmissouri.edu/policies/student/Involuntary-Withdrawal-and-Readmission.pdf.

Distribution of Non-University Publications Policy
The purpose of this Policy is to set forth the circumstances under which non-University publications may be distributed at the University. The distributor of the non-University publication is responsible for compliance with this Policy.

The distribution of non-University publications will be unrestricted on the Northwest campus if:

- The publication is intended primarily for dissemination of news, opinion and information, and not for promoting sale of goods, products, or services.
- The Vice President of Student Affairs, or designee, is notified prior to the distribution of the publication materials.
- The distribution is limited to areas deemed appropriate by the Vice President of Student Affairs, or designee.
- The non-University publication is distributed in person.
- The publications being distributed include the name and address of the publisher and the names of the editors and officers of the publication.
- The publication does not in any manner state or imply that it is connected with or under the auspices of the University.
The publication does not contain anything that is defamatory, illegal, obscene, likely to inflict injury or tend to incite immediate violence (fighting words) or directed to inciting or producing imminent lawless action, or violate any other University policy.

Family Educational Rights and Privacy Act (FERPA)
Please refer to the following link to view Northwest Missouri State University’s policy for Family Educational Rights and Privacy Act (FERPA):

Hazing
The University and each (inter)national fraternity and sorority expects its members to obey all local, state, and federal laws and to abide by the chapter’s policies, guidelines, and standards. Significant resources are allocated at all levels to educate the members about alcohol and substance abuse and being responsible for their behavior and actions. Please see the University’s Hazing Policy for more information at
www.nwmissouri.edu/studentaffairs/PDF/policy/hazing.pdf

Hazing is banned by Missouri state law and the University. All fraternities and sororities have strict policies against hazing practices. Hazing is forbidden and will not be tolerated.

All activities sponsored by our Greek organizations must be consistent with the founding principles of the organizations and must compliment the educational mission of Northwest Missouri State University. If you are concerned about any suspicious activities, or have any questions, please contact the Greek Advisor at 660.562.1226.

Parking
Parking on campus requires a permit. Student parking permits are $90 for the academic year. Students must register for vehicle permits online through CATPAWS and pick up the permit at the Cashiering Department in the Administration Building. Rules and regulations governing parking on campus are located online at www.nwmissouri.edu/police/parking and in print at the University Police Department.

Towing and Immobilization Policy
Information regarding the University’s policy on towing and immobilization can be found at

Skateboards, Rollerblades, Bicycles, Hoverboards, etc.
Skateboard, rollerblade, bicycle, and hoverboard activity should be conducted with courtesy toward all students using the sidewalks. Such activity should be conducted away from University buildings and high traffic areas. We encourage everyone to register their bicycle with University Police.
1. All University sidewalks and walkways are to be considered high-traffic areas.
2. All pedestrians have the right of way over the above mentioned modes of transportation using the sidewalks.
3. Cycling, skateboarding, rollerblading, and hoverboarding in buildings and off stairways, picnic tables, benches and retaining walls is prohibited.
4. Any student who violates the above policy may face disciplinary action by the University.
5. Bicycles should be chained only to bicycle racks — not to sign posts, railings or trees.
6. Hoverboards are restricted to outside use only. They are not allowed in University buildings, including residence halls, for any reason (including for storage and/or charging purposes).

University Police may remove illegally parked bicycles.

Sexual Misconduct
The University is committed to providing a learning, working, and living environment that is free of discrimination on the basis of sex and gender, including sexual harassment. All members of the University community are expected to contribute to an inclusive and discrimination free environment in a positive manner. Furthermore, sexual harassment, including sexual violence, is a violation of federal and state law, as well as Northwest policy. All faculty, staff, and students need to be aware that they will be subject to disciplinary action for violations of this policy, up to and including termination. Northwest is committed to providing an environment in which individuals are treated equitably and with respect. Harassment will not be tolerated under any circumstances within the University’s jurisdiction, whether it is in an academic, employment, residential, or social situation. Please see the University’s Title IX policy for more information.

If you are harassed
1. If you feel safe and capable, tell the offender clearly and directly that the conduct is unwelcome and offensive to you, and that you want it to stop at once.
2. Get help from others if you are unable to or find it difficult to confront the offender directly. Staff members in the Office for Equity and Accessibility, Personal Development and Counseling, the Human Resources Office, or the Student Affairs Office can help you analyze the situation and determine the best way to handle the harassment.
3. Document the conduct, including time and place, and the names of possible witnesses.
4. Report the problem to someone who can do something about it! The following resources will be able to assist you:
   - Your resident assistant or hall director
   - Your instructor or supervisor
   - The offender’s supervisor, department chairperson or dean
   - The Counseling Services Director: University Wellness Center, 562.1348
   - Title IX Coordinator or Deputy Coordinator as outlined in the University’s Title IX policy or by emailing titleix@nwmissouri.edu.
Feel free to bring a friend with you. No one will force you to take any action you do not want to take and you will be protected against retaliation for reporting. Additional questions concerning the Sexual Harassment policy should be addressed to those listed above.

Minors on Campus
Please refer to the following link to view Northwest Missouri State University’s policy for child protection-minors on campus:
http://www.nwmissouri.edu/policies/personnel/Child-Protection-Minors-on-Campus.pdf
Student Code of Conduct

The Student Code of Conduct at Northwest has been approved by the Board of Regents and functions on the premise that every student should adhere to various rules and regulations of the University and should receive a fair and impartial, closed hearing before a Student Conduct Board that includes students when charged with a violation of these rules and regulations. The Student Code of Conduct outlines all procedures in the conduct process as it pertains to violations, making a complaint, investigations, pre-hearing procedures, committee hearing procedures, sanctions, and appeals. The Student Code of Conduct is coordinated by Dr. Kori Hoffmann, Director of Student Conduct and Development, 562.1554. Any questions concerning the policies and procedures within the Code should be directed to Dr. Kori Hoffmann, Director of Student Conduct and Development, 562.1554.

Hearing Committees

The following Hearing Committees have been formed to hear cases based upon where the violation took place, the severity of the violation, and which committee, in the opinion of the Director of Student Conduct and Development or designated Residential Life Professional, is best equipped to handle the hearing of a particular violation.

Residence Hall Discipline Committee

A Northwest Missouri State University residence hall director will facilitate the selection of a Discipline Committee to hear those cases referred to them by the Director of Student Conduct and Development or designated Residential Life Professional (Class A or Class B violations) as well as rules specific to each given residence hall. All such rules and regulations shall be in writing and shall be distributed to all residence halls and continuously posted in a prominent location. The Hall Director in question serves as an advisor to the Residence Hall Discipline Committee, which consists of representatives from the various living areas. The chairperson will be appointed by the Residence Hall Discipline Committee Advisor, is present to run the administrative process, and will not have a vote. There must be three voting committee members present in order to take any action. The disciplinary action taken by the Committee must be approved by a majority vote. The Hall Director may, at his/her discretion, give the respondent an opportunity to have the case heard administratively in lieu of being heard by the full committee. If this option is presented, the decision to accept or reject belongs to the student.

Additionally, in cases of Class A violations, the Hall Director may issue a warning via a letter. This warning will serve as an official judicial sanction and may be considered in subsequent sanctions. The student has the right to meet with the Hall Director to have a hearing.

Student-Faculty Discipline Committee

This committee is composed of four faculty members and four students with a non-voting faculty chairperson appointed as outlined in the By-Laws of the Constitution of the Student Government Association. The Committee hears Class C violations and those cases in which dismissal from the
University could be the sanction recommended. It also may serve as an Appeal Committee for Hall Discipline Committee. The Committee may impose all disciplinary actions outlined in the Student Code of Conduct. The Director of Student Conduct and Development serves as the committee advisor to the Student-Faculty Discipline Committee. All actions of the Committee shall be taken by a majority of the members in favor of such action at a meeting at which at least six members are present.

**Interim Suspension**

As set forth herein, the Vice President of Student Affairs, or a designee, may impose a University or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

1. Interim suspension may be imposed only when there is reasonable cause to believe the student’s participation in certain University activities will lead to conduct that threatens the health or safety of any member of the University community; or other activity that is disruptive to the orderly operation of the University.
2. During the interim suspension, a student’s access will be restricted to the minimum extent necessary as the Vice President of Student Affairs or the Student Conduct Administrator may determine to be appropriate.
3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required. However, the student will be notified in writing of this action and the reasons for the suspension.

The notice will include the process for a student to appeal the interim suspension decision.

4. Appeals of an interim suspension are considered by an Appeal Board made of three (3) Northwest Leadership Team members. The student’s appeal should include information the student would like considered by the Appeal Board. When submitting an appeal, the student may write a letter and submit any evidence for the Appeal Board to show why there was no reasonable cause for the interim suspension. The student will be given notice of the date and time of the meeting of the Appeal Board, which will take place within seven (7) days of the interim suspension appeal. Limited exceptions to this timeline may apply on a case by case basis. Students will not be present for this meeting unless requested by the Appeal Board. The Appeal Board has the option to uphold, overturn, or modify the interim suspension. The Appeal Board will make a determination and communicate the determination to the student. Decisions of this Board are final. The terms of the Interim Suspension will be in effect until a final decision is made by the Appeal Board.

5. Notice of an interim suspension will not be used as evidence in a Student Conduct Board Hearing. However, failure to comply with the provisions of an interim suspension is a violation of this Student Code of Conduct and may be used as evidence when there is an alleged violation of the provisions of the interim suspension.
Parental Notification
The university retains the right to review meeting issues/decisions with parents and relatives when allowed by law, including when the student appears to be endangering self or others, if the student has violations related to alcohol or drugs, a health or safety emergency, or if the University has a FERPA release form on file.

Smoking
Please refer to the following link to view Northwest Missouri State University’s policy on smoking:
http://www.nwmissouri.edu/policies/personnel/Smoking.pdf

Solicitation
It is the policy of Northwest to permit solicitation in University buildings and on University property only by recognized student organizations and University offices. Additionally, the Athletic Department may authorize selected solicitation activities in the “Bearcat Zone” in accordance with the provisions set forth in the “Bearcat Zone” policy. The “Bearcat Zone” is an area located in College Park and its adjoining parking lots that is designated for tailgating activities at home football games. Solicitation shall be defined as any commercial, profitmaking, or fund-raising activity. Solicitation shall be permitted when consistent with the guidelines outlined in this section.

Any fundraising efforts performed on campus must be planned, sponsored, and coordinated by a recognized student organization or University office, not be sponsored by an individual or by a for-profit company outside of the University. The organization sponsoring the fund-raising must obtain the product to be sold, advertise, deliver the product, and handle any complaints.

Monetary transactions may be conducted through the organization’s University account (sales tax collection/payment issues). Contact the Office of the Vice President for Financial Affairs for details.

Weapons
Please refer to the following link to view Northwest Missouri State University’s policy on firearms and weapons on campus:
http://www.nwmissouri.edu/policies/personnel/Firearms-and-Weapons-on-Campus.pdf

Sexual Offenses on Campus
When a convicted sex offender enrolls or begins employment at Northwest, members of the campus community can access the information they need to protect themselves. Information on sex offenders that live within Nodaway County and have registered can be obtained at the Nodaway County Sheriff’s Department located at 402 North Vine, Maryville, MO 64468, 582.7445.

Sexual violence has a profound negative affect on those directly involved, and disturbs the peace of the community in which the incident occurred. While incidents of sexual violence, domestic/dating violence, and stalking are not limited to the college/university environment, such
activity has become a major concern on campuses throughout the country. We at Northwest have taken a proactive stance in educating our students about these issues and have developed an action plan for cases that are reported. It should be noted that sexual and relationship violence will not be tolerated at the University, and violators will be adjudicated. The following information is in compliance with the Higher Education Amendments (HEA) of 1998.

Northwest’s Response
Northwest is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The University considers sex discrimination in all its forms to be a serious offense. Sex discrimination constitutes a violation of the University’s Title IX policy, is unacceptable, and will not be tolerated. The Title IX Office is committed to the following threefold process:

1) to provide equitable crisis intervention measures and campus judicial response for the accuser and the accused;
2) to refer students to law enforcement and entities that can provide necessary resources; and
3) to educate and engage the Northwest community on issues related to sexual/relationship violence and prevention.

For more information, please see the University’s Title IX policy.

Assistance is available
If you have been subjected to sexual harassment or violence, you have options and choices, consider the following:

1. It is important to get help. Contact a friend or someone you can trust for emotional support. Depending on the situation, get to a safe place (e.g., RA’s room, University Police, a friend’s apartment). On weekends, SAFE RIDE HOME is an option: 562.1245.
2. Support systems during weekdays (8 a.m.–5 p.m.)
   • Wellness Services, 562.1348
   • Title IX Office, 562.1013
   • Student Conduct and Development, 562.1554

* University Police can be reached 24 hours a day (562.1254 or 911 from on campus), and the Northwest Survivor Advocate can be reached by calling University Police at anytime. Assistance is also available from Maryville Public Safety (562.3209 or 911 from off-campus). Incidents occurring off campus, in Maryville should be reported there. In addition, help is available from Residential Life staff during evening and weekend hours. Reporting the incident to authorities does NOT mean that you must proceed with prosecution or university investigation. That issue can be determined at a later time. The more assault cases that are reported, however, the easier they may be to prevent.
3. Seek medical assistance at once.
   St. Francis Hospital's Emergency Department's phone is 562.2600. Do NOT change clothes, shower, douche or otherwise clean up because:
   • A doctor will provide you with information and make
recommendations about testing and care. S/he will also address your personal health concerns and check for physical problems, sexually transmitted diseases and other evidence.

- If you wish to file a formal report, the medical exam and your clothing will be used as evidence. (It is suggested that you take a change of clothes with you.)

4. Seek counseling. Even if you do not report the offense and press charges, you should see a counselor to help you deal with the issues surrounding an assault.

5. Consider pressing charges or filing a University complaint.

6. Filing an Anonymous Sexual Assault Form is also an option. Wellness Services can assist you in filing this form. Additionally, you can submit an anonymous report via the online Sexual Misconduct Reporting Form.

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**Title IX Procedures**

A survivor of sexual/relationship violence has the right to seek redress, and the following options are available via the [Title IX policy](#).

Sexual/relationship violence cases processed through the University Title IX process will follow the procedures outlined in the University's Title IX Policy.

**More Assistance Available**

Every effort will be made to accommodate the survivor of the sexual harassment/violence, including adjustments to housing assignment and academic schedules when such options are reasonably available. The Title IX Coordinator, Rebecca Lawrence, should be contacted for assistance with these matters. She can be reached at 562.1013 or [titleix@nwmissouri.edu](mailto:titleix@nwmissouri.edu).

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### Severe weather/tornado information

**Where to Tune in to Local Weather Information**

During severe weather, it is important for you to be aware of changing weather conditions so you will know when they may affect you. One of the easiest and most effective ways to keep informed is to monitor local radio or television stations which give periodic weather bulletin during severe weather. These stations give local severe weather information:

<table>
<thead>
<tr>
<th>Radio Stations</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>KXCV Radio</td>
<td>90.5</td>
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<tr>
<td>KXCV-FM</td>
<td>106.7</td>
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<tr>
<th>Television</th>
<th>Channel</th>
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<tr>
<td>KNWT</td>
<td>Channel 8</td>
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**Notification of Tornado Warnings**

In the event of severe weather conditions, University Police will notify hall directors of the approaching storm. In the event of a tornado warning (actual sighting of a tornado in the area), University Police will sound the Simplex...
Audible Alarm along with Maryville Public Safety Department which will sound the outdoor civil defense siren. Testing of the tornado warning system will be conducted on Wednesdays at 11:50am.

**What to Do**
Upon hearing the outdoor sirens, do these things to protect yourself:

**If You Are Indoors**
Move immediately from your classroom, work area, office or residence hall room to an interior place of greater safety. Close and secure doors as you leave.

In multi-story buildings or residence halls, move to the basement or interior hallways on lower floors. Upper stories of buildings should always be considered unsafe. Close draperies and move away from areas with exterior windows or glass.

In classrooms, offices or work areas, move to the basement, interior hallways, stairwells or other areas which are directly supported and which are free from exterior windows and glass.

Avoid the following:
- Top floors of buildings
- Elevators (power may fail)
- Food service areas
- Auditoriums, gymnasiums or other structures with wide, free-span roofs

Stay close to the floor and cover your upper body and head with jackets, blankets, pillows, etc., and/or shield yourself from falling and flying debris by staying under heavy furniture.

If time permits, take a flashlight and battery-powered transistor radio when you move to a place of shelter for first-hand weather information and a source of light, should electrical power fail.

**If You Are Outdoors**
- Seek indoor shelter if possible.
- Parked motor vehicles are unsafe – seek indoor shelter.
- If indoor shelter is not available and there is not time for escape, lie flat in a ditch or low spot.
- If you are on a flat ground and are caught in the path of a tornado, always move at right angles to its path.
- Remain in a place of shelter until you receive the all clear signal or until you are sure the tornado has passed.

In case a tornado does hit the University, use a telephone only for emergency purposes. During disaster situations telephone overloads make coordination difficult for emergency operation forces.

**Shelter-in-Place**
You will be notified to either lock down or evacuate. If a situation does occur, use this information as a reference.

**Secure Immediate Areas:**
- Lock and barricade doors
- Turn off lights
- Close blinds, block windows
- Turn off radios and computer monitors
- Keep occupants calm, quiet and out of sight
- Keep yourself out of sight and take adequate cover/protection, i.e., concrete walls, decks, filing cabinets
- If not communicating with authorities, silence cell phones

**Unsecuring an Area:**
- Consider risks before unsecuring rooms
- Attempts to rescue people should only be attempted if it can be accomplished without further endangering the persons inside a secured area
- If doubt exists for the safety of the individuals inside the room, the area should remain secured and wait for officers to assist them from the scene

**Security on Campus**
The overall safety of the institution requires the active cooperation, assistance and support of the entire campus community. Safety and the avoidance of crime are community issues and or not limited to the Department of University Police. The department serves to maintain a safe campus environment and assumes responsibility for matters involving major incidents and/or injuries. The general prevention, detection and enforcement of procedures to identify hazards, assess degrees of vulnerability, mitigate risks and define emergency responses are the responsibilities of the Department of University Police. It is the function of University Police to minimize opportunities and conditions which nurture or result in crime or safety hazards by the development and implementation of proactive prevention and inspection programs and intercepting foot and motorized patrol. The function of the campus community is to consider their behaviors and discourage inappropriate activity.

**University Police**
Located in the Support Services Building on the north side of campus, the University Police is staffed with state certified and state trained commissioned police officers with the same authority to maintain order, preserve peace, investigate crimes and make arrests as held by other state certified peace officers.

The department enforces federal, state and local laws as well as University regulations and operates 24 hours a day with officers who work one of three shifts.

The University Police works closely with the Maryville Public Safety Department, Nodaway County Sheriff’s Department, the Missouri Highway Patrol and other state and federal law enforcement officials. These agencies routinely exchange crime-related reports and statistics. University Police operates under the principle that every person

**What to Report**
- Your specific locations: building name and office/room number
- Number of people at your specific location
- Injuries: number of injured, types of injuries
- Assailant(s) location, number of suspects, race/gender, physical features, clothing description, backpack, types of weapons (if known) and identify of the shooter
has the right to access the system and to seek redress of personal wrongs.

There shall be public disclosure of policy and an openness on matters of public interest. The contributions the University Police personnel make to this process is best served by an ongoing dialogue, mutual respect, fairness, and courteous treatment of persons in the campus community. Staff members are accountable to the community and are expected to conform to community standards and expectations. Review systems are in place to ensure that personnel are flexible, independent thinkers and are tolerant of various public attitudes and different types of behaviors. Every reasonable effort will focus on personal safety issues (e.g., date rape, self-defense, sexual harassment, alcohol misuse/DWI).

Crime prevention
The key to preventing crime is awareness, which is best achieved through education. At Northwest, several areas (including University Police, Residential Life, Personal Development and Counseling Services, and student organizations) work together to help students, faculty and staff take responsibility for their own safety.

The Residential Life Office and the University Police Department provide educational materials and programs to the University community throughout the year. Specific policy issues and problems are routinely addressed at residence hall floor, hall council and RHA meetings, or in the student newspaper. Through these efforts, community members are encouraged to care for themselves, and for each other.

As part of their patrol responsibilities, University Police officers report repairs needed for exterior lighting. Students and staff are also asked to report exterior lighting deficiencies or other needed repairs. To improve nighttime visibility, trees, shrubs, and other vegetation on campus are trimmed. Surveys of campus facilities, including lighting, are conducted periodically by a campus lighting committee composed of Student Senate members.

Most exterior doors on campus buildings are locked and secured each evening by the buildings’ staff members, the custodial or maintenance crew. Users of campus buildings are instructed not to compromise security by propping open the doors. During the late night hours, student patrol teams and University Police officers provide random patrol of campus buildings and parking lots.

Students in residential halls receive programs and handouts on security. These programs and handouts emphasize the room key is the basic means of security. Students are encouraged to lock their room doors at all times. Students are also encouraged to report problems to University Police and to help improve security on campus.

Crime Prevention Tools Offered by University Police
Emergency Telephones. These are placed in the entryways of every residential hall building on campus.
Campus Escort Service. The University Police Department provides a campus escort service to visitors and campus community members. Escorts are provided across campus during evening/night hours. If an escort is desired, please call 562.1254.

Operation ID. Operation ID is a program offered that allows all items that have a serial number to be logged into a local computer database. This will create a record of all of your items in case of theft or loss. University Police also maintains all lost items on campus for 30 days prior to releasing them to University Surplus in order for items to be disposed of or sold.

Security Survey. This program allows campus community members to request that a University Police officer conduct a check of their room and provide them an oral or written report.

Timely Warning Notification. “Timely warnings” will be provided to the community in the event of a reported crime, either on campus or off that is received within 72 hours of the incidence occurrence that, in the judgment of the Chief of the University Police Department or a designee, constitutes an ongoing or continuing serious threat to the university community. The warnings are generally written by the Chief of Police or a designee and are typically distributed to the community via email to anyone that has a Northwest email address by University Relations. Updates about any particular case resulting in a timely warning will normally be distributed via email. Alert posters may be posted by University Police in campus buildings when deemed necessary. When safety and security alerts are posted in campus buildings they are printed on orange paper and posted in the lobby/entrance areas of the affected buildings for seven days.

Timely Warnings are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and whether there is a continuing danger to the campus community. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Northwest community members and a timely warning would not be distributed. The University Police Chief or designee reviews all reports to be made to resolve conflicting interpersonal situations by discussion and reason.

Reporting of Crime and Safety Violations
Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the University Police in a timely manner. To report a crime or an emergency at Northwest, call 660.562.1254 or 911. All non-emergency incidents shall be reported by calling 660.562.1254. University Police is located in the Support Services Building. Dispatchers and police officers are available at University Police 24 hours a day to answer your call. The Office of Student Affairs will assist students who are victims of a crime with
changes in academic and living arrangements if desired and possible.

Crime Statistics
The campus community shall be made aware of criminal incidents so that each member may take those precautions as appropriate for his/her function in the community to avoid becoming a victim. Through the analysis of statistical information, other departments, agencies and groups within the campus community may develop programs to enhance the safety of the community and its members. Information about University Police activities is provided through the student newspaper, the Northwest Missourian. The University Police Chief works as a liaison and meets with the newspaper staff regularly to provide police report information, special briefings or press releases. In the event that it is necessary to alert students, faculty and staff to an emergency situation on campus, the message will be conveyed from the Offices of the Vice President for Student Affairs and University Relations to the University community. Northwest will provide as immediate and specific information as possible and will attempt to answer all questions raised by students. If the need warrants, parents will also be notified.

These alerts will be issued to the campus community via mass emailing, computer log-on message board, and posting signage on campus bulletin boards. Timely warning reports shall be issued within 24 hours of an occurrence in which it is conceived to represent a threat to others.

Timely Warning
In an effort to provide timely notice to the Northwest community and in the event of a serious incident which may pose an on-going threat to members of the Northwest community, a Clery Alert will be posted on the Campus Alert website for all students and employees on campus. Updates to the Northwest community about any particular case resulting in a Clery Alert may be distributed via email, posted on the website or may be shared with the Northwest Missourian for a follow-up story.

Clery Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR) classifications: arson, criminal homicide and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the University Police. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Northwest community members and a Clery Alert would not be distributed. The Northwest Police Chief or designee reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Clery Alert is warranted. Once an ongoing threat is confirmed the University Office will be notified to update the Campus Alert website. Clery Alerts may also be posted for other crime classifications, as deemed necessary.

Notification of the Northwest Community About an Immediate Threat: In the event that the University Police Department or the Emergency
Coordinator confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Northwest community, University Police will initiate some or all of the below described systems in order to communicate the threat to the Northwest community. The notification will be issued without delay.

Northwest has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Northwest community. These methods of communication include: voice and audible public address system (Simplex System), text messaging (Bearcat Alert), website (Campus Alert), and/or university email. All updates will be done through University wide email.

Criminal Arrests and Diversion
The decision to file criminal charges is based upon the interest of justice, the availability and desires of the victim and whether or not the community and/or offender would benefit from such action. The University community is uniquely equipped to divert appropriate offenders from the criminal justice process. The diversion of offenders may be considered when the institution is the victim, when the victim of the offense so desires or declines to testify in public proceedings or when such actions would be in the best interest of the community.

Residential Life Staff
The Residential Life staff provides a continuous multilevel presence in the residence halls. The staff consists of a director, assistant director, two area coordinators, nine hall/complex directors and 85 student staff. They are charged with creating an educational living learning community in a clean and safe environment.

Access and Security of Facilities
During business hours, Northwest (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests and invites. During non-business hours access to all Northwest facilities is by an issued key or fob, or by admittance via the University Police Department or Residential Life staff.

In the case of periods of extended campus closing, Northwest will admit only those with prior written approval to all facilities. Residence halls are secured by an electronic key/fob and are locked from 10 p.m.–9 a.m. daily. Over extended breaks, all halls are secured 24 hours a day.

Residence halls are secured 24 hours a day by an electronic key/fob. All keys to Northwest facilities have a Medico key locking system in place or a fob lock. All keys and fobs are coded with numbers rather than room numbers or building names, so lost or stolen keys cannot be matched with a particular room or building.

Each evening residential assistants are on duty in each residence hall and make periodic rounds of the facility. University Police officers are also on patrol each evening. In addition, University Police student security patrol works part-time during the late evening hours as a group.
of trained observers. The patrol supplements University Police coverage by observing, reporting and when appropriate dealing with potential security problems. In instances where a person, through his/her prior action, has demonstrated an inability or unwillingness to conduct him/herself in accordance with University policy or applicable law, that person can be denied access to all University facilities.

Security Programming in the Halls
Hall Programs. All residential hall staff members are required to plan educational programs for their living units. Many of these determine if there is an ongoing threat to the community and if the distribution of a timely warning is warranted. Timely warnings may also be posted for other crime classifications, as deemed necessary.

Confidential Reporting Procedures
If you are the victim of a crime and do not want to pursue action with the University system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Office of Student Affairs, Residential Life Office and Staff, Wellness Services, Counseling Center and University Police can file a report on the details of the incident without your identity being disclosed.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, Northwest can keep accurate records of the number of incidents involving students, 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 crimes statistics for the institution.

Criminal Activity Off-Campus
The Office of Student Affairs maintains contact with recognized fraternity and sorority organizations through the efforts of the Greek Affairs advisor. University Police does not provide law enforcement service to off-campus residents of recognized fraternity and sorority organizations nor are activities off-campus recognized by the University authority. Criminal activity at recognized fraternity and sorority residences are monitored and recorded by the Maryville Public Safety. The offices of Student Affairs and University Police enjoy a close working relationship with the Maryville Public Safety Department. This cooperative team approach addresses situations as they arise as well as future concerns.

Educational Crime Prevention Tools Offered by University Police
Student Programs
All new students attend summer orientation, which includes a seminar by University Police on campus crime, policies, and crime prevention. Freshman/transfer student seminars are visited by University Police officers who speak on sexual assault, alcohol and crime prevention.
Employee Programs
Like new students, new faculty and staff that attend an orientation session will receive information on crime on campus, policies and crime prevention by University Police officers. These officers also speak with faculty and staff groups and office areas annually on safety, security and crisis planning.

Self Defense
This one-hour course is offered to women on rape, sexual assault and prevention techniques.

Wellness Services
Personal Development and Counseling Services staff can work with students impacted by crime. Counselors can be contacted to respond to emergency situations, and can also provide on-going care to students. Students needing assistance outside of Wellness Services’ office hours have multiple resources available to them, including contacting University Police at 660.562.1254, the 24-hour Support Line at 888.279.8188, the Children and Family Center hotline at 866.382.7867, the National Suicide Prevention Lifeline at 1.800.273.8255, or by dialing 911 in the event of an emergency. In addition, Wellness Services Health Education program provides prevention programming on topics such as acquaintance rape, sexual assault and abusive relationships.

Wellness Services takes a holistic approach to care, which includes quality clinical care, personal development and counseling services, and health education and promotion. Services include emergency response medical care, preventive health promotion services, women’s health clinical care, peer education, and individual and group counseling services.

Wellness Services staff, as well as Bearcat Peer Educators, provide educational programs on topics such as personal safety, bystander intervention, alcohol responsibility, healthy relationships and promoting a respectful campus climate.

The Northwest Coalition Against Violence (CAV) through Bearcat Peer Education is a group dedicated to raising awareness about violence prevention and breaking the silence about violence on campus and in our community. They put on programs and conduct trainings for the campus community. Personal Development and Counseling at Wellness Services provides resources for victims of sexual violence to assist in healing through access to services and the provision of on-going emotional support. For more information, contact Wellness Services at 660.562.1348. The Children and Family Center of Northwest Missouri, which is the county-wide violence shelter, has a 24/7 hotline that you can call if the need arises: 866.382.7867. We also encourage you to consider your rights in regard to Title IX. Northwest’s Title IX policy can be found here: www.nwmissouri.edu/facts/titleix.htm

PROJECT HOPE at Wellness Services is a program designed to help prevent suicide and encourage help seeking behaviors on the Northwest campus. For information, please visit the PROJECT HOPE website at www.nwmissouri.edu/ProjectHope, or call Wellness Services at 660.562.1348.
Physical Plant/Security Features

Residence Hall Doors
All student room doors are secured with commercial grade hardware. Each student living in a residence hall is assigned an individual exterior electronic key fob. These keys should not be shared with others; duplication is not permitted.

All residence hall exterior doors are locked 24 hours a day. Residents are expected to abide by this policy by not blocking or propping doors.

Lighting
The quantity and effectiveness of campus lighting is surveyed periodically. Malfunctioning lights should be reported immediately to Environmental Services (562.1181 during normal working hours; and 562.1186 after hours) for repair.

Grounds
University facilities and landscaping are maintained by Environmental Services so as to minimize hazardous conditions.

Telephones
Telephones have been strategically located outside the residence halls or within residence hall entryways to allow others to contact residents when the buildings are locked. These phones can also be used for emergency situations.

Safety Tips
Protecting Yourself From Assault
There are no guarantees against becoming a victim. Assailants select their victims based upon the assailant’s desires — they seek an opportunity.

The following are suggestions that will help to reduce the opportunity and make you less vulnerable.

1) Know the environment:
   a) Emergency phones.
   b) University Police emergency — 911
   c) Stay in well-lit areas.
   d) Know where you can go for help.

2) Reduce the time you spend alone:
   a) Walk with a friend.
   b) Lock the doors to your room or apartment.
   c) When out at night, use the escort service.

3) Plan what you will do if confronted by a potential assailant:
   a) Will you scream, run, fight, or try to gain the assailant’s confidence?
   b) Only you can make the decision should you find yourself in a situation.
   c) Attend seminars, which will better inform you of your options. Ask questions.

College and university campuses, like any busy neighborhood, are not exempt from crime. BUT, students, faculty and staff can make this special community a safe place to live, learn and work by taking common-sense precautions, being alert, and looking out for others.
Home and Residence Hall

- Lock doors and windows, even if you are just going down the hall for a few minutes.
- In over half of all reported rapes, women know their attackers. Be wary of bringing casual acquaintances into your living space.
- Take care of your keys; do not give anyone the opportunity to duplicate them.

Cellular Phone Tips

- Be suspicious of surveys or wrong number calls, and do not divulge your name and address.
- Hang up immediately on obscene phone callers.
- Never reveal that you are home alone.
- Do not respond to obscene text messages.

Safety While Driving

- Lock your doors and windows when you are leaving your car, whether it be for a few minutes or several hours.
- Park in well-lit areas and try not to walk alone in parking areas at night.
- Store valuables out of sight and lock them in the trunk when the car is parked.
- If your car breaks down in an isolated area, raise the hood. Stay in the locked car.
- If someone stops to help, ask them to make a phone call for you. Sound the horn if threatened.
- Never pick up hitchhikers.

If Someone Tries to Assault You

- Stay as calm as possible.
- Evaluate your options.
- Try to get an accurate description of an assailant’s appearance what was said or anything else which would assist authorities.

If you are robbed, threatened or raped, call University Police at 660.562.1254 or 911 immediately. You may stop someone else from becoming a victim.

Sex Offender Registry

To obtain a list of currently registered sex offenders who work or attend school at Northwest please contact the Nodaway County Sheriff’s Department located at 404 North Vine, Maryville, Mo. There is a fee for issuance of the list.

To make inquiries about individuals residing outside of Nodaway County, please check the Missouri State Highway Patrol website at: www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html

Off-Campus Living

Apartment complexes, townhouse/condominium communities and other multifamily dwellings pose unique security problems. Because of the temporary nature of many residents of rent/lease property, you need to make an extra effort to be aware of your surroundings. All the good crime prevention tips taught to participants in Neighborhood Watch also apply to those living in apartment communities.

Often apartment complexes have problems with auto thefts and burglaries. There are several measures that you can take to help prevent this from happening to you:
- Always lock your vehicle.
- Always remove your key from the
vehicle, and never hide a key. The thief knows all the places to look.

- Consider an alarm for luxury or expensive vehicles.
- Additional information on off-campus living may be found at www.nwmissouri.edu/admissions/transfer/housing.htm

Good Security Habits

- Re-key locks when moving into a previously rented residence or after keys have been lost or stolen.
- Deadbolt locks should be on all exterior doors.
- Install locks or protective devices on windows.
- Make sure shrubbery is trimmed away from entryways and windows.
- Light all entryways, ALL NIGHT LONG!
- Use Operation ID to protect your property.

Take these extra safety steps when away or on vacation:

- Leave a key with a neighbor when away for an extended period.
- Have mail and newspapers stopped or picked up each day.
- Have someone leave a car in your assigned parking space or driveway.

If a crime does occur off campus

- Call Maryville Public Safety immediately. A five-minute delay means that the chance of catching the criminal drops by two-thirds.
- It pays to prosecute.
- Being a witness in court is not as much trouble as you may think. Programs are available to help victims and witnesses with transportation, day care services and scheduling of cases.
- In areas adjacent to the University, the Maryville Public Safety Department provides law enforcement and crime prevention services.

Definitions Used in Compiling Crime Statistics

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Criminal Homicide:** Manslaughter by negligence: the killing of another person through gross negligence. Murder and
non-negligent manslaughter: the willful (non-negligent) killing of one human being by another.

Drug Abuse Violations: Violations of federal, state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (All cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)

Murder: The willful (non-negligent) killing of one human being by another.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sex Offenses-Forcible: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent.

Consensual sexual behavior is mutually desired and freely chosen by partners who are fully capable of informed consent. To be fully capable of informed consent, an individual cannot be incapacitated by illness, injury, alcohol or other drug consumption, nor any other condition or circumstance that would preclude informed consent.

A. Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is
incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Nonforcible: Unlawful, nonforcible sexual intercourse.
A. Incest: Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
B. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Crime Statistics
The University operates under the belief that an informed public is a safety conscious public. The following link provides access to statistics that have been collected pursuant to the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” previously known as the Federal Student Right to Know and Campus Security Act of 1990.

www.nwmissouri.edu/police

Recycling
The University maintains a strong recycling program. All University housing offices and public areas are expected to participate.

Recycling is a part of our culture at Northwest and we need your cooperation in order to keep our program successful.

On-campus residents will receive additional information from residence hall leaders.

We recycle:
1) Aluminum
2) Paper
3) Plastics
4) Glass
5) Food service organics
6) Wood

What and How to Recycle
Aluminum: All aluminum and soft drink cans. Empty the cans and place them in the recycling bins marked for aluminum. Don’t throw half-full cans of soda into the bins. DO NOT recycle beverage containers with only aluminum tops and bottoms.

Paper: Recycle newspaper, cardboard, office paper, telephone books.
magazines, catalogs, cereal boxes, computer paper, all clean paper, frozen food and pizza boxes. **DO NOT** recycle laminated paper or cellophane. Keep the paper clean and dry. Remove metal spirals from notebooks. Break cardboard boxes down flat. Tie in a bundle or put in a paper sack. Place in the recycling bins outside each building.

**Plastic:** We Recycle **ALL Plastic Containers, including** any food or household chemical container with a narrow neck purchased at a grocery store, **drink containers and bottles used for** syrup, cooking oils, liquid detergent, fabric softener, cleaning fluids, lotions, milk, juice, ketchup, bleach, shampoo, liquid soap and pill bottles. **DO NOT** recycle Styrofoam.

Leave label on plastic container and rinse. Crush plastic bottles by carefully stepping on them so they take up less space.

**Food service organics:** Students are asked to use the compost bins located in Bearcat Commons. All food and napkins can be composted.

**Glass:** Recycle any generic glass container, such as glass soda bottles. Place glass products in recycling containers located in each campus building. Remove caps and dispose of in the waste. **DO NOT** place broken glass in recycling bins. It can pose a danger to custodial staff. Place broken glass in appropriately marked containers. **Please No Laminated or Safety Glass.**

**Other:** Recycle used and empty printer cartridges by sending to Central Stores through campus mail or drop off at the front desk of your residence hall. Fluorescent bulbs may be returned to the Health/Safety Manager.

**Wood:** Small pieces can be left next to the dumpster, and large pieces should be taken to the University Pellet and Recycling Plant.

**Waste:** Anything that doesn’t fit into these categories goes in the garbage can.

**At the end of the fall and spring trimesters:** Residence Halls offer students an opportunity to recycle clothing, household goods, unopened foods and lofts. Information about this program will be posted in the halls.

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**Feral Cats on the Northwest Campus**

Northwest Missouri State University
Northwest permits “feral” cats to live on campus, subject to their population management and continuous care. The University/faculty/staff/student organization called Northwest Advocates for Animal Awareness (NWAAA) is authorized to and responsible for this care and management. Managed feral cats become more docile and may become tame acting, but should not be handled by the public. In some areas of campus, cat shelters are provided. Do not disturb cat shelters. Cats are fed at certain times of the day in specific areas. Do not disturb the feeding grounds. If you have questions about cats on campus or a particular cat, contact NWAAA07@nwmissouri.edu. If you feel a situation concerning a cat requires immediate attention, contact University Police (562.1254).

Maryville
Maryville is the county seat of Nodaway County, which was organized on Feb. 14, 1845. Folklore has it that “Nodaway” is an Indian word meaning “placid.” It was to this placid county that Kentuckians Amos and Mary Graham came to set up a homestead. They joined Thomas Adams, the first settler in Polk Township, who came in 1840. Also nearby was Isaac Hogan, the first white man to live in northwest Missouri when he settled in 1839.

Amos became a popular county official, holding several offices. To honor his service and his wife’s frontier courage, the officials decided to name the new county seat after his wife.

Maryville was dedicated in June 1845 and was incorporated in 1856.

By 1869, Maryville was the terminus for the Kansas City, St. Joseph and (later) Council Bluffs Railroads, opening up the St. Joseph and Kansas City markets for Nodaway County meat and grain. The county population exploded; in 1870, the Nodaway County Democrat reported 25 new county schoolhouses were built. Around the turn of the century, Maryville got paved streets and sidewalks.

Maryville has come a long way since the days of the “iron horse.” Mary Graham would have been proud to know that Maryville sent two men to the governor’s house. Albert P. Morehouse served in 1887–1889 and Forrest C. Connell served in 1941–1945.

Maryville is the birthplace of artists as well as statesmen. Dale Carnegie was born in Maryville around 1888, and went on to write How to Win Friends and Influence People. And his friend and fellow writer Homer Croy was also born in Maryville, around 1883. Maryville is also the birthplace of conductor Sarah Caldwell. The mural in Maryville’s downtown depicts several of these historical characters.

Maryville service directory

BANKS

Bank Midwest
402 N. Main 582.4954
1016 S. Main (ATM) 582.4954
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<th>Service Type</th>
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<td>Citizens Bank and Trust</td>
<td>105 N. Main</td>
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<td>Nodaway Valley Bank</td>
<td>304 N. Main 1303 S. Main</td>
<td>562.3232 562.3232</td>
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<td>Northwest Regional Credit Union</td>
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<td>US Bank</td>
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<td>Churches/*Campus Ministries</td>
<td>*Baptist Student Union</td>
<td>401 W. Fourth</td>
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<td>Calvary Chapel NW</td>
<td>24770 Interlude Rd</td>
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<td>*Christian Campus House</td>
<td>904 College Ave.</td>
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<td>1721 S. Munn</td>
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<td>Saints</td>
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<td>Church of the Nazarene</td>
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<td>Community of Christ</td>
<td>415 W. First</td>
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<td>Community of Faith Church</td>
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<td>Countryside Christian Church</td>
<td>24899 Icon Rd.</td>
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<td>First Baptist Church</td>
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<td>First Presbyterian Church</td>
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<td>First United Methodist Church</td>
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<td>Hope Lutheran Church</td>
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<td>Laura Street Baptist Church</td>
<td>120 S. Laura</td>
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<td>Living Hope Church</td>
<td>1602 S. Main</td>
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<td>*Lutheran Campus Center</td>
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<td>*Newman Catholic Center</td>
<td>606 College Ave.</td>
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<td>St. Gregory’s Catholic Church</td>
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### STUDENT HANDBOOK

**333 S. Davis**
- St. Paul’s Episcopal Church
  - 901 N. Main
  - 582.5832
- Temple Baptist Church
  - 1604 N. Main
  - 582.2922
- The Bridge
  - 1122 S. Main
  - 582.2623
- *Wesley Foundation
  - 549 W. Fourth
  - 582.2211

**AUTO REPAIR**
- Automatic Transmission Service
  - 421 S. Depot
  - 582.3766
- Baumli Body Shop
  - 203 W. Talbot St.
  - 582.5297
- Beemer’s Muffler Center
  - 1305 E. 1st St.
  - 582.2800
- Boyles Motors Inc.
  - 204 N. Market St.
  - 262.4065
- Delbert’s Garage LLC
  - 714 N. Depot
  - 562.0025
- Hometown Auto Doctor
  - 26211 Stolls Country Lane
  - 582.4888
- Tri State Ford Lincoln Mercury
  - 2017 S. Main
  - 582.3677
- Parson’s Tire & Battery
  - 1515 E. South Ave.
  - 582.7213
- Pitzenberger Body Shop
  - 2711 S. Mulberry
  - 582.4599
- Schreck Auto
  - 562.4884

**EXERCISE FACILITIES**
- Curves for Women
  - 1210B S. Main
  - 562.8550
- Duvall’s Academy and Fitness Center
  - 404 S. Main
  - 582.5611
- Get Fit 24
  - 1506 S. Main
  - 853.2087
- Maryville Community Center
  - 1407 N. Country Club Road, Suite 200
  - 562.2923

**FLORISTS**
- Bittersweet Floral & Gifts
  - 105 S. Main
  - 582.5700
- Hy-Vee Florist
  - 1217 S. Main
  - 582.0422
- Maryville Florist & Greenhouse
  - 214 N. Main
  - 562.3066

**HAIR CARE**
- Classic Cuts
  - 582.5311
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<td>Sally Bomar, M.D.</td>
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Kristyn Menendez, M.D. OB/GYN 2016 S. Main 562.2600
Ramon Nichols, M.D. Occupational Medicine 2016 S Main 562.7944
Deepak Rajpoot, M.D. Psychiatry 114 E South Hills Dr. 562.4305
Manuel W. Runez, M.D. General Surgery 2016 S. Main 562.2525
Hans Schlecht, D.O. Anesthesiology 2016 S Main 562.2600
Amrit Singh, M.D. Internal Medicine 114 E. South Hills Dr. 582.2525
Carlos Sotomayor, M.D. Internal Medicine 114 E. South Hills Dr. 562.2525
John Terry Symonds, D.O. Family Medicine 2016 S. Main 562.2525
Shaw Tang, D.O. Surgery 2016 S. Main 562.2525
Susan Watson, M.D. Pediatrician 114 E. South Hills Dr. 562.2525
Gerald Wilmes, M.D. University Physician Wellness Center 562.1348
Michael Wurm, M.D. Family Practice 2016 S. Main 562.2525
Ryan Zerr, D.O. Family/Sports Medicine 2016 S Main 562.2525

Lodging
Comfort Inn 2817 S. Main St. 562.2002

Holiday Inn Express 2929 S. Main St. 562.9949
Days Inn & Suites 1700 E. 1st St. 562.3111
Super 8 Motel 222 E. Summit Dr. 582.8088

Pharmacies
Hy-Vee 1217 S. Main
Hours: M–F 8 a.m.–8 p.m.,
Sat. 9 a.m.–6 p.m., Sun. 9 a.m.–1 p.m.
Walgreens Drug Store 1114 S. Main
Hours: M–Sun 8 a.m.–10 p.m.
Walmart 1605 S. Main
Hours: M–F 9 a.m.–9 p.m.;
Sat. 9 a.m.–7 p.m., Sun. 10 a.m.–6 p.m.

Restaurants
A & G Restaurant 208 N. Main 582.4421
Ali’s Bakery 108 E. 6th St. 582.2292
Applebee’s 2919 S. Main 562.3161
Benelli’s Pizzeria 420 N Main 562.3020
Burger King 1601 S. Main 562.0062
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<td>Simply Siam</td>
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### Regional recreation

Regional recreation is supported by a broad mix of retail stores, restaurants and entertainment options. In addition to the Northwest lineup of athletics, films, theatre and concerts, Maryville offers sports, recreation, shopping, dining and a five-screen movie theater. The Maryville Aquatic Center (MAC) at Beal Park features zero-depth entry and two water slides.
Maryville is also proud of Lake Mozingo and the 18-hole championship golf course. The area includes the lake, golf course, beach, marina, camp sites and picnic shelters. Jet ski and boat rentals are also available. The remaining 1,900 acres in the area will become a wildlife reserve.

Near Mound City is Big Lake State Park, a 625-acre recreational lake area and Squaw Creek National Wildlife Refuge, which hosts more than 250,000 migrating geese each year. Hunting is allowed outside the refuge.

**Voter registration:**
*Northwest students vote!*

**Registering in Maryville**
The Higher Education Act Reauthorization of 1998 requires that all colleges and universities supply each student with a Voter Registration Application Form. Visit the Volunteer, Service Learning and Civic Engagement Office or the online form is available at www.sos.mo.gov/elections/goVoteMissouri/register.aspx.

We at Northwest realize that many of you are already registered and may prefer to vote by absentee ballot in your home district. However, if you wish to vote in Nodaway County (Maryville), you are eligible to do so. If you are already registered, you must check the address change box in Section 1 and complete the form to change your registration to allow you to vote in Maryville. If you have never registered and wish to vote here, check the new registration box and fill out the form. Fill out the form, attach a first class stamp and mail to: Nodaway County Clerk’s Office 403 N Market Maryville, MO 64468

**Registering in your home state**
If you wish to register to vote in your parents’ home district and you need the address, please stop by the Volunteer, Service Learning and Civic Engagement Office, second floor, J.W. Jones Union or call 660.562.1954 to obtain the correct mailing address.

We urge you to take a few minutes to register. Your educational experience should certainly include participation in your government.
Appendix E

Northwest Missouri State University Code of Conduct
Article I: Definitions

1. The term “University” means Northwest Missouri State University.
2. The term “student” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies, enrolled in person or online. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in University residence halls, although not enrolled in this institution. This Student Code applies at all locations of the University, including the Kansas City and St. Joseph Centers.
3. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities and the Board of Regents and its members.
5. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Vice President of Student Affairs.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including all adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for University recognition by the Student Senate.
8. The term “Student Conduct Board” means any person or persons authorized by the Vice President of Student Affairs to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed.
9. The term “Student Conduct Administrator” means a University official authorized on a case-by-case basis by the Vice President of Student Affairs to impose sanctions upon any student(s) found to have violated the Student Code. The Vice President of Student Affairs may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Student Conduct Board. The Vice President of Student Affairs may authorize the same Student Conduct Administrator to impose sanctions in all cases.
10. The term “Appeals Board” means any person or persons authorized by the Vice President of Student Affairs to consider an appeal from a Student Conduct Board’s determination as to whether a student has violated the Student Code or from the sanctions imposed by the Student Conduct Administrator.
11. The term “shall” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The Vice President of Student Affairs is that person designated by the University President to be responsible for the administration of the Student Code.
14. The terms “policy” or “regulations” mean the written regulations of the University including, but not limited to, the Student Code, Residence Life Handbook, the University web page and computer use policy, and Graduate/Undergraduate Catalogs.

15. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the University community submitted the charge itself.

16. The term “Accused Student” means any student accused of violating this Student Code.

17. The term “Acts of dishonesty” has the meaning as set forth herein in Article III. Notwithstanding any language herein to the contrary, incidences of academic dishonesty will be handled in accordance with the processes outlined in the Undergraduate and Graduate Handbooks/Catalogs. Accusations of academic dishonesty (including cheating and plagiarism) are considered by the Academic Affairs Division of the University.

18. The terms “Student Code of Conduct”, “Student Code” and/or “student conduct code” mean this Student Code of Conduct.

19. Definitions for violations of state statutes are available in the Missouri state statutes and in the Annual Security Report (when applicable) on the University Police website.

Article II: Student Code Authority

1. The Student Conduct Administrator shall determine the composition of Student Conduct Boards and Appeals Boards and determine which Student Conduct Board, Student Conduct Administrator and Appeals Board shall be authorized to hear each matter.

2. The Student Conduct Administrator may develop policies for the administration of the student conduct system and procedural rules for the conduct of Student Conduct Board Hearings that are not inconsistent with provisions of the Student Code.

3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

4. In the event of a conflict between the terms of this Student Code of Conduct and the terms of any policy referenced herein for which this Student Code of Conduct provides a sanction, the terms of this Student Code of Conduct will control.

Article III: Proscribed Conduct

A. Jurisdiction of the University Student Code

The University Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects a member of the University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President of Student Affairs shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.
Student Organizations may be disciplined/sanctioned via (1) Student Code of Conduct procedures while represented by an officer or member who has been chosen by the membership but who was not directly involved in the incident in question as determined by the Student Conduct Administrator and/or (2) under the powers of the Student Senate as set forth in the University’s Manual of the Student Government Association.

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any University official, faculty member, office, or hearing board.
   b. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises.
3. Conduct that materially and substantially disrupts the functioning of the University, or is unlawful, or conduct that rises to the level of illegal harassment as defined by the University's policies prohibiting discrimination and harassment. This includes, but is not limited to, stalking, bullying, physical threats, and incitement. This applies to conduct which occurs in any form whether in person, online, by phone, or through any other medium.
4. Conduct which causes physical injury or endangers the health and safety of another person, which includes, but is not limited to, acts of physicalviolence and assault.
5. Any and all acts of sexual misconduct, including domestic assault, dating violence, stalking, sexual harassment, or any other act outlined in the University Title IX policy.
6. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
7. Hazing, please see the University’s Hazing Policy for definition.
8. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
9. Unauthorized possession, duplication or use of keys (traditional or electronic) to any University premises; or unauthorized entry to, or use of, University premises.
10. Use of any university property or services without express authorization.
11. Violation of any University policy, rule, guideline, handbook or regulation published in hard copy or available electronically on the University website.
12. Violation of any federal, state or local law.
13. Smoking, as outlined in the University’s Smoking Policy, is prohibited on all University owned or leased grounds and in all University owned vehicles.
14. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. (NOTE: Possession could mean knowingly in the presence of controlled substances)
15. Possession or knowingly in the presence of drug paraphernalia. Paraphernalia includes any items used in conjunction with controlled substance use and/or ingestion and includes any items used to mask the use or possession of controlled substances.
16. Consumption, possession, manufacturing, or distribution of alcoholic beverages not specifically permitted within the University’s Alcohol Policy. (NOTE: Possession could mean knowingly in the presence of alcohol)
17. Illegal or unauthorized possession of firearms, explosives, weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. The University’s policy on weapons can be found in the Campus Security Report on the University Police website.
18. Possession or use of fireworks.
19. Obstructing the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
20. Destroying, tampering with, or altering fire alarms or other safety equipment.
21. Conduct that is disorderly, lewd, or indecent. Disorderly Conduct includes but is not limited to:
   a. Any conduct which materially and substantially disrupts the functioning of the University
   b. Any conduct which is or aiding, abetting, or procuring another person to materially and substantially disrupt the functioning of the University
   c. Any use of electronic or other devices to make an audio or video record of any person while on University premises, when such conduct constitutes an invasion of privacy or is otherwise unlawful. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom
   d. Any conduct deemed inappropriate as a result of alcohol/drug impairment.
22. Any violation of the University Conduct Policy.
23. Abuse of the Student Conduct System, including but not limited to:
   a. Failure to obey the notice from a Student Conduct Board or University official to appear for a meeting or hearing as part of the Student Conduct System.
   b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
   c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
   d. Institution of a student conduct code proceeding in bad faith.
   e. Attempting to discourage an individual’s proper participation in, or use of, the student conduct system.
   f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
   g. Harassment (verbal and physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
   h. Retaliation toward any individual involved in the Student Conduct process.
   i. Failure to comply with the sanction(s) imposed under the Student Code.
   j. Influencing or attempting to influence another person to commit and abuse of the student conduct code system.
24. Any violation of a policy of Residential Life, including a list of policies specific to the Residence Hall community.
C. Violation of Law and University Discipline

1. University disciplinary proceedings may be instituted against a student charged with conduct that potentially violated both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President of Student Affairs. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the University may advise off-campus authorities of the existence of the Student Code and of how such matters are typically handled within the University. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with government representatives as they deem appropriate.
D. Amnesty Provision

1. In an effort to protect the health, safety, and well-being of all students, the University will not impose sanctions that are punitive in nature against (i.e. it will grant “amnesty” to) those students who seek emergency medical attention for themselves or someone else related to the consumption of alcohol or other drugs. Additionally, any student who requires medical attention for the consumption of alcohol and other drugs will also be provided amnesty. Only sanctions related to the consumption and possession of alcohol and other drugs are covered under this provision.

While no punitive sanctions will be pursued, students involved may be required to attend educational counseling session(s) to provide counseling to prevent similar situations in the future. Not only does this provision serve to protect students, it also serves as an educational format to educate students on the abuse of alcohol and other drugs.

To fall within this provision, reporting students should:

- Contact appropriate officials (UPD, other law enforcement, etc.) to report the incident and request assistance
- Provide names and contact information to appropriate officials
- Demonstrate care and cooperation throughout incident by remaining with student in need of medical attention until appropriate officials arrive and fully cooperating with officials before, during, and after the incident

Failure to comply with any of the above steps or attending the educational counseling session(s) could result in conduct charges and possible punitive sanctions.

It should also be noted this provision only applies to University conduct charges. This provision does not grant amnesty from criminal, civil, or legal consequences for violations of Federal, State, or Local laws. Note that, in some instances, UPD may be bound to report certain possible criminal details to law enforcement or government agencies.

Furthermore, this provision only grants amnesty for consumption and/or possession of alcohol and other drugs. It does not provide amnesty for other conduct violations such as assault, theft, sexual misconduct and other Title IX violations, etc.

This provision only applies to initial incidents. Subsequent violations are not guaranteed amnesty from conduct charges and punitive sanctions. In rare cases, where there are egregious violations of alcohol and drug policies, the University reserves the right to adjudicate students on initial incidents.

Organizations are required to seek immediate medical assistance for their members or guests when any health risk is observed, including medical emergencies relating to the use of alcohol and/or drugs. Where an organization is found to be hosting an event where medical, emergency, or other professional assistance is sought for an intoxicated guest, the organization may be held responsible for violations of University policies, including those relating to alcohol and drugs. However, the organization’s willingness to seek assistance will be viewed as a mitigating factor in determining sanctions.
Article IV: Student Conduct Code Procedures

A. Charges and Student Conduct Board Hearings

1. Any member of the University community may file charges against a student for violations of the Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within one week.

2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Board Hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board Hearings may be extended at the discretion of the Student Conduct Administrator.

4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by article IV(A)(7) below:
   a. Student Conduct Board Hearings normally shall be conducted in private.
   b. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
   c. In Student Conduct Board Hearings involving more than one Accused Student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
   d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
   e. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The University will try to arrange attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the Student Conduct Board Hearing.
Conduct Board Hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

f. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.

i. The Student Conduct Board’s determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.

j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Conduct proceedings.

5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The hearing record shall be maintained by the Student Conduct Administrator. A student wishing to review the record for purposes of an appeal must do so by scheduling a time with the Student Conduct Administrator to review the record in person in the Student Affairs Office. The hearing record is closed to all other persons except University employees with a legitimate educational interest and such persons who have a specific right of access under pertinent state or federal law.

6. If an Accused Student, with notice, does not appear before a Student Conduct Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Vice President of Student Affairs to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:

   a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations and includes the possibility of more severe disciplinary sanctions if the student is found to further violate any institutional regulation(s).

   b. Probation- A written reprimand for violation of specified regulations with an associated probation for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional
regulation(s) during the probationary period.

i. Campus Conduct Probation
   1. This is a formal probationary status for a period of time as specified by the Board.
   2. Restrictions and provisions of this probation are individualized to allow for the particular need of the student, the University and/or situation.
   3. The student will be prohibited from holding office in extracurricular clubs, governing groups and activities.
   4. Any further violation of residence hall standards or University regulations while on probationary status means that the student is subject to further disciplinary action.

ii. Strict Campus Conduct Probation
   1. This action is a formal probationary status during which the student is removed from good standing at the University.
   2. This term describes a set of conditions making it possible for a student to remain a student in the residence halls and/or the University in spite of a serious violation.
   3. The status is very near dismissal from the residence halls and/or from the University, and indicates the extreme seriousness of the probation.
   4. The student will have the following conditions imposed when removed from good standing. These conditions will remain in effect until the student is returned to good standing at the University.
      a. Student will be ineligible to graduate from this University until returned to good standing.
      b. Student will be restricted from operating or parking a vehicle on University property.
      c. Student will be restricted from representing the University in any public performance or exhibit, sporting event, intramural event, committee assigned or in running for and/or holding any governmental office or any office in a recognized student organization.
      d. Student will be ineligible to receive scholarships and/or grants from the University with the exception of need-based aid.

   5. Any further violation of University or residence hall standards while on probationary status means that a student is subject to suspension from the residence halls and/or the University.

   c. Loss of Privileges—Denial of specified privileges for a designated period of time.
   d. Educational Response
      i. Mandatory online or in person classes regarding specific topics (i.e. alcohol, marijuana use, etc.). Board may impose a deadline for completion of program.
   e. Fines—Fines may be levied as a sanction. The amount of a fine should correspond to the severity of the violation with a maximum fine of $400 per violation.
   f. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
   g. Discretionary Sanctions—Work assignments, essays, service to the University, or other related discretionary assignments.
h. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

i. Residence Hall Expulsion—Permanent separation of the student from the residence halls.

j. University Suspension—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

k. University Expulsion—Permanent separation of the student from the University.

l. Revocation of Admission and/or Degree—Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

m. Withholding Degree—The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

2. More than one of the sanctions listed above may be imposed for any single violation.

a. Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension, University expulsion, or revocation or withholding of a degree, upon application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion or revocation or withholding of a degree shall be expunged from the student’s confidential record five (5) years after final disposition of the case.

b. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

3. The following sanctions may be imposed upon groups or organizations:

a. Those sanctions listed above in article IV(B)(1)(a)-(g).

b. Loss of selected rights and privileges for a specific period of time.

c. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.

4. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the Accused Student
(and a complaining student who believes s/he was the victim of another student’s conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Interim Suspension

As set forth herein, the Vice President of Student Affairs, or a designee, may impose a University or residence hall suspension prior to the Student Conduct Board Hearing before a Student Conduct Board.

1. Interim suspension may be imposed only when there is reasonable cause to believe the student’s participation in certain University activities will lead to conduct that threatens the health or safety of any member of the University community; or other activity that is disruptive to the orderly operation of the University.

2. During the interim suspension, a student’s access will be restricted to the minimum extent necessary as the Vice President of Student Affairs or the Student Conduct Administrator may determine to be appropriate.

3. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required. However, the student will be notified in writing of this action and the reasons for the suspension. The notice will include the process for a student to appeal the interim suspension decision.

4. Appeals of an interim suspension are considered by an Appeal Board made of three (3) Northwest Leadership Team members. The student’s appeal should include information the student would like considered by the Appeal Board. When submitting an appeal, the student may write a letter and submit any evidence for the Appeal Board to show why there was no reasonable cause for the interim suspension. The student will be given notice of the date and time of the meeting of the Appeal Board, which will take place within seven (7) days of the interim suspension appeal. Limited exceptions to this timeline may apply on a case by case basis. Students will not be present for this meeting unless requested by the Appeal Board. The Appeal Board has the option to uphold, overturn, or modify the interim suspension. The Appeal Board will make a determination and communicate the determination to the student. Decisions of this Board are final. The terms of the Interim Suspension will be in effect until a final decision is made by the Appeal Board.

5. Notice of an interim suspension will not be used as evidence in a Student Conduct Board Hearing. However, failure to comply with the provisions of an interim suspension is a violation of this Student Code of Conduct and may be used as evidence when there is an alleged violation of the provisions of the interim suspension.

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed on the grounds specified in Section IV. D. 2 by the Accused Student(s) or Complainant(s) to an Appellate Board established by the University within five (5) school days of the decision, or at such later time as reasonably determined by the Appellate Board. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator or his or her designee.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
   b. To determine whether the decision reached regarding the Accused Student was contrary to the substantial weight of the evidence such that no reasonable person would have found a violation of the Student Code.
   c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
   d. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

3. If the accused student or accused student organization files an appeal in a case involving an alleged victim, the written appeal will be shared with the alleged victim. The alleged victim will be given an opportunity to provide a written response to the appeal, and the response will be provided to the Appellate Board for consideration. If the alleged victim submits the written appeal, it will be shared with the accused. The accused will be given an opportunity to provide a written response to the appeal, and the response will be provided to the Appellate Board for consideration.

4. After reviewing the appeal and related information, the Appellate Board may accept, modify, or reject the decision and/or sanction imposed. The Appellate Board may also remand the case for a new hearing in appropriate circumstances (e.g., procedural issues with first hearing, newly discovered information). The Appellate Board will issue a short written statement of its decision, including the reasons for it, and this statement will be provided to the party(ies). The decision of the Appellate board is final and binding upon all involved, except in cases that have been remanded for another hearing.

Article V: Interpretation and Revision

A. Any question of interpretation of application of the Student Code shall be referred to the Vice President of Student Affairs or his or her designee for final determination.

B. The Student Code should be reviewed no less than every five years under the direction of the Student Conduct Administrator.
Appendix F

MVPIP Strategic Plan, 2015-2017
Prevention Programming Strategic Plan
Northwest Missouri State University
Maryville Partners in Prevention 2015-2017

Maryville Partners In Prevention (MVPIP) Mission: MVPIP will create a healthy culture and environment on campus and in the community that encourages responsible decision making.

MVPIP Vision: Creating Change Together

Objective:
Our objective is the implementation of a comprehensive, evidence-based plan founded in best practices that builds institution-wide commitment and collaboration in addressing alcohol and other drug issues. This will be accomplished by creating a 3 in 1 framework to address various aspects of the environment impacting alcohol and substance use. We know that substance use can have a significant impact on the recruitment, retention, graduation rate and ultimate job placement of students. Therefore, we will strive to implement strategies that will help with these elements which are important to the structure of the university and the livelihood of community members. Strategies will consider the environmental management and social ecological model addressing the overall impact on health behavior.

The priority areas we will address throughout the course of the strategic plan are:
1. Coalition Capacity Building
2. Prevention and Addressing Lower Risk Behaviors
3. Impaired Driving
4. Students Engaging in High-Risk Drinking
5. Improve Services for Students at High-Risk
6. Students Engaging in Tobacco and other drug use
7. Violence in on the college campus and community
8. Mental Health concerns
9. Community Engagement

Within these areas we will have three strategy teams:
1) Prevention and Addressing Lower Risk Behaviors
2) Students Engaging in High-Risk Drinking
3) Community Engagement
4) Marketing and Coalition Capacity building

MVPIP Programming is based upon recommendations from: The National Institutes of Health Task Force of the National Advisory Council on Alcohol Abuse and Alcoholism; National Institute on Alcohol Abuse and Alcoholism; The Council for the Advancement of Standards in Higher Education’s Standards of Practice for Health Promotion in Higher Education; and other current research and best practices in the field.

Data for evaluation comes from the following sources: Missouri College Health Behavior Survey (MCHBS) administered annually.

Evaluation components:
- Process evaluations will be done via pre/post-test surveys, number of participants at events, participant surveys.
- Outcome evaluation data will be collected through MCHBS and through other reported data (e.g. DUI statistics from campus safety and local police, EBI survey, etc.)
- Focus group interviews will be conducted for qualitative data
- Campus policy/procedure development and implementation
Area #1: Marketing and Community Engagement

Indicators:

It has been shown that building community and campus involvement is based on the marketing and advertisement of our group as well as the one on one connections with people already involved in MVPIP. To be effective at recruiting critical stakeholders in vital areas we must have a cohesive marketing strategy as well as be aware of the places we need to recruit from. We need to continue to build and maintain a strong, collaborative coalition to have the greatest impact.

Goals:

1. Promote MVPIP message in off-campus housing areas and businesses where students are likely to frequent.
2. Promote the mission of MVPIP in the community through advertisement and cooperation.

Outcomes:

1. Identify our vital stakeholders within the community and on the campus of Northwest Missouri State University to have a full picture of who we want involved.
2. Create a holistic marketing strategy for our vital stakeholders that focuses on our vision and mission being communicated through paper mediums, social media and t-shirts.
3. Increase the connection between the community and the University by increasing involvement in MVPIP

Strategies:

1. Identify our vital stakeholders within the community and within the Northwest Campus.
   a. Create a list of places our vital stakeholders frequent, then create a list of ways we can recruit them.
2. Create a holistic marketing strategy
   a. Identify who is already marketing prevention programs within the community and on the campus?
   b. Include creating our image, slogans and goals for our marketing timeline.
      i. Create a unified community and campus prevention messaging strategy.
      ii. Create a contest to create the messaging and image associated with it
   c. Utilize social media and well as community media outlets in our efforts
      i. Promote MVPIP at local hangouts, with Civic Organizations, etc.
3. Increase the connection between the community and the University
   a. Conduct a community assessment every 3 years to assess what are the commonalities between the Maryville Community and the Northwest Community.
   b. After the assessment is complete, create a town hall meeting to discuss strategies for the issues that were identified.
Area #2: Prevention and Addressing Lower Risk Behaviors

Areas/initial goals identified to work for 2015-2016 during the June Planning meeting:

Broad Goal 1: Prevention Team will propose a peer advocate and crisis line program. The program will use peer educators/advocates to facilitate prevention and educational programming, and to staff a peer crisis line.

Tentative next steps:
- Research funding sources, with a focus on funding a coordinator position to oversee the program.
- Create peer advocate position descriptions and determine program setup, including supervising structure and location.
- Research recruitment strategies.
- Create training requirements for advocates.

Broad Goal 2: Increase awareness of common mental health issues among college students, specifically anxiety and depression, and teach stress management.

Tentative ideas:
- Targeting protective factors.
- APA has list of 10 to focus on

Broad Goal 2: Work toward educating Student, Staff, and faculty on how to work with a student in crisis.

Tentative ideas:
- Do day long trainings on how to identify and assist a student in crisis.
- Provide food for long trainings to get a greater commitment from the community

<table>
<thead>
<tr>
<th>Proposed Intervention</th>
<th>Action</th>
<th>Who Will Complete?</th>
<th>By When?</th>
<th>Resources Needed?</th>
<th>Barriers/issues to resolve</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>G1:</strong> Create peer advocate and crisis line.</td>
<td>Committee members will split duties. If funding is secured for a coordinator position, this person will oversee recruitment and reaming program construction.</td>
<td>TBD</td>
<td>Coordinator position, at least part-time Training materials for the peer advocate training, in addition to receiving Green Dot training.</td>
<td>Costs related to program promotion and maintenance</td>
<td>Northwest is awaiting the decision on the OVW grant application that could fully fund this goal.</td>
</tr>
<tr>
<td><strong>G2:</strong> Mental Health awareness campaign</td>
<td>Peer Advocates</td>
<td>Fall 2016</td>
<td>Materials Peer Educators will need to implement trainings/programs throughout campus</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
From 2015-2016:

Indicators: We would like to increase the resources available to survivors of sexual assault or misconduct. We are wanting to increase how likely people are to bring up the topic of suicide with someone they think is at risk.

Goals/outcomes:
1. The percentage of students who feel it is their responsibility to intervene will increase by 5% to get us to an 95% rate, and from there on will increase 2% per year
2. Reduce the number of students engaging in risky sexual behavior when consuming alcohol to be at or below the statewide average. MCHBS 2015 Data NW – 18.7% PIP - 15.6%
3. How likely are you to bring up the topic of suicide with someone you think is at risk? Will increase from 68% Likely to Very Likely to 73%.
4. How likely are you to refer someone who tells you they are thinking about suicide to a local resource? Will increase from 86% Likely to Very Likely to 91%.

Strategies:
Individual:
- Reduce risky behaviors and develop resiliency and coping skills
  - Activity:
    - Collaborate with departments that work closely/regularly with at-risk students, in order to recruit students for the retreat
    - Develop engaging materials that students can take home and refer to when needed
- Increase likelihood that students will seek help for crisis and mental health issues
  - Activity:
    - Encourage faculty to have students attend programming for extra credit
    - Develop engaging peer led programming

Campus:
- Conduct ongoing violence prevention programming
  - Activity:
    - Tap interested students and student leaders to be educators/advocates
    - Conduct informational sessions with freshman seminar, Res. Hall Programming, with student organizations. Possibly in conjunction with Green Dot overviews
- Create a marketing plan for crisis line
  - Activity:
    - Contact University Relations/marketing to help create a plan
    - Collaborate with departments (OSI, UPD, etc.) to market the crisis line and education programs
- Educate and increase awareness about mental health issues that are common among students
  - Activity:
    - Peer Education, CAV and Wellness Services staff to conduct presentations about mental health issues. Specifically, anxiety and depression
- Support programming by student organizations and other campus entities (i.e. I Will Listen)
  
  **Community:**
  - Get community groups involved to help get peer educators/advocates trained and develop retreat programming for at-risk students
    - **Activity:**
      - Contact schools and community groups (i.e. the Sexual Assault Response Team (SART), Child and Family Center, MPS) and inform them on what we’re doing and seek training assistance
Area #3: Students Engaging in High-Risk Drinking

Areas/initial goals identified to work for 2016-2017 during the June Planning meeting:

High Risk Behavior: - Kevin Hawkins  

Broad Goal 1 – Social Norming  
Tentative ideas:
- We want to keep the social media campaign going via postings every Thursday through university affiliated social media sites.
- Late Night Bites have two a semester and have four total.

Broad Goal 2 - Promoting protective factors.
Tentative ideas:
- We want to have a water station at football games.
- We also want to advertise protective measures on 106.7 every Thursday and on the jumbotron during football games.
- Late Night Bites have two a semester and have four total.

Broad Goal 3: Social Gatherings

- We feel that we need to inform the students about the consequences of hosting social gatherings.

<table>
<thead>
<tr>
<th>Proposed Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
</tr>
<tr>
<td>Water Station during all home football games.</td>
</tr>
<tr>
<td>Late Night Bites to have two each semester</td>
</tr>
<tr>
<td>Ad at sporting event to promote protective behaviors</td>
</tr>
</tbody>
</table>

From 2015-2017:
**Indicator:** Students are engaging in high risk drinking off campus, in bars/restaurants and on campus. When they drink the most, Northwest students are consuming alcohol at social gatherings/friend’s house (off campus) (74%), where they live (49%) and at bars/restaurants (42%)(MCHBS 2016)

**Goals:**  
Promote Protective Factors: Increase overall use of protective behaviors among students who drink.
1. Increase the number of students who usually or always drink slowly rather than gulp or chug to 64%.
2. Increase the number of students who usually or always drink water while drinking alcohol to 47%. (MCHBS 2016 – 42%).
3. Increase the number of students who usually or always stop drinking at a predetermined time to 35% (MCHBS 2016 – 30%)
4. Increase the number of students who usually or always avoid drinking games to 33%. (MCHBS 2016 – 28%)
5. Increase the number of students who usually or always alternate alcoholic and non-alcoholic drinks to 32%. (MCHBS 2016 – 27%)

Strategies:

Individual:

- Continue utilizing and developing the BASICS program to work with students with alcohol misuse concerns to promote behavior changes
  
  - Activity:
    - Train Student Development Coordinator in some of the motivational interviewing techniques to engage students in conversation related to alcohol use at alcohol conduct hearings before behavior rises to the level of being transported for overconsumption.
  
- Correct misperceptions about peers’ alcohol use
  
  - Activity:
    - Use social norms marketing campaigns through various methods including social media, posters, and other marketing methods.
  
- Educate students in regards to safe alcohol use
  
  - Activity:
    - Promoting standard drink sizes through a variety of means.
    - Alcohol assessments through local counseling center for those students with multiple serious alcohol offenses.

Campus:

- Promote Protective behaviors via the Know Your Limit Campaign
  
  - Activity:
    - Hand out Sam Spady/Alcohol Poisoning Prevention cards, tip cards and other relevant items at Hard Core Safety during advantage week, football games, and other appropriate functions.
    - Utilize social media to spread message on protective factors.
  
- Work with various campus groups (including, but not limited to Bearcat Peer Educators, Residential Life staff, etc.) to implement activities which promote responsible drinking behaviors among students who choose to drink, or encourage students not to drink at all (i.e. educational activities, etc.).
  
  - Activity:
    - University Police will collaborate with various groups to implement these activities through a variety of methods.
  
- Educate gatekeepers (esp. Res. Life and Greek Life leaders) about the dangers of alcohol poisoning and appropriate response protocol
  
  - Activity:
    - Work with University Police and Wellness Services staff to provide comprehensive training
- Educate that, overall, the Northwest campus is concerned first with safety and well-being then policy violations (Amnesty Provision)
- Host late night activities and events as an alternative to drinking. Attempt to focus activities on nights where high-risk drinking might be more prevalent (e.g. Homecoming, weekends, etc.)
  - Activity:
    - Work with the Student Activity Council (SAC) and other student organizations to increase the number of late night events and attendance at events. Begin tracking attendance to set goals for increased attendance in subsequent years.

### Data

#### Binge Rates – 2-hour Binge Rate (All) (2001-2015)

<table>
<thead>
<tr>
<th>Instrument and Year</th>
<th>2-hr Binge Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCHBS – 2007</td>
<td>32%</td>
</tr>
<tr>
<td>MCHBS – 2008</td>
<td>28%</td>
</tr>
<tr>
<td>MCHBS – 2009</td>
<td>34%</td>
</tr>
<tr>
<td>MCHBS – 2010</td>
<td>42%</td>
</tr>
<tr>
<td>MCHBS - 2011</td>
<td>41%</td>
</tr>
<tr>
<td>MCHBS - 2012</td>
<td>32.2%</td>
</tr>
<tr>
<td>MCHBS - 2013</td>
<td>30.9%</td>
</tr>
<tr>
<td>MCHBS - 2014</td>
<td>34.8%</td>
</tr>
<tr>
<td>MCHBS - 2015</td>
<td>32%</td>
</tr>
<tr>
<td>MCHBS - 2016</td>
<td>28%</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Instrument and Year</th>
<th>21+ shots</th>
<th>Beer Bongs &amp; Keg Stands</th>
<th>Drinking Games</th>
<th>Drink Specials</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCHBS – 2010</td>
<td>6.9%</td>
<td>25.9%</td>
<td>51.1%</td>
<td>23.7%</td>
</tr>
<tr>
<td>MCHBS - 2011</td>
<td>8.7%</td>
<td>29.1%</td>
<td>53.8%</td>
<td>27%</td>
</tr>
<tr>
<td>MCHBS - 2012</td>
<td>7.7%</td>
<td>26.7%</td>
<td>50.2%</td>
<td>30.5%</td>
</tr>
<tr>
<td>MCHBS - 2013</td>
<td>7.7%</td>
<td>33.8%</td>
<td>71.8%</td>
<td>32%</td>
</tr>
<tr>
<td>MCHBS - 2014</td>
<td>15.7%</td>
<td>38.9%</td>
<td>71.3%</td>
<td>38%</td>
</tr>
<tr>
<td>MCHBS - 2015</td>
<td>12.2%</td>
<td>34.8%</td>
<td>66.4%</td>
<td>37.1%</td>
</tr>
<tr>
<td>MCHBS - 2016</td>
<td>13%</td>
<td>34%</td>
<td>72%</td>
<td>36%</td>
</tr>
</tbody>
</table>

#### Protective Behaviors (“Always” and “Often/Usually”; 2009-2015)

<table>
<thead>
<tr>
<th>Instrument and Year</th>
<th>Alternated Drinks</th>
<th>Determined # Drinks inAdvance</th>
<th>Limited MoneySpent</th>
<th>Eat BeforeAfter</th>
<th>AvoidDrinkingGames</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCHBS – 2010</td>
<td>24.6%</td>
<td>39.5%</td>
<td>65.8%</td>
<td>80.3%</td>
<td>28.9%</td>
</tr>
<tr>
<td>MCHBS - 2011</td>
<td>25.6%</td>
<td>38.3%</td>
<td>61.7%</td>
<td>69.8%</td>
<td>23.8%</td>
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<tr>
<td>MCHBS - 2012</td>
<td>24.6%</td>
<td>39.5%</td>
<td>60.2%</td>
<td>78.2%</td>
<td>23.7%</td>
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<tr>
<td>MCHBS - 2013</td>
<td>16%</td>
<td>39.1%</td>
<td>62%</td>
<td>78.9%</td>
<td>24.2%</td>
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<tr>
<td>MCHBS – 2014</td>
<td>26.4%</td>
<td>37.5%</td>
<td>62.9%</td>
<td>78.2%</td>
<td>25%</td>
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<tr>
<td>MCHBS – 2015</td>
<td>36.2%</td>
<td>41.5%</td>
<td>61.4%</td>
<td>76.9%</td>
<td>24.3%</td>
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<tr>
<td>-------------</td>
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<td>-------</td>
<td>-------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>MCHBS – 2016</td>
<td>27%</td>
<td>42%</td>
<td>73%</td>
<td>84%</td>
<td>28%</td>
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Northwest Students who misperceive actual drinking norms on campus

<table>
<thead>
<tr>
<th>Perceived Alcohol Use:</th>
<th>Never Used</th>
<th>Used but not in Last 30 days</th>
<th>Used 1-9 days</th>
<th>Used 10-29 days</th>
<th>Used all 30 days</th>
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<tbody>
<tr>
<td>NCHA 2009</td>
<td>1.8</td>
<td>1.6</td>
<td>25.7</td>
<td>51.3</td>
<td>19.6</td>
</tr>
<tr>
<td>NCHA 2011</td>
<td>2.0</td>
<td>0.7</td>
<td>25.2</td>
<td>47.9</td>
<td>24.3</td>
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<td>NCHA 2013</td>
<td>1.7</td>
<td>1.0</td>
<td>24.6</td>
<td>52.5</td>
<td>20.2</td>
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Actual Alcohol use

<table>
<thead>
<tr>
<th>Actual Use:</th>
<th>Never Used</th>
<th>Used but not in Last 30 days</th>
<th>Used 1-9 days</th>
<th>Used 10-29 days</th>
<th>Used all 30 days</th>
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<tr>
<td>NCHA 2009</td>
<td>15.4</td>
<td>17.0</td>
<td>51.8</td>
<td>14.9</td>
<td>0.8</td>
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<td>NCHA 2011</td>
<td>21.8</td>
<td>12.7</td>
<td>48.9</td>
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<td>1.0</td>
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<tr>
<td>NCHA 2013</td>
<td>18.1</td>
<td>18.5</td>
<td>52.3</td>
<td>10.4</td>
<td>0.7</td>
</tr>
<tr>
<td>Item</td>
<td>Justification</td>
<td>Estimate</td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>------------------------------</td>
<td>----------------------------------------------------</td>
<td>----------</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>E-Chug Expansion</td>
<td>To all E-Chug M</td>
<td>$1490</td>
<td></td>
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<tr>
<td>Mental Health Crisis Training</td>
<td>To fund food and additional resources for the program</td>
<td>$750</td>
<td></td>
<td></td>
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<tr>
<td>Drive Safe Program</td>
<td></td>
<td>$500</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Late Night BBQ</td>
<td>to promote KYL and responsible decision making and to establish protective behaviors</td>
<td>$200</td>
<td></td>
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<tr>
<td>Wellness Water</td>
<td>Match UPD help to spread standard drink size information</td>
<td>$500</td>
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<tr>
<td>Food/MVPIP meals</td>
<td>$150 x 5 meetings</td>
<td>$750</td>
<td></td>
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<td></td>
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<tr>
<td>Other</td>
<td>trainings, prizes, advertising</td>
<td>$400</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td><strong>$4590</strong></td>
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**Tentative PIP Budget for 2016-2017 Spring**

<table>
<thead>
<tr>
<th>Item</th>
<th>Justification</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>MoM</td>
<td>hotel, transportation, registration</td>
<td>$3,000</td>
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<tr>
<td>Mental Health Crisis Training</td>
<td>To fund food and additional resources for the program</td>
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<tr>
<td>Late Night BBQ</td>
<td>to promote KYL and responsible decision making</td>
<td>$300</td>
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<tr>
<td>Printing Materials</td>
<td>For more posters and other promo items</td>
<td>$200</td>
</tr>
<tr>
<td>Food/MVPIP meals</td>
<td>$150 x 5 meetings</td>
<td>$750</td>
</tr>
<tr>
<td>Other</td>
<td>trainings, prizes, advertising, cups, Safe Spring Break</td>
<td>$410</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>$5410</strong></td>
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**Action plan for Academic year 2016-2017**

**Summer 2016**
- Host Strategic Planning/Data Analysis meeting in June
- Work on and submit Strategic Plan to PIP by August 1st
- Attend SOAR days to promote alcohol programming we have in place on campus
- Offer more professional development for campus personnel
- Evaluate progress, compile evaluation data

**August 2016**
- Host MVPIP meeting to solidify goals and discuss vision and mission statement
- Submit strategic plan to PIP by September 1st
- Green Dot Provide Overview Training for Residential Life student staff

**September 2016**
- Host MVPIP meeting
- Determine how mental health initiatives such as ALR can be utilized in the community
- All freshmen take alcohol online course/assessment and primary training

**October 2016**
- Host MVPIP meeting
- Determine NWMO prevention messaging
- Meet with key stakeholders
- Provide Green Dot Bystander Intervention Training

**November 2016**
- Host MVPIP meeting
- Continue providing Green Dot Bystander Intervention Training

**December 2016**
- Host MVPIP meeting

**January 2017**
- Continue providing Bystander Intervention Training
- Promote availability of and conduct presentations/programs as requested regarding alcohol/other drugs.

**February 2017**
- Host MVPIP meeting
- Conduct the MCHBS
- Conduct programming around high risk drinking

**March 2017**
- Host MVPIP meeting
- Continue providing Green Dot Bystander Intervention Training
- Have Safe Spring Break Programming

**April 2017**
- Host MVPIP meeting
- Continue providing Green Dot Bystander Intervention Training
- Have programming for Alcohol Awareness Month
- Peer Educators and others attend MOM to enhance skills, gain knowledge

**Summer 2017**
- Host Strategic Planning/Data Analysis meeting in June
- Work on and submit Strategic Plan to PIP by September 1st
- Attend SOAR days to promote alcohol programming we have in place on campus
- Offer more professional development for campus personnel
- Evaluate progress, compile evaluation data
Appendix G

The Drug Free Schools and Community Act Amendments

Effective October 1990
PART 86—DRUG AND ALCOHOL ABUSE PREVENTION

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Authority: 20 U.S.C. 1145g, unless otherwise noted.

Source: 55 FR 33581, Aug. 16, 1990, unless otherwise noted.

Subpart A—General

§ 86.1 What is the purpose of the Drug and Alcohol Abuse Prevention regulations?

The purpose of the Drug and Alcohol Abuse Prevention regulations is to implement section 22 of the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act. These amendments require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a drug prevention program as described in this part.

(Authority: 20 U.S.C. 1145g)

[61 FR 66225, Dec. 17, 1996]

§ 86.2 What Federal programs are covered by this part?

The Federal programs covered by this part include—

(a) All programs administered by the Department of Education under which an IHE may receive funds or any other form of Federal financial assistance; and

(b) All programs administered by any other Federal agency under which an IHE may receive funds or any other form of Federal financial assistance.

(Authority: 20 U.S.C. 1145g)


§ 86.3 What actions shall an IHE take to comply with the requirements of this part?

(a) An IHE shall adopt and implement a drug prevention program as described in § 86.100 to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees on school premises or as part of any of its activities.

(b) An IHE shall provide a written certification that it has adopted and implemented the drug prevention program described in § 86.100.

(Approved by the Office of Management and Budget under control number 1880-0522)

(Authority: 20 U.S.C. 1145g)


§ 86.4 What are the procedures for submitting a drug prevention program certification?

An IHE shall submit to the Secretary the drug prevention program certification required by § 86.3(b).
§ 86.5 What are the consequences if an IHE fails to submit a drug prevention program certification?

(a) An IHE that fails to submit a drug prevention program certification is not eligible to receive funds or any other form of financial assistance under any Federal program.

(b) The effect of loss of eligibility to receive funds or any other form of Federal financial assistance is determined by the statute and regulations governing the Federal programs under which an IHE receives or desires to receive assistance.

§ 86.6 When must an IHE submit a drug prevention program certification?

(a) After October 1, 1990, except as provided in paragraph (b) of this section, an IHE is not eligible to receive funds or any other form of financial assistance under any Federal program until the IHE has submitted a drug prevention program certification.

(b)(1) The Secretary may allow an IHE until not later than April 1, 1991, to submit the drug prevention program certification, only if the IHE establishes that it has a need, other than administrative convenience, for more time to adopt and implement its drug prevention program.

(2) An IHE that wants to receive an extension of time to submit its drug prevention program certification shall submit a written justification to the Secretary that—

(i) Describes each part of its drug prevention program, whether in effect or planned;

(ii) Provides a schedule to complete and implement its drug prevention program; and

(iii) Explains why it has a need, other than administrative convenience, for more time to adopt and implement its drug prevention program.

(3) An IHE shall submit a request for an extension to the Secretary.

§ 86.7 What definitions apply to this part?

(a) Definitions in EDGAR. The following terms used in this part are defined in 34 CFR part 77:

Department

EDGAR

Secretary

(b) Other definitions. The following terms used in this part are defined as follows:
Compliance agreement means an agreement between the Secretary and an IHE that is not in full compliance with its drug prevention program certification. The agreement specifies the steps the IHE will take to comply fully with its drug prevention program certification, and provides a schedule for the accomplishment of those steps. A compliance agreement does not excuse or remedy past violations of this part.

Institution of higher education means—

1. An institution of higher education, as defined in 34 CFR 600.4;
2. A proprietary institution of higher education, as defined in 34 CFR 600.5;
3. A postsecondary vocational institution, as defined in 34 CFR 600.6; and
4. A vocational school, as defined in 34 CFR 600.7.

(Authority: 20 U.S.C. 1145g)


Subpart B—Institutions of Higher Education

§ 86.100 What must the IHE’s drug prevention program include?

The IHE’s drug prevention program must, at a minimum, include the following:

(a) The annual distribution in writing to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student’s program of study, of—

1. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
2. A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
5. A clear statement that the IHE will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a)(1) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

(b) A biennial review by the IHE of its program to—

1. Determine its effectiveness and implement changes to the program if they are needed; and
2. Ensure that the disciplinary sanctions described in paragraph (a)(5) of this section are consistently enforced.

(Approved by the Office of Management and Budget under control number 1880-0522)

(Authority: 20 U.S.C. 1145g)
§ 86.101 What review of IHE drug prevention programs does the Secretary conduct?

The Secretary annually reviews a representative sample of IHE drug prevention programs.

(Authority: 20 U.S.C. 1145g)

§ 86.102 What is required of an IHE that the Secretary selects for annual review?

If the Secretary selects an IHE for review under § 86.101, the IHE shall provide the Secretary access to personnel, records, documents and any other necessary information requested by the Secretary to review the IHE’s adoption and implementation of its drug prevention program.

(Approved by the Office of Management and Budget under control number 1880-0522)

(Authority: 20 U.S.C. 1145g)

§ 86.103 What records and information must an IHE make available to the Secretary and the public concerning its drug prevention program?

(a) Each IHE that provides the drug prevention program certification required by § 86.3(b) shall, upon request, make available to the Secretary and the public a copy of each item required by § 86.100(a) as well as the results of the biennial review required by § 86.100(b).

(b)(1) An IHE shall retain the following records for three years after the fiscal year in which the record was created:

(i) The items described in paragraph (a) of this section.

(ii) Any other records reasonably related to the IHE’s compliance with the drug prevention program certification.

(2) If any litigation, claim, negotiation, audit, review, or other action involving the records has been started before expiration of the three-year period, the IHE shall retain the records until completion of the action and resolution of all issues that arise from it, or until the end of the regular three-year period, whichever is later.

(Approved by the Office of Management and Budget under control number 1880-0522)

(Authority: 20 U.S.C. 1145g)

Subpart C [Reserved]

Subpart D—Responses and Sanctions Issued or Imposed by the Secretary for Violations by an IHE

§ 86.300 What constitutes a violation of this part by an IHE?

An IHE violates this part by—

(a) Receiving any form of Federal financial assistance after becoming ineligible to receive that assistance because of failure to submit a certification in accordance with § 86.3(b); or

(b) Violating its certification. Violation of a certification includes failure of an IHE to—

(1) Adopt or implement its drug prevention program; or

(2) Consistently enforce its disciplinary sanctions for violations by students and employees of the standards of conduct adopted by an IHE under § 86.100(a)(1).
§ 86.301 What actions may the Secretary take if an IHE violates this part?

(a) If an IHE violates its certification, the Secretary may issue a response to the IHE. A response may include, but is not limited to—

(1) Provision of information and technical assistance; and

(2) Formulation of a compliance agreement designed to bring the IHE into full compliance with this part as soon as feasible.

(b) If an IHE receives any form of Federal financial assistance without having submitted a certification or violates its certification, the Secretary may impose one or more sanctions on the IHE, including—

(1) Repayment of any or all forms of Federal financial assistance received by the IHE when it was in violation of this part; and

(2) The termination of any or all forms of Federal financial assistance that—

(i) (A) Except as specified in paragraph (b)(2)(ii) of this section, ends an IHE’s eligibility to receive any or all forms of Federal financial assistance. The Secretary specifies which forms of Federal financial assistance would be affected; and

(B) Prohibits an IHE from making any new obligations against Federal funds; and

(ii) For purposes of an IHE’s participation in the student financial assistance programs authorized by title IV of the Higher Education Act of 1965 as amended, has the same effect as a termination under 34 CFR 668.94.

§ 86.302 What are the procedures used by the Secretary for providing information or technical assistance?

(a) The Secretary provides information or technical assistance to an IHE in writing, through site visits, or by other means.

(b) The IHE shall inform the Secretary of any corrective action it has taken within a period specified by the Secretary.

§ 86.303 What are the procedures used by the Secretary for issuing a response other than the formulation of a compliance agreement or the provision of information or technical assistance?

(a) If the Secretary intends to issue a response other than the formulation of a compliance agreement or the provision of information or technical assistance, the Secretary notifies the IHE in writing of—

(1) The Secretary’s determination that there are grounds to issue a response other than the
formulation of a compliance agreement or providing information or technical assistance; and

(2) The response the Secretary intends to issue.

(b) An IHE may submit written comments to the Secretary on the determination under paragraph (a)(1) of this section and the intended response under paragraph (a)(2) of this section within 30 days after the date the IHE receives the notification of the Secretary’s intent to issue a response.

(c) Based on the initial notification and the written comments of the IHE the Secretary makes a final determination and, if appropriate, issues a final response.

(d) The IHE shall inform the Secretary of the corrective action it has taken in order to comply with the terms of the Secretary’s response within a period specified by the Secretary.

(e) If an IHE does not comply with the terms of a response issued by the Secretary, the Secretary may issue an additional response or impose a sanction on the IHE in accordance with the procedures in § 86.304.

(Authority: 20 U.S.C. 1145g)


§ 86.304 What are the procedures used by the Secretary to demand repayment of Federal financial assistance or terminate an IHE’s eligibility for any or all forms of Federal financial assistance?

(a) A designated Department official begins a proceeding for repayment of Federal financial assistance or termination, or both, of an IHE’s eligibility for any or all forms of Federal financial assistance by sending the IHE a notice by certified mail with return receipt requested. This notice—

(1) Informs the IHE of the Secretary’s intent to demand repayment of Federal financial assistance or to terminate, describes the consequences of that action, and identifies the alleged violations that constitute the basis for the action;

(2) Specifies, as appropriate—

(i) The amount of Federal financial assistance that must be repaid and the date by which the IHE must repay the funds; and

(ii) The proposed effective date of the termination, which must be at least 30 days after the date of receipt of the notice of intent; and

(3) Informs the IHE that the repayment of Federal financial assistance will not be required or that the termination will not be effective on the date specified in the notice if the designated Department official receives, within a 30-day period beginning on the date the IHE receives the notice of intent described in this paragraph—

(i) Written material indicating why the repayment of Federal financial assistance or termination should not take place; or

(ii) A request for a hearing that contains a concise statement of disputed issues of law and fact, the IHE’s position with respect to these issues, and, if appropriate, a description of which Federal financial assistance the IHE contends need not be repaid.

(b) If the IHE does not request a hearing but submits written material—

(1) The IHE receives no additional opportunity to request or receive a hearing; and
(2) The designated Department official, after considering the written material, notifies the IHE in writing whether—

(i) Any or all of the Federal financial assistance must be repaid; or

(ii) The proposed termination is dismissed or imposed as of a specified date.

(Authority: 20 U.S.C. 1145g)


Subpart E—Appeal Procedures

§ 86.400 What is the scope of this subpart?

(a) The procedures in this subpart are the exclusive procedures governing appeals of decisions by a designated Department official to demand the repayment of Federal financial assistance or terminate the eligibility of an IHE to receive some or all forms of Federal financial assistance for violations of this part.

(b) An Administrative Law Judge (ALJ) hears appeals under this subpart.

(Authority: 20 U.S.C. 1145g)


§ 86.401 What are the authority and responsibility of the ALJ?

(a) The ALJ regulates the course of the proceeding and conduct of the parties during the hearing and takes all steps necessary to conduct a fair and impartial proceeding.

(b) The ALJ is not authorized to issue subpoenas.

(c) The ALJ takes whatever measures are appropriate to expedite the proceeding. These measures may include, but are not limited to—

(1) Scheduling of conferences;

(2) Setting time limits for hearings and submission of written documents; and

(3) Terminating the hearing and issuing a decision against a party if that party does not meet those time limits.

(d) The scope of the ALJ’s review is limited to determining whether—

(1) The IHE received any form of Federal financial assistance after becoming ineligible to receive that assistance because of failure to submit a certification; or

(2) The IHE violated its certification.

(Authority: 20 U.S.C. 1145g)


§ 86.402 Who may be a party in a hearing under this subpart?

(a) Only the designated Department official and the IHE that is the subject of the proposed termination or recovery of Federal financial assistance may be parties in a hearing under this subpart.
(b) Except as provided in this subpart, no person or organization other than a party may participate in a hearing under this subpart.

(Authority: 20 U.S.C. 1145g)


§ 86.403 May a party be represented by counsel?

A party may be represented by counsel.

(Authority: 20 U.S.C. 1145g)

§ 86.404 How may a party communicate with an ALJ?

(a) A party may not communicate with an ALJ on any fact at issue in the case or on any matter relevant to the merits of the case unless the other party is given notice and an opportunity to participate.

(b)(1) To obtain an order or ruling from an ALJ, a party shall make a motion to the ALJ.

(2) Except for a request for an extension of time, a motion must be made in writing unless the parties appear in person or participate in a conference telephone call. The ALJ may require a party to reduce an oral motion to writing.

(3) If a party files a written motion, the party shall do so in accordance with § 86.405.

(4) Except for a request for an extension of time, the ALJ may not grant a party's written motion without the consent of the other party unless the other party has had at least 21 days from the date of service of the motion to respond. However, the ALJ may deny a motion without awaiting a response.

(5) The date of service of a motion is determined by the standards for determining a filing date in § 86.405(d).

(Authority: 20 U.S.C. 1145g)

§ 86.405 What are the requirements for filing written submissions?

(a) Any written submission under this subpart must be filed by hand-delivery, by mail, or by facsimile transmission. The Secretary discourages the use of facsimile transmission for documents longer than five pages.

(b) If a party files a brief or other document, the party shall serve a copy of the filed material on the other party on the filing date by hand-delivery or by mail. If agreed upon by the parties, service of a document may be made upon the other party by facsimile transmission.

(c) Any written submission must be accompanied by a statement certifying the date that the filed material was filed and served on the other party.

(d)(1) The filing date for a written submission is the date the document is—

(i) Hand-delivered;

(ii) Mailed; or

(iii) Sent by facsimile transmission.

(2) If a scheduled filing date falls on a Saturday, Sunday, or Federal holiday, the filing deadline is the next Federal business day.
(e) A party filing by facsimile transmission is responsible for confirming that a complete and legible copy of the document was received by the Department.

(f) If a document is filed by facsimile transmission, the Secretary or the designated Department official, as applicable, may require the filing of a follow-up hard copy by hand-delivery or by mail within a reasonable period of time.

(Authority: 20 U.S.C. 1145g)

[57 FR 56795, Nov. 30, 1992]

§ 86.406 What must the ALJ do if the parties enter settlement negotiations?

(a) If the parties to a case file a joint motion requesting a stay of the proceedings for settlement negotiations or for the parties to obtain approval of a settlement agreement, the ALJ grants the stay.

(b) The following are not admissible in any proceeding under this part:

1. Evidence of conduct during settlement negotiations.

2. Statements made during settlement negotiations.

3. Terms of settlement offers.

(c) The parties may not disclose the contents of settlement negotiations to the ALJ. If the parties enter into a settlement agreement and file a joint motion to dismiss the case, the ALJ grants the motion.

(Authority: 20 U.S.C. 1145g)

§ 86.407 What are the procedures for scheduling a hearing?

(a) If the IHE requests a hearing by the time specified in § 86.304(a)(3), the designated Department official sets the date and the place.

(b)(1) The date is at least 15 days after the designated Department official receives the request and no later than 45 days after the request for hearing is received by the Department.

(2) On the motion of either or both parties, the ALJ may extend the period before the hearing is scheduled beyond the 45 days specified in paragraph (b)(1) of this section.

(c) No termination takes effect until after a hearing is held and a decision is issued by the Department.

(d) With the approval of the ALJ and the consent of the designated Department official and the IHE, any time schedule specified in this section may be shortened.

(Authority: 20 U.S.C. 1145g)


§ 86.408 What are the procedures for conducting a pre-hearing conference?

(a)(1) A pre-hearing conference may be convened by the ALJ if the ALJ thinks that such a conference would be useful, or if requested by—

(i) The designated Department official; or

(ii) The IHE.
(2) The purpose of a pre-hearing conference is to allow the parties to settle, narrow, or clarify the dispute.

(b) A pre-hearing conference may consist of—

(1) A conference telephone call;

(2) An informal meeting; or

(3) The submission and exchange of written material.

(Authority: 20 U.S.C. 1145g)


§ 86.409 What are the procedures for conducting a hearing on the record?

(a) A hearing on the record is an orderly presentation of arguments and evidence conducted by an ALJ.

(b) An ALJ conducts the hearing entirely on the basis of briefs and other written submissions unless—

(1) The ALJ determines, after reviewing all appropriate submissions, that an evidentiary hearing is needed to resolve a material factual issue in dispute; or

(2) The ALJ determines, after reviewing all appropriate submissions, that oral argument is needed to clarify the issues in the case.

(c) The hearing process may be expedited as agreed by the ALJ, the designated Department official, and the IHE. Procedures to expedite may include, but are not limited to, the following:

(1) A restriction on the number or length of submissions.

(2) The conduct of the hearing by telephone conference call.

(3) A review limited to the written record.

(4) A certification by the parties to facts and legal authorities not in dispute.

(d)(1) The formal rules of evidence and procedures applicable to proceedings in a court of law are not applicable.

(2) The designated Department official has the burden of persuasion in any proceeding under this subpart.

(3)(i) The parties may agree to exchange relevant documents and information.

(ii) The ALJ may not order discovery, as provided for under the Federal Rules of Civil Procedure, or any other exchange between the parties of documents or information.

(4) The ALJ accepts only evidence that is relevant and material to the proceeding and is not unduly repetitious.

(e) The ALJ makes a transcribed record of any evidentiary hearing or oral argument that is held, and makes the record available to—

(1) The designated Department official; and
(2) The IHE on its request and upon payment of a fee comparable to that prescribed under the Department of Education Freedom of Information Act regulations (34 CFR part 5).

(Authority: 20 U.S.C. 1145g)


§ 86.410 What are the procedures for issuance of a decision?

(a)(1) The ALJ issues a written decision to the IHE, the designated Department official, and the Secretary by certified mail, return receipt requested, within 30 days after—

(i) The last brief is filed;

(ii) The last day of the hearing if one is held; or

(iii) The date on which the ALJ terminates the hearing in accordance with § 86.401(c)(3).

(2) The ALJ's decision states whether the violation or violations contained in the Secretary's notification occurred, and articulates the reasons for the ALJ's finding.

(3) The ALJ bases findings of fact only on evidence in the hearing record and on matters given judicial notice.

(b)(1) The ALJ's decision is the final decision of the agency. However, the Secretary reviews the decision on request of either party, and may review the decision on his or her own initiative.

(2) If the Secretary decides to review the decision on his or her own initiative, the Secretary informs the parties of his or her intention to review by written notice sent within 15 days of the Secretary's receipt of the ALJ's decision.

(c)(1) Either party may request review by the Secretary by submitting a brief or written materials to the Secretary within 20 days of the party's receipt of the ALJ's decision. The submission must explain why the decision of the ALJ should be modified, reversed, or remanded. The other party shall respond within 20 days of receipt of the brief or written materials filed by the opposing party.

(2) Neither party may introduce new evidence on review.

(d) The decision of the ALJ ordering the repayment of Federal financial assistance or terminating the eligibility of an IHE does not take effect pending the Secretary's review.

(e)(1) The Secretary reviews the ALJ's decision considering only evidence introduced into the record.

(2) The Secretary's decision may affirm, modify, reverse or remand the ALJ's decision and includes a statement of reasons for the decision.

(Authority: 20 U.S.C. 1145g)


§ 86.411 What are the procedures for requesting reinstatement of eligibility?

(a)(1) An IHE whose eligibility to receive any or all forms of Federal financial assistance has been terminated may file with the Department a request for reinstatement as an eligible entity no earlier than 18 months after the effective date of the termination.

(2) In order to be reinstated, the IHE must demonstrate that it has corrected the violation or violations on which the termination was based, and that it has met any repayment obligation imposed
upon it under § 86.301(b)(1) of this part.

(b) In addition to the requirements of paragraph (a) of this section, the IHE shall comply with the requirements and procedures for reinstatement of eligibility applicable to any Federal program under which it desires to receive Federal financial assistance.

(Authority: 20 U.S.C. 1145g)


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Appendix H

AOD Certification
Northwest Missouri State University
Drug-Free Schools and Campuses Regulations [EDGAR Part 86]
Alcohol and Other Drug Prevention Certification

The undersigned certifies that it has adopted and implemented an alcohol and other drug prevention program for its students and employees that, at a minimum, includes:

1. The annual distribution to each employee, and to each student who is taking one or more classes of any kind of academic credit except for continuing education units, regardless of the length of the student’s program of study, of:

   - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
   - A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
   - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
   - A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
   - A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the institution of its alcohol and other drug prevention comprehensive program to:

   - Determine its effectiveness and implement changes to its comprehensive alcohol and other drug prevention program and policies, if they are needed
   - Ensure that its disciplinary sanctions are consistently enforced.

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John Jasinski
Typed Name of Chief Executive Officer

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IRS Employer Identification Number

Signature of the Chief Executive Officer

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