

Biennial Review of Alcohol and Other Drug Policies, Procedures and Programming

2022-23 AND 2023-24 ACADEMIC YEARS

COMPILED AND SUBMITTED BY UNIVERSITY WELLNESS SERVICES – 10/31/2024

Table of Contents

Introduction	1
Biennial Review Process	1
Annual Notification	2
Northwest Missouri State University Policies	3
Employees	
Students	
Residential Life	
Alcohol Policy	
Disciplinary Procedures	15
Summary of Programming and Prevention Efforts	16
AOD SWOT/C Analysis	23
AOD Comprehensive Program Goals and Objectives for Biennium Period Being Reviewed	26
AOD Goal and Objective Achievement	28
Recommendations for Improvement	29
AOD Certification	29
Conclusion	29
Appendices	
Appendix A—Federal Legislation: The Drug Free Schools and Community Act Amendments, Oct. 1990	
Appendix B—University Police Annual Security and Fire Safety Report	
Appendix C—Student and Employee Illegal Drug and Alcohol Policy	
Appendix D—University Employee Handbooks (Staff, Faculty, and Student Employees)	
Appendix E—Northwest Missouri State University Student Handbook	
Appendix F—Student Code of Conduct	
Appendix G—AOD Certification	

Introduction

The Drug-Free Schools and Communities Act of 1989 (Appendix A) 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 2022-23 and 2023-24 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 a 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
 - Suzanne Von Behren—Assistant Director, Wellness Services—Wellness Education & Prevention
 - Tyler Tapps—Assistant Vice President, Health & Wellbeing
 - Evan Rand – Assistant Director, Wellness Services—Operations
- Maryville Partners in Prevention (MVPIP)
- Northwest's Student Affairs Division
 - Student Rights and Responsibilities
 - Residential Life
 - Office of Student Involvement
 - Fraternity & Sorority Life
- Office of Human Resources
- University Police
- Athletics

Data is collected and assessed on an ongoing basis—through work completed by the above named offices, through presentation evaluations, and through the University Police Annual Fire and Safety Report. The Biennial Review process began in August, 2022 and will end September, 2022. Biennial Reviews are kept in the Financial Aid Office, the University Wellness Center, and are available online via the Northwest Consumer Information website (<https://www.nwmissouri.edu/aboutus/facts/consumerinfo.htm>). Hard copies can be requested by contacting Wellness Services at 660.562.1348. Biennial Reviews are to be kept for at least 10 years.

Notification

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 Consumer Information Notice. All students, staff, and faculty receive an email with a link to the Drug and Alcohol Abuse Prevention Information, including information on drug and alcohol abuse, health risks, campus/local/state/federal laws for possession, use, or distribution and a Biennial Review of Policies, Procedures and Programming Report, which is published by Wellness Services. Alongside the Biennial Review is a link to The Annual Security and Fire Safety Report which contains a detailed outline of the University's Alcohol Policy. This report can be seen in its entirety in Appendix B. The Annual Consumer Information Notice reflects all information any person at Northwest would need—including, but not limited to the 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 Consumer Information Notice.
- Method of distribution used;
 - Both are distributed by email, containing a link to the report.
 - Both emails are sent biennially 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?
 - The 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;
 - The Student and Employee Illegal Drug and Alcohol Policy can be found in its entirety in Appendix C.
 - 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 obtain the policy;
- Additional methods used to distribute the policy (online availability, inclusion in written materials, etc.).
 - University Policies are available for review online at any time at <https://www.nwmissouri.edu/aboutus/facts/consumerinfo.htm>;
- Information on how requests for policy are granted;
 - 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 (<https://www.nwmissouri.edu/police/PDF/2023SecurityReport.pdf>). This policy can also be viewed by University employees (including student employees) at any time by logging into myNorthwest (<https://www.nwmissouri.edu/login/index.htm>), selecting the Human Resources tab, and selecting the appropriate handbook link. The Northwest Missouri State University employee policy reads:

Student and Employee Illegal Drug and Alcohol Policy

Purpose:

The purpose of this policy is to inform students & employees that Northwest Missouri State University enforces federal, state and local rules and laws prohibiting the illicit use of drugs and limiting alcohol on campus.

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 their 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>.

Health and Safety Risks of Drug and Alcohol Abuse

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 <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/>.

Northwest Alcohol/Drug Policy—Student Handbook

The current and most up-to-date Northwest Missouri State University Student Handbook (see Appendix E) is available at any time to all Northwest students via the university's website at the following address: <https://www.nwmissouri.edu/studentaffairs/PDF/StudentHandbook.pdf>

Students are reminded of the policy on an annual basis through multiple venues—Residence Hall meetings, University 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:

Alcohol and Drug Abuse Education

All members of the Northwest community 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:

- The content of this policy.
- The extent and nature of the abuse problem, including national and Northwest statistics, as well as social, personal and health risks.
- 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).
- Referral information on available counseling, rehabilitation, and self-help groups.
- Penalties to be imposed for violation of this policy.

Assessment

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:

- An appraisal of the environment for subtle causes of alcohol and drug abuse;
- Surveys of campus awareness, attitudes and behaviors regarding the abuse of alcohol and other drugs;
- The collection and use of alcohol and other drug-related information from police and security reports;
- The collection and use of summary health and counseling client information;
- The collection and use of summary data from drug-related disciplinary actions.
- Northwest uses the Missouri College Health and Behavior Survey (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.
- 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 660.562.1348 for off-campus referrals.

On-Campus

Information and assistance are available through the Wellness Services and University Police. 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.

Students may schedule appointments with 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 – 12:15 p.m., Wesley Center (Northwest campus)
- Mondays – 6 p.m., 1st United Methodist Church, 102 N Main, Maryville
- Wednesdays – 6 p.m., 1st Presbyterian Church, 211 S Main, Maryville
- Thursdays – 12:15 p.m., Wesley Center (Northwest campus)

Narcotics Anonymous (NA) Meetings

Narcotics Anonymous is a community-based association of recovering drug addicts.

- Tuesdays – 6 p.m., Countryside Christian Church
- Thursdays – 6 p.m., Countryside Christian Church
- Saturdays – Noon, Countryside Christian Church
- Sundays – 6 p.m., 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 – 5:30 p.m., MOSAIC, Maryville
- Saturdays – 9 a.m., MOSAIC, Maryville

Health

Information

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 telangiectasia's (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

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

Northwest Alcohol/Drug Policy—Residential Life

The Northwest Missouri State University Student Handbook (see Appendix E) is discussed with all students who reside on campus, on an annual basis, through multiple venues. The handbook is also discussed in floor meetings at the beginning of each semester. The Alcohol/Drug Policy is referenced on several signs throughout University housing facilities, in high traffic areas for all students to view. Student who are found in violation of the Northwest Alcohol/Drug Policy are again given notice of the policy and the Student handbook during Conduct meetings.

Purpose

To provide the standard policy and proper procedure to possess alcohol on University property.

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, 1 and 25 (Visitors Tailgate).
- 4) Northwest Campus Dining may provide alcohol for purchase at the Bearcat Tailgate Zone in the Raymond J. Courter College Park Pavilion prior to home football games. No alcohol will be sold after the scheduled kick off time.
- 5) Possession and/or consumption of alcohol is prohibited outside of the designated tailgating lots (Lots 25, 60, 62, 63, and Lot 1 (visitors tailgate) with the exception of the suites at Bearcat Stadium and the Raymond J. Courter College Park Pavilion.
- 6) Anyone possessing and/or consuming alcohol shall possess valid photo identification establishing that they are 21 years of age or older and comply with a request to show such identification when requested by law enforcement or game security personnel.
- 7) Kegs, party-balls, multi-quart containers, and bulk-dispensing of alcohol are prohibited.
- 8) Glass containers are prohibited. Aluminum and plastic containers are recommended for the safety of all fans.

- 9) 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).
- 10) Drinking games (included but not limited to beer pong) or other designed efforts that may promote excess drinking are 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 any time.
- 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 they are 21 years of age or older if requested by law enforcement, game security personnel or university official.
- 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 beverages at a greater than normal rate of speed (including but not limited to funnels or beer bongs).
- 9) The sale of alcohol at any point within the suites is strictly prohibited.
- 10) Alcohol may not be shared between suites.
- 11) All patrons must be in possession of a suite ticket or a game day suite access pass to access the suite level prior to and during the game.

Supplying Suite with Alcohol

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.

No alcohol may be brought into the 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 game day 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 J.W. Jones Student Union and single specific events as approved by the President (or their designee):
 - a. 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.e., possess a valid liquor license,
 - b. adhere to all applicable laws and regulations concerning alcohol,
 - c. obtain all appropriate and necessary liquor permits and pay all charges associated with obtaining those permits,
 - d. provide all qualified, trained personnel necessary for dispensing and controlling alcoholic beverages at the event, and
 - e. 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 food service.
- 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.

Full-Time University Employees Required to Live on Campus

- 1) Full-time University Employees required to live in on-campus housing as a condition of employment may possess and consume alcohol in their University provided living quarters.
- 2) Employees must be over the age of 21 and not consume alcohol in the presence of undergraduate students living on campus or any student the age of 21.
- 3) Kegs and other common bulk containers are not allowed at any time.
- 4) Employees may not be 'on duty' or 'on call' when consuming alcohol.
- 5) Employees may not provide alcohol to undergraduate students or residents of the buildings they supervise.
- 6) Failure to use alcohol responsibly may result in disciplinary action up to and including termination of employment.

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 Rights and Responsibilities 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 Rights and Responsibilities Coordinator. In doing so, these violations are sanctioned consistently based on the proportionate and progressive nature of each individual incident.

The Student Rights and Responsibilities 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 Rights and Responsibilities Coordinator to review all drug and alcohol violations for the time period and ensure consistency among all Student Conduct Administrators.

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. It is facilitated by Wellness Services and UPD 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 incoming athletes during the biennium period 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.

MVPIP

During the current biennium period, a concerted effort was made to revitalize MVPIP efforts in the aftermath of the COVID-19 pandemic. Additionally, many departments involved in MVPIP experienced employee turnover, which led to coalition vacancy and/or new members that needed educated about the purpose and work of MVPIP. MVPIP is tasked with making AOD efforts more efficient at Northwest, and over the course of the last two years it has made progress toward becoming an effective and sustainable coalition.

Despite early struggles, MVPIP played a role in shaping individual department efforts toward AOD education and programming through deliberate communication and collaboration. Moving forward it will focus efforts on policy review, program success, and goal/objective achievement.

Office of Student Involvement

- **Greek Life Programming**

- New Member Education
 - Fall 2022 and 2023
 - Changed from a day long presentation to a more comprehensive program. This included the AOD conversation being the Alcohol Skills Training Program facilitated by Greek Life and Wellness Services Staff members.
 - Approximately 300 students participate each year.
- Leadership Retreat
 - Spring 2023
 - Spring 2024
 - All Greek Council leadership retreat in attendance; discuss issues and create an action plan to address areas for improvement including AOD use in the Greek Community
 - Approximately 30 students in attendance
- Annual AFLV (Association of Fraternal Leadership / Values) Conference Attendance
 - Spring 2023
 - Spring 2024
 - Approximately Northwest Greek Council leaders attend annual conference; over 3000 student attendees each year
 - Programming / Education include topics of AOD
 - Vice Presidents of Risk Management for Panhellenic Council and Interfraternity Council participated in a training track specific to Risk Management presented by the National Interfraternity Council (NIC)
- Speaker
 - Fall 2023
 - Tina VanSteenbergen, spoke on the behalf of Enhancing Positive Body Image and why Sisterhood Matters
- Other
 - Fall 2023
 - This IFC event/program was for people to have drink covers to prevent them from being spiked.

- **Summary/Outcome data: Greek Life Risk Management Training**

- Greek Life Risk Management Training
 - Vice Presidents of Risk Management and their committees visit each IFC and Panhellenic affiliated organization each year to share information regarding the Greek Life Risk Management Policy, Event Hosting Standards and Student Organization Conduct Policy.
 - Approximately 700 students participate each year.

- **Student Activities Council (SAC)**

- Special Events Programming
 - These events are alcohol free social opportunities for students that occur throughout the week, typically Wednesday, Thursday, and Friday. These events begin at 7p.m. or later. SAC hosts 10-15 of these events per academic year.
- Lecture Programming
 - These events are alcohol free social opportunities for students that occur throughout the week, typically on Tuesday, that promote diversity of thought through varying pop-culture topics. Themes include gender-norms, substance abuse, mental health, and entrepreneurship. SAC hosts 3-5 of these per academic year.

- Northwest Traditions Programming
 - These events are alcohol free social opportunities for students that occur during university wide celebrations such as Homecoming, Family Weekend, Northwest Week, and Advantage Weekend (first-year orientation). These events promote healthy social opportunities that are an alternative to alcohol during high-risk times of the year.

Office of Human Resources

- Required and Optional Trainings
 - Drug Free Workplace - Required
 - The goal of this course is to provide employees with an understanding of drug and alcohol abuse in the workplace. This course will review the Drug Free Workplace Act, recognizing the signs of substance abuse and addiction, and knowing your role in fighting substance abuse on the job.
 - Student Alcohol & Substance Misuse - Optional
 - The goal of this course is to provide an overview of student substance abuse and the role of educators in substance abuse prevention. This course is also designed to help staff members identify and respond to general substance abuse issues involving students. This course will examine student substance abuse facts, trends, symptoms, and dangers, identify risk and protective factors that influence attitudes and behaviors in regard to substance use, discuss the role of educational institutions in substance abuse prevention, and examine different situations involving substance abuse during which a staff member may need to intervene to protect a student.
 - Prescription Drug Abuse: Impact on Students - Optional
 - Prescription drug abuse is a substantial problem on today's campuses, and college students have a higher likelihood of misusing prescription stimulants, often referred to as "study drugs," than their noncollege peers. Faculty and staff play a critical role in providing knowledge and raising awareness among students. This course is designed to provide faculty and staff with an overview of prescription drug abuse, its causes and effects, and ideas for increasing awareness among the campus community.
 - Opioid Overdose Response Awareness - Optional
 - Each day, more than 130 people in the U.S. die after overdosing on opioids, such as prescription narcotics, heroin and fentanyl, creating a national health crisis. Opioid emergency-related deaths often can be prevented if the person receives emergency medical care and timely administration of an opioid reversal agent. This course provides employees with an overview of opioid overdose response procedures and the usage, storage and maintenance of opioid reversal agents, such as naloxone.
 - Reasonable Suspicion for Drug and Alcohol Use in the Workplace - Optional
 - The objective of this course is to train administrators and supervisors on the risks of drug and alcohol use by employees, the skills to recognize use of drugs and alcohol, the skills to confront an employee who may be using drugs or alcohol, and the procedures for documenting reasonable suspicion cases.
 - First Aid - Alcohol and Drug Overdose - Optional
 - Alcohol and drug overdoses are serious situations at work. They can lead to poor job performance, workplace violence, severe injuries, and even death. In this course, you'll learn some common types of drugs that can be overdosed on, symptoms of alcohol and drug overdoses, best practices for interacting with someone who's overdosed on alcohol or drugs, and first aid to help the person who's overdosed. [course outline] Types of Drugs Drugs at Work Drug Overdoses Getting Help First Aid for Drug Overdoses and Drug Abuse First Aid for Extreme Medical Emergencies
 - Medication Administration: Naloxone - Optional
 - Each day more than 200 people in the U.S. die after overdosing on opioids, such as prescription pain medication, heroin and fentanyl, creating a national health crisis. However, opioid overdose deaths often can be prevented if the person receives emergency medical care and timely administration of

an opioid antagonist, such as naloxone. This course will help staff members recognize an opioid overdose and provide steps to administer naloxone.

- Employee Assistance Program
 - All Northwest employees, including spouses and dependents, are eligible to use the Ability Assist Counseling Services sponsored by The Hartford. Ability Assist Counseling Services provide up to three face-to-face emotional or work-life counseling sessions per occurrence per year. Counseling services are available for things such as stress, anxiety, depression, substance abuse, tax questions, getting out of debt, power of attorney and divorce.
- Mindful by BlueKC
 - Mindful by BlueKC is a behavioral health initiative dedicated to reducing stigma around behavioral health in our communities while making care accessible and affordable for members. Mindful by BlueKC is a commitment to covering the health needs of the whole person and comes to life as a set of tools and resources to address stress, depression, anxiety, substance use and more. This ensures that members can access and afford the behavioral healthcare they need.

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. It is facilitated by Wellness Services and UPD 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 has worked to have an active member on the coalition 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 at the beginning of the Fall Semester. 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 an 8+ 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:** 90% of students who meet with a professional member of residential life for an alcohol violation or concern will be given the AUDIT
 - **Student Rights & Responsibilities:** 90% of students who meet with the Student Rights & Responsibilities Coordinator for an alcohol violation or concern will be given the AUDIT
 - **Wellness Services:** 90% of students who meet with a professional member of Wellness Services with an alcohol concern will be given the AUDIT
- **Goal**
 - Students with a score of 8 or higher on AUDIT will be strongly suggested, to receive BASICS from the best suited professional for them.
 - All students who score a 15 or higher and have a policy violation will be required to complete BASICS

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

- **Helping Bearcats Succeed**
 - This is an interactive program for incoming students and facilitated by the University Police Department and Student Affairs Title IX Office during orientation. Various safety measures are reviewed, including responsible behaviors with alcohol and other drugs.
 - Summary/Outcome Data: Helping Bearcats Succeed is an hour-long program provided several times during Advantage Week for incoming students.
- **MVPIP Coalition**
 - MVPIP is a campus and community collaborative coalition. It is facilitated by Wellness Services and involves various departments from across campus along with community partners. MVPIP targets students both on and off campus. The MVPIP mission is to create a healthy culture and environment on campus and within the community to encourage responsible decision making.
 - Summary/Outcome Data: The University Police provides data to align strategies on MVPIP efforts with the individuals who come into contact with the UPD. They also provide support in our efforts through personnel and collaborative funding.
- **Pizza and Police**
 - Pizza and Police is an interactive residential-based program. Law enforcement officers engage students within the residential halls to discuss topics such as sexual violence, theft, substance abuse, and mental health. This program runs for a 5-week period and has a total attendance of over 600 students.
- **Safe Ride Home Program**
 - The Safe Ride Home program is funded through student fees, grants, and donations. This program offers student transportation within the city limits of Maryville. This program provides public transportation and minimizes impaired driving in our area. Hours of operation focus on peak recreational times from Thursday night through Sunday morning. Rides are requested during operation times by a telephone call or through a ride-sharing app. This is a universal approach because all students have access and encouraged to use without needing payment at the time of contact. Over the 15-year period of operation this program has reduced driving while intoxicated incidents by over 60%.
- **Transportation Fair**

- This program focuses on distracted driving. It is held annually at a football game and involves driving, seatbelt and impairment simulators. This event partners with emergency first responders. Social norming t-shirts are issued to participants.
- BADD (Bearcats Against Distracted Driving)
 - BADD offers an interactive event focused on distracted driving. The group focuses driving simulators, alcohol simulators along with social norming-oriented messages.
- Underage Drinking Enforcement
 - Compliance checks and patrol are performed on campus. Consequences are enforced by law enforcement. This is an environmental approach aimed at responsible selling, purchasing and consumption practices.
 - Driving while intoxicated (DWI) enforcement - Saturation points are established throughout the community to enforce DWI laws and regulations. They are performed both on campus and off campus by the University Police Department and local 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.
- Residential Life Training and Programming
 - Behind Closed Doors is an interactive program for student employees responding to alcohol and other drugs in the Residential Halls. Officers work through scenarios and answer questions.
 - UPD Meet & Greet is an opportunity for student employees to engage with police officers on policies and procedures.
 - Floor presentations give Residential Life students and residential students the opportunity to engage with police officers in small groups to discuss AOD prevention efforts including social norming and responsible use.
- International Student Orientation
 - This is an interactive program for incoming international students and their families.
 - The program is facilitated by the University Police Department during orientation. Various safety measures are reviewed, including responsible behaviors with alcohol and other drugs.
- Sorority and Fraternity New Member Education
 - Incoming sorority and fraternity members engage law enforcement officers on AOD policies, procedures and consequences on and off campus.
 - Scenario-based examples allow members to problem solve situations facilitated by the UPD.
- Additional Programs offered by UPD can be found at the following link
<http://www.nwmissouri.edu/police/programs/index.htm>

University Wellness Services

- AUDIT, Alcohol use question asked of all clinic patients
 - Each clinic patient is asked, "Have you had five or more drinks containing alcohol in a two-hour period, at any time in the last three months?" If the student answers yes, we ask the AUDIT assessment to determine the level of risk and assess the need for a referral. This is an individual-level intervention based on the needs of the student.
 - Counseling Services also asks this question regarding alcohol use prior to a student's initial consult visit. If excessive use is determined, students are referred off campus to specific drug and alcohol counselors or to Wellness Education and Prevention staff for BASICS. This is an individual approach targeting only those students that use services provided by Counseling.
- Summary/Outcome Data: AUDIT, General alcohol question asked of all patients
 - "Have you had 5 or more drinks containing alcohol in a 2-hour period, at any time in the last 3 months?"
- BASICS with students transported to the hospital and sent by Student Rights and Responsibilities

- 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 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 an alcohol-related violation are required to attend BASICS as well. Any student seen through Student Rights and Responsibilities that scores an 8 or above will be referred to BASICS, but not required.
- Motivational Interviewing techniques are also used during counseling sessions as appropriate. This is an individual approach focusing only on those students who need it during counseling sessions.
- Summary/Outcome Data: BASICS with students transported to the hospital
 - All students who have an alcohol concern would be given the resources to seek help.
 - The number of BASICS sessions remained steady when compared to the previous biennium period, but has decreased relative to pre-pandemic sessions offered.
- Helping Bearcats Succeed during Advantage with UPD and Wellness
 - This is a selected program geared to incoming Freshmen put on by 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: Helping Bearcats Succeed during Advantage
 - This session is provided three times on the Saturday of move-in weekend to all incoming freshman each year. The sessions are an hour long and we have reached over 2,000 students through this presentation in the last two years.
- 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 the Wellness Fair, both aimed at increasing life skills among students and educating students on available resources/activities. This is a universal approach that targets all students at Northwest.
- Summary/Outcome Data: Prevention Events
 - In all, Wellness Education and Prevention hosted or co-hosted over 5 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. 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 4 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.
- Wellness Education Events: Educational Tabling, Social Norming, Wellness Workshops on Alcohol, eCheckup Promotion, Drunk Driving event, Safe Ride Promotions, etc.
 - We conduct various educational/awareness raising events throughout the year (in virtual/digital mediums as well) to promote responsible decision making among students. We host fun, educational activities and provide social norming 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: Wellness Education Events
 - It is estimated that over 1,000 students participated Wellness Education activities.

- Refer off campus to community resources as needed
 - If assessments indicate that students have a significant concern with alcohol or other 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 at Northwest Missouri State University was overseen by Wellness Services, with appropriate involvement/collaboration with other university stakeholders.

Policies / Procedures

- Strengths of policies/procedure
 - Strong process
 - The overall process is well defined and works collaboratively with preceding and following opponents.
 - Each component has helped establish their role in the chain of events.
 - Processes examined on a regular basis to update effectiveness.
 - Student representation
 - Students have a direct and indirect impact on policy and procedure.
 - Various student representation is used to help aid and advise policy/procedure maintenance.
 - Varying departments consult student leaders for policy/procedure maintenance.
 - Fraternity and Sorority Life: IE RM policy.
 - Student actions and decisions help indirectly with policy/procedure maintenance as well.
 - Evolving communication
 - Multiple stakeholders help bridge policy/procedure across campus.
 - Enforcement of policy/procedure has garnered an increased focus to help with knowledge and understanding across relevant parties.
 - Increased Communication directly with students about policy/procedure has been a focus area.
 - Awareness
 - Recent MACHB survey data suggests that students are largely familiar with policies surrounding alcohol and other drugs.
- Weaknesses of policies/procedures
 - Recurring process involvement
 - Lack of process established for students who must use certain policy procedures more than once.
 - Areas of recurring behavioral issues lack distinct policy procedure direction.
 - “OD” Policy
 - In depth policy/procedure left up to interpretation.
 - Process roughly follows alcohol chain of events rather than having its own distinct process.
 - Internal structure
 - Areas of conduct regarding change/review.
 - Lack of Formal Review/consistency in policy development
 - Policy/procedure changes are purely recommendation-based.
 - Lack of research/change of times plague older policies.
 - Need for annual/reoccurring board of review with relevant stakeholders a necessity to take next step regarding AOD policy/procedure.

- Opportunities presented in part of policies/procedure
 - Collaboration
 - The continued ability to collaborate with key stakeholders is still central to policy/procedure.
 - Chance to aid additional areas of campus life for students and staff.
 - Chace to connect with like-minded professionals for ongoing growth.
 - Amnesty
 - Policy/procedure provides ability to work with and help those who need services and resources.
 - Additional follow-up can help strengthen process.
 - Potential for policy change
 - Additional insights and investments can provide opportunity for policy change and/or alignment with best practice.
 - Reestablishment of procedure
 - New insight and stakeholder investment allow for updated procedure.
 - Change of time and biennial review allows for deeper examination of policy/procedure.
 - Continued to strengthen enforcement of policy/procedure.
- Threats presented in part of policies/procedures
 - Legislative Changes
 - Ongoing changes to the legislative landscape directly impact our policy/procedure.
 - IE: Marijuana decriminalization
 - IE: Tobacco Age Restriction
 - Local, State, and Federal changes can impact policy/procedure drastically.
 - Funding/Federal Requirements
 - Continued budget cuts.
- Overarching Review
 - The University has strong policies in place.
 - Alcohol amnesty and overall process continues to develop and strengthen.
 - Collaborative efforts from stakeholders are present and continue to help strengthen overall policy/procedure process.
 - Ability to review policy procedure is in place but could use additional refinement to maximize efficiency.
 - Additional “OD” policies can remain a focus as legislation evolves.

Programming

- Strengths of programming
 - Collaboration
 - Programs offered are largely cross-departmental and involves numerous departments/organizations on campus. This provides more connection points for Northwest students and strengthens the content being provided.
- Weaknesses of programming
 - Stakeholder issues
 - Unequal buy-in from key stakeholders cause issues in planning and implementation.
 - Inability from key parties to invest create rifts in programming efforts.
 - Inability from key parties to overstep for personal gain create rifts in programming efforts.
 - Lack of consistent communication across stakeholders.
 - Additional buy-in from high risk student population continue to develop but must be higher.
 - Recovery programming
 - Lack of programming targeted towards recovery hurts overall process.
 - Closing the loop

- It can be difficult to ensure knowledge transfer when key areas of AOD programming experience employee turnover, departmental restructuring, etc.
 - Knowledge accessibility
 - Informal process for reporting anonymously.
 - Additionally, follow-up procedures for process evaluation and programming efforts is minimal.
- Opportunities presented in part of programming
 - Primary efforts
 - Messaging efforts have grown to relevant branding for ease of information sharing.
 - Campaign - *Know your Limits, Know the Truth, and Know the Risk* - can expand for student knowledge acquisition.
 - Prevention trainings allow for direct information sharing as well as hands-on experience through the use of programming efforts.
 - Additional training pre-matriculation efforts for enhanced student benefit.
 - IE: connection with academic faculty
 - Resource sharing
 - Programming and event efforts provide direct connection to relevant resources.
 - Additionally, information on resources are kept up to date and can be shared easily through programming efforts.
 - Community collaboration efforts
 - Utilization of Partners In Prevention can continue to aid in programming efforts.
 - Resources provided by Partners in Prevention are promoted in local establishments, including Party-Safe Training, SMART Program, and CHEERS.
 - Ability to collaborate with like-minded individuals aid in research-based programming.
 - Community partnerships can provide deeper sense of reach off-campus.
 - AOD staff have recently completed a number of certifications to strengthen AOD services and programming, including BASICS, Motivational Interviewing, Tobacco Cessation, ASTP, and I-Champ.
- Threats presented in part of programming
 - Parental influence
 - Ability to program is hurt by over-involvement in student transition.
 - Parental value and beliefs can directly affect student involvement mind set.
 - College culture
 - Shift in party culture provided stronger urge to use AOD areas. According to MACHB data, Northwest has experienced three straight years of Alcohol decline.
 - Technology adaptation
 - Program primarily takes place on campus, must adapt for tech use.
 - Shift in educational environment can provide lower engagement and interaction numbers.
 - IE: Online learning environments
 - Fiscal Strain
 - Budget cuts impact ability to fund programming and prevention efforts.
- Overarching themes
 - Collaboration efforts to provide a comprehensive, research-based set of programs and events are set in place for student engagement and intervention.
 - Continued innovation and development in regards to programming and intervention continues to be a focus area. Being forced by the pandemic to move some programming online has expedited the process to increasing technology use in AOD programming.
 - A community of professionals (local and state wide) are established for AOD efforts.

- Use of screenings, prevention efforts, and intervention efforts remain key components of AOD efforts.
 - IE: BASIC, I-Champ
- Effective data collection can be a stronger emphasis moving forward, but remains strong enough (MACHB) to provide focus areas
 - IE: Binge drinking, Marijuana use and abuse
- Though key stakeholders are invested, additional need for transitional services are needed along with more connections and buy-in from high risk populations
- Community outreach must be a larger focus moving forward
- Recovery programming must be a larger focus moving forward
- Continued focus in combating party culture will be key to provide strong AOD efforts. Provision of resources and programs that are easily accessible and known will provide the baseline for this work.

AOD Comprehensive Program Goals and Objectives for Biennium Period Being Reviewed

Northwest Missouri State University AOD program recommendations for improvement from 2022 review:

- Re-establish MVPIP membership, recurring meetings, and collaborative policy/program assessment and implementation.
- Increase response rate of the MACHB assessment for a better understanding of the student population as it relates to health, wellness, and AOD program measures.
- Consider (and potentially implement) pre-matriculation education for incoming freshmen so they have a baseline understanding of alcohol and other drugs and the potential impact it can have on their success.
- Establish specific goals that address the root causes of irresponsible decision-making, based on data collected through the MACHB assessment.
- Continue to centralize data collection to better inform programming and develop efficiencies in reporting (Partners in Prevention Annual Report, Biennial Reviews, internal assessments, etc.).

AOD Goals for the 2022-2023 School Year

Goal 1: Reduce binge-drinking for both all students and underage students by 5% (all students—from 32% to 27%, MACHB; underage students—from 29% to 24%, MACHB).

- Strategy 1: Reorganize the BASICS program to provide timely intervention in conduct situations, particularly in Residence Halls.
 - Partner with Student Conduct and Development, Residential Life, UPD and other stakeholders to ensure proper training on referral process and resources available.
 - Increase number of BASICS facilitators to provide timely appointments.
- Strategy 2: Create and run a variety of safe drinking and informational social norm campaigns for both print and social media.
- Strategy 3: Provide and collaborate on presentations and events with Northwest Students (Safe Spring Break Week/Bobbypalooza, Late Night at the Rec, etc.)

Goal 2: Reduce reported cannabis-use by 5% (from 27% to 22%, MACHB).

- Strategy 1: Market student access to CASICS (understanding cannabis use and its effect on students).
 - Strengthen referral process to CASICS sessions with campus partners.
 - Increase number of CASICS facilitators to provide timely appointments.
- Strategy 2: Work with campus organizations (Greek Life, Athletics, etc.) on educational campaigns.
 - Increase print and digital education available to Northwest students.

- Host presentations/workshops with targeted student populations.
- Strategy 3: Collaborate with UPD to increase cannabis policy and program awareness at Northwest.

Goal 3: Increase knowledge of AOD programs and policies by 5% (from 67% to 72%, MACHB).

- Strategy 1: Enhance AOD messaging as part of broader marketing strategy.
 - Target specific high-risk populations, emphasizing education and resources.
 - High visibility marketing of AOD-related resources.

Goal 4: Correct student perceptions of the drinking behaviors of others.

- Strategy 1: Develop and implement a social norming campaign.

AOD Goals for the 2023-2024 School Year

Goal 1: Reduce percentage of binge-drinking rate for students participating in Fraternity and Sorority Life to match statewide numbers (2023 MACHB, from 61% to 48%), and continue the rate of reduction of binge drinking for all students by another 3% (2023 MACHB, from 29% to 26%).

- Strategy 1: Reorganize the BASICS program to provide timely intervention in conduct situations, particularly within Residence Halls
 - Partner with Student Conduct and Development, Residential Life, UPD and other stakeholders to ensure proper training on referral process and resources is available
 - Partner with Fraternity and Sorority Life to visit with every chapter during Fall 2023 to have a brief discussion about alcohol use and to conduct the AUDIT survey
- Strategy 2: Create and run a variety of safe drinking and informational social norms campaigns for both print and social media
 - Every week, messaging should focus on a specific topic which ranging from BAC levels, education around standard drinks, tips/tricks on harm reduction principles, and more
- Strategy 3: Provide and collaborate on presentations and events for various student organizations and departments (Safe Spring Break Week/Bobbypalooza, Late Night at the Rec, etc.)
- Strategy 4: Incorporate eCHECKUP alcohol assessment and Alcohol Skills Training Program into the Wellness Module of University Seminar for every incoming freshman

Goal 2: Increase knowledge of AOD programs and policies by 5% (from 62% to 67%, MACHB).

- Strategy 1: Enhance AOD messaging as part of broader marketing strategy
 - Target specific high-risk populations, emphasizing education and resources
 - High visibility marketing of AOD-related resources
 - Weekly messaging on social media geared towards AOD-related topics, ranging from vaping as it relates to the smoking policy all the way to understanding social norms around alcohol
- Strategy 2: Collaborate with UPD to increase cannabis policy and program awareness at Northwest

Goal 3: Increase support resources around tobacco usage to encourage cessation

- Strategy 1: Partner with Mosaic Medical Center to market 4-week cessation program
- Strategy 2: Collaborate with PIP Tobacco Specialist to come up with campus-specific messages and ways to incorporate cessation into already-established programming

- Strategy 3: Assistant Director (WEP) to complete PIP's training for tobacco cessation
 - Offer 1:1 tobacco cessation sessions for students
 - Offer a variety of cessation tools to students (e.g. nicotine patches, gum, etc.)

Goal 4: Correct student perceptions of the use of alcohol and other drugs (AOD) by others.

- Strategy 1: Develop and implement a consistent, year-long social norming campaign
 - Incorporate student testimonies
 - Work with the Athletics and Marketing departments on campus to create a video to show during football games (as the community's perception of student AOD usage also affects student perceptions)
 - Create social norm-related quizzes and activities for students, along with interactive messaging for social media posts

AOD Goal and Objective Achievement

According to 2023 MACHB survey data, Northwest failed to meet all goals outlined in the strategic plan. AOD Goals for the 2022-2023 School Year:

Goal	FY22	FY23 Goal	FY23 Actual	Goal Achievement
Reduce binge-drinking (all students) by 5%	32%	27%	29%	No
Reduce binge-drinking (underage students) by 5%	29%	24%	28%	No
Reduce reported cannabis use by 5%	27%	22%	33%	No
Increase knowledge of AOD programs & policies by 5%	67%	72%	62%	No
Correct student perceptions of the drinking behaviors of others	n/a	n/a	n/a	-

According to the 2024 MACHB survey data, Northwest met all goals outlined in the strategic plan. AOD Goals for the 2023-2024 School Year:

Goal	FY23	FY24 Goal	FY24 Actual	Goal Achievement
Reduce binge-drinking (FSL) to match statewide metric	61%	48%	38%	Yes
Reduce binge-drinking (all students) by 3%	29%	26%	26%	Yes
Increase knowledge of AOD programs & policies by 5%	62%	67%	68%	Yes
Increase support resources around tobacco usage to encourage cessation	n/a	n/a	n/a	-
Correct student perceptions of the use of alcohol and other drugs by others	n/a	n/a	n/a	-

As it relates to the 2022 Biennial Review's recommendations for improvement, we have made progress in four of the five areas identified. During the past two years, Northwest has:

- Re-established MVPIP membership and has consistently held recurring meetings;
- Increased the MACHB assessment response rate in consecutive years;
- Utilized MACHB data to establish specific goals related to irresponsible AOD decision-making;
- Worked to centralize data collection and reporting processes.

There are still improvements to be made in these areas, particularly as it relates to MVPIP engagement and collaborative programming. Additionally, while Wellness Services has emphasized education to freshmen, it continues to be a struggle

to provide pre-matriculation programming. Over the biennium period, Wellness Services has experienced employee turnover that has caused hardship in programming and prevention efforts (particularly while short-staffed or onboarding new employees). Moving forward, it will be important for Wellness Services to develop stability within our AOD programming.

Recommendations for Improvement

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

- Broaden MVPIP membership to include campus and community partners, and strengthen coalition member participation and engagement;
- Increase response rate of the MACHB assessment for a better understanding of the student population as it relates to health, wellness, and AOD program measures.
- Implement MACHA for targeted assessment of student athletes at Northwest Missouri State University;
- Collaborate with local law enforcement, Northwest Community Cares group, and MVPIP to address the issue of fake ID’s and elevate social norming;
- Continue to centralize data collection to better inform programming and develop efficiencies in reporting (Partners in Prevention Annual Report, Biennial Reviews, internal assessments, etc.).

These recommendations are aligned with established 2024-2025 priority areas based on 2024 MACHB data. Goals for the next biennium period will be identified and assessed collaboratively with key stakeholders and will guide AOD programming for the 2024-2025 and 2025-2026 academic years.

AOD Certification

AOD Certification, signed by Dr. Lance Tatum (President, Northwest Missouri State University) can be seen in Appendix G 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, Northwest has strong policies and processes in place to address alcohol and other drugs on the Northwest campus. Northwest spent much of the biennium period revitalizing programming after the COVID-19 pandemic—Northwest remains committed to a comprehensive AOD program, and to that program’s growth and refinement through collaborative efforts.

Over the next biennium period the University will work to bolster the collaborative efforts of the MVPIP coalition (including campus and community resources), streamline data collection and analysis (including implementation of the MACHA screening), and implement effective programming targeted to goal/objective achievement, including heightened collaboration with community partners to address specific AOD concerns. Northwest looks forward to not only continued compliance with the Drug-Free Schools and Communities Act of 1989, but to positive impact on the health and wellness of our campus community.

Appendix A

Federal Legislation: The Drug Free Schools and Community Act Amendments, Oct. 1990

ELECTRONIC CODE OF FEDERAL REGULATIONS

e-CFR Data is current as of October 23, 2012

Title 34: Education

PART 86—DRUG AND ALCOHOL ABUSE PREVENTION

Contents

Subpart A—General

- § 86.1 What is the purpose of the Drug and Alcohol Abuse Prevention regulations?
- § 86.2 What Federal programs are covered by this part?
- § 86.3 What actions shall an IHE take to comply with the requirements of this part?
- § 86.4 What are the procedures for submitting a drug prevention program certification?
- § 86.5 What are the consequences if an IHE fails to submit a drug prevention program certification?
- § 86.6 When must an IHE submit a drug prevention program certification?
- § 86.7 What definitions apply to this part?

Subpart B—Institutions of Higher Education

- § 86.100 What must the IHE's drug prevention program include?
- § 86.101 What review of IHE drug prevention programs does the Secretary conduct?
- § 86.102 What is required of an IHE that the Secretary selects for annual review?
- § 86.103 What records and information must an IHE make available to the Secretary and the public concerning its drug prevention program?

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?
- § 86.301 What actions may the Secretary take if an IHE violates this part?
- § 86.302 What are the procedures used by the Secretary for providing information or technical assistance?
- § 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?
- § 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?

Subpart E—Appeal Procedures

- § 86.400 What is the scope of this subpart?
- § 86.401 What are the authority and responsibility of the ALJ?
- § 86.402 Who may be a party in a hearing under this subpart?
- § 86.403 May a party be represented by counsel?
- § 86.404 How may a party communicate with an ALJ?
- § 86.405 What are the requirements for filing written submissions?

- § 86.406 What must the ALJ do if the parties enter settlement negotiations?
 - § 86.407 What are the procedures for scheduling a hearing?
 - § 86.408 What are the procedures for conducting a pre-hearing conference?
 - § 86.409 What are the procedures for conducting a hearing on the record?
 - § 86.410 What are the procedures for issuance of a decision?
 - § 86.411 What are the procedures for requesting reinstatement of eligibility?
-

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)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

§ 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)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, 66226, Dec. 17, 1996]

§ 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).

(Approved by the Office of Management and Budget under control number 1880-0522)

(Authority: 20 U.S.C. 1145g)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66226, Dec. 17, 1996]

§ 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.

(Authority: 20 U.S.C. 1145g)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

§ 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.

(Approved by the Office of Management and Budget under control number 1880-0522)

(Authority: 20 U.S.C. 1145g)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66226, Dec. 17, 1996]

§ 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)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66226, Dec. 17, 1996]

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).

(Authority: 20 U.S.C. 1145g)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66226, Dec. 17, 1996]

§ 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.

(Authority: 20 U.S.C. 1145g)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

§ 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.

(Authority: 20 U.S.C. 1145g)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

§ 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)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

§ 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)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

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)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

§ 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)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

§ 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)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

§ 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)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

§ 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)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

§ 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)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

§ 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)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

§ 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)

[55 FR 33581, Aug. 16, 1990, as amended at 61 FR 66225, Dec. 17, 1996]

For questions or comments regarding e-CFR editorial content, features, or design, email ecfr@nara.gov.
For questions concerning e-CFR programming and delivery issues, email webteam@gpo.gov.

Appendix B

University Police Annual Security and Fire Safety Report

Northwest Missouri State University - Maryville

2023 COMBINED ANNUAL SECURITY REPORT & FIRE SAFETY REPORT

Introduction

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Northwest Missouri State University ("University") with information on: the University's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the University will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

Policy for Preparing the Annual Report

This report is prepared by the University Police Chief in cooperation with local law enforcement authorities and includes information provided by them as well as by the University's campus security authorities and various other elements of the University. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by contacting Amanda Cullin, Support Service Building-UPD, 800 University Drive, Maryville, Missouri (660.562.1254).

The University is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are constantly tested and re-evaluated for their effectiveness.

General Safety and Security Policies

Campus Security Personnel & Relationship with Local Law Enforcement

The University Police Department is responsible for campus safety at the University.

The University Police Department's jurisdiction covers all of the institution's property.

The University has a close working relationship with local law enforcement agencies. The University has a written mutual aid agreement with the Maryville Police Department. The agreement establishes crime reporting, jurisdictional boundaries, and mutual assistance.

All crimes occurring on campus, on non-campus property owned by the University or on nearby public property, should be reported immediately to the University Police Department. The number to contact is 660.562.1254.

Campus Security Authorities

The University has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the University's annual report of crime statistics. The campus security authorities to whom the University would prefer that crimes be reported are listed below.

- Assistant Vice President of Human Resources at 660.562.1128
- Assistant Vice President of Student Affairs of Engagement & Development at 660.562.1226
- Assistant Vice President Title IX and Equity at 660.562.1873

Reporting a Crime or Emergency

The University encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the University, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged when the victim of a crime elects to, or is unable to, make such a report.

- Situations that pose imminent danger or while a crime is in progress should be reported to University Police by calling 660.562.1254 from any campus phone or cell phone.
- Students, employees, and visitors can make a report of criminal actions to one of the campus security authorities identified above. Once reported, the individual making the report will be encouraged to also report it to University Police. If requested, a University employee will assist a student in making the report to the police.
- An anonymous report can also be submitted at the following site: <https://www.nwmissouri.edu/studentaffairs/>

Confidential Reporting

The University will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

Pursuant to the University's sexual misconduct policy, when an employee who is not a confidential resource becomes aware of alleged misconduct under that policy (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), the employee is responsible for reporting that information, including the status of the parties if known, to the Title IX Coordinator. A victim of other types of crimes (e.g., aggravated assault, burglary, etc.) who does not want to pursue action within the University disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. Upon the victim's request, a report of the details of the incident can be filed with the University without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the University take appropriate steps to ensure the future safety of the victim and others. With such information, the University can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing, and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the University.

The University does not have procedures that encourage its pastoral and professional counselors, if and when they deem it appropriate, to inform the person they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics.

Security of and 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 varying levels of access. Schedules for facilities fluctuate and are available by contacting the specific building. University Police patrol academic and administrative facilities.

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.

Security Considerations in the Maintenance of Facilities

Facility Services and University Police personnel regularly check to ensure pathways are well lit and that egress lighting is working in hallways and stairwells. Facility entries and exits are checked for pathway debris and door functionality on a routine basis. Contact Facility Services for all maintenance concerns.

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The University seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

- 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 the Safe Ride Home Program, security escorts, sexual/relationship violence policies, alcohol and drug policies, emergency procedures, and general safety. The mobile app, Crisis Manager, 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 the staff of University Police, Wellness Services, and the Office for Title IX/Equity. Additional crime prevention awareness sessions to educate the campus community about personal safety, services offered, and crime prevention strategies are offered throughout the year. Information is also disseminated via brochures, the University Police website, and social media.

Monitoring Off Campus Locations of Recognized Student Organizations

The University does not monitor and record, through local police agencies, any criminal activity in which students have engaged at off-campus locations of student organizations officially recognized by the University, including student organizations with off-campus housing facilities. However, we are aware of at least one police agency that performs such monitoring and recording.

Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

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 the University against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the 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.

Drug and Alcohol Policy

We are committed to creating and maintaining an environment that is free of alcohol abuse. The University enforces the state's underage drinking laws and complies with state law and other applicable regulations governing alcoholic beverages for those on the University's premises or participating in its activities. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse. In addition, the University is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare. To that end:

1. The University expects that those who wish to include alcohol as part of their activities will do so responsibly and lawfully.
2. Persons planning events on campus should be mindful of the complexities introduced into planning an event with alcohol. Event management issues (the presentation of entertainment, provision of refreshments, management of the participants or audience, security, and other

factors) require serious attention for any event, and all the more for an event at which alcohol is served. Event organizers must fully understand the University alcohol policy and applicable laws and manage their events accordingly.

3. Organizations may not plan events that promote or encourage the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol consumption. Persons planning events should remember that the vast majority of events at the institution take place without alcohol, that most members of the undergraduate community are not of legal drinking age, and that among those who are, many do not drink alcoholic beverages at all.

The University enforces federal and state drug laws. The possession, sale, manufacture, and/or distribution of illegal drugs is prohibited under both state and federal laws. Such laws will be enforced by the University's law enforcement authority on campus (University Police). Violators of the University's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

Federal Drug Laws (updated 08.05.2024)

Denial of Federal Benefits (21 U.S.C. § 862) A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853) Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 U.S.C. § 841) Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. § 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, "liquid ecstasy"), or flunitrazepam (or, "rohypnol"), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university (**21 U.S.C. § 860**) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

Federal Drug Possession Penalties (21 U.S.C. § 844) Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at www.campusdrugprevention.gov/sites/default/files/2022-07/Federal_Trafficking_Penalties_Chart_6-23-22.pdf.

Drug and Alcohol State Laws

Category	Summary (Missouri Revised Statutes)
Possession of Marijuana	Statutorily, marijuana remains a Schedule I controlled substance. Mo. Rev. Stat. § 195.017(2)(3)(ff). Possession for personal use of 10 grams or less, for a first offense, is a class D misdemeanor with a maximum fine of \$500 and no jail time. §§ 579.015(4), 558.002(1)(5). For a second offense, the charge elevates to a class A misdemeanor with a maximum fine of \$2,000 and up to one year in jail. §§ 579.015(4), 558.002(1)(2), 558.011(1)(6). It is also punishable as a class A misdemeanor to possess more than ten grams but thirty-five grams or less of marijuana or synthetic cannabinoid. § 579.015(3). Possessing more than 35 grams is a class D felony with a maximum fine of \$10,000 and up to 7 years in jail. §§ 579.015(2), 558.002(1)(2), 558.011(1)(4). The delivery of 35 grams or less of marijuana constitutes a class E felony, punishable by imprisonment for up to four years and a fine of up to \$10,000. §§ 579.020, 558.002(1)(1), 558.011(1)(5). Notwithstanding the foregoing, and subject to limitations, individuals over the age of twenty-one may purchase, possess, deliver without consideration, and consume up to 3 ounces of dried marijuana. Mo. Const. art. XIV § 2. Medical marijuana for certain conditions is allowed, and up to six ounces may be purchased every 30 days. Mo. Const. art. XIV § 1.
Controlled Substances	<p>Missouri statutes cover a wide range of offenses related to the possession and delivery of controlled substances. Mo. Rev. Stat. §§ 579.015–579.088. Knowing possession of a controlled substance, except thirty-five grams or less of marijuana, is a class D felony, with a term of up to seven years imprisonment and a fine up to \$10,000. §§ 579.015, 558.011. Delivery of a controlled substance other than 35 grams or less of marijuana is a class C felony, resulting in a prison term of not less than 3 years and not more than 10 years, and a fine up to \$10,000. §§ 579.020(2), 558.002, 558.011. If a controlled substance is distributed or delivered within one thousand feet of a park designed for public recreation purposes or on public housing property, or within two thousand feet of the real property comprising a public or private elementary, vocational, or secondary school, or on any school bus, the charge elevates to a class A felony, resulting in imprisonment between 10 to 30 years, or life imprisonment. §§ 579.030, 558.011.</p> <p>The offense of manufacturing or attempting to manufacture any amount of a controlled substance, except thirty-five grams or less of marijuana or</p>

Category	Summary (Missouri Revised Statues)
	synthetic cannabinoid, is a class C felony. § 579.055. Possessing, purchasing, or bringing into the state large quantities of controlled substances, also known as trafficking, can result in severe penalties, which vary depending on the substance and quantity involved. §§ 579.065, 579.068. It is also unlawful to possess drug paraphernalia, which is generally a class D misdemeanor. § 579.074.
Alcohol and Minors	In Missouri, it is illegal for anyone under the age of 21 to possess, purchase, or attempt to purchase any intoxicating liquor; a first violation is a class D misdemeanor carrying a fine not to exceed \$500. §§ 311.325, 558.002. A subsequent violation is a class A misdemeanor, subject to a term of up to one year in jail and a fine not to exceed \$2,000. <i>Id.</i> ; § 558.011(6). Anyone between the ages of 17 and 21 who represents that they have attained the age of 21 for the purpose of obtaining intoxicating liquor is guilty of a misdemeanor. § 311.320(1). The use of a fake identification is a misdemeanor and subjects the offender to a \$500 fine. § 311.320(2). Additionally, any person who procures for, sells, gives away or otherwise supplies intoxicating liquor to any person under the age of twenty-one years is guilty of a misdemeanor. § 311.310.
Driving Under the Influence (DUI)	A person is guilty of a DUI if the person operates a vehicle while having a blood alcohol concentration of 0.08 percent or while in an intoxicated condition. § 577.012, 577.010. A first offense is generally a class B misdemeanor, punishable by a fine of up to \$1,000 and imprisonment for up to six months. §§ 577.012, 577.010, 558.002, 558.011. If the offender qualifies as a prior offender, the offense constitutes a class A misdemeanor. 577.012, 577.010. Penalties may increase depending on the circumstances of the offense and the presence of prior offenses. <i>Id.</i>

Drug and Alcohol Abuse Prevention Program

The University has a drug abuse and prevention program and conducts a biennial review of this program to evaluate its effectiveness. More information about the program, including the University's drug and alcohol policies, can be located at: <https://www.nwmissouri.edu/aboutus/facts/pdf/AlcoholDrugReview.pdf>

Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Consistent with applicable laws, the University prohibits dating violence, domestic violence, sexual assault, and stalking. The University's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Title IX Sexual Harassment Policy:: <https://www.nwmissouri.edu/policies/student/Title-IX-Sexual-Misconduct.pdf>
- Student Code of Conduct: : t <https://www.nwmissouri.edu/policies/student/StudentCode-of-Conduct.pdf>

The following sections of this report discuss the University's educational programs to promote the awareness of dating violence, domestic 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. The PPAP advises campus community members that the University prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

Crime Definitions

Crime Type (Missouri Revised Statutes)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that Missouri law does not define the term dating violence.
Domestic Violence	<p>Missouri's protective order statutes provide the following definitions (Mo. Rev. Stat. § 455.010):</p> <ul style="list-style-type: none"> • “Abuse”, includes but is not limited to the occurrence of any of the following acts, attempts or threats against a person who may be protected pursuant to this chapter, except abuse shall not include abuse inflicted on a child by accidental means by an adult household member or discipline of a child, including spanking, in a reasonable manner. • “Domestic violence” is abuse or stalking committed by a family or household member. • “Family” or “household member”, [includes] 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. <p>In addition, Missouri criminal statutes include various degrees of the crime “Domestic Assault,” as follows:</p> <ul style="list-style-type: none"> • Domestic Assault, First Degree (Mo. Rev. Stat. § 565.072): A person commits the offense 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 domestic victim, as the term “domestic victim” is defined under section 565.002. <ul style="list-style-type: none"> ◦ Mo Rev. Stat. § 565.002(6) indicates that a “domestic victim” is a household or family member as the term “family” or “household member” is defined in 455.010, including any child who is a member of the household or family. • Domestic Assault in the Second Degree (Mo. Rev. Stat. § 565.073): A person commits the offense of domestic assault in the second degree if the act involves a domestic victim, as the term “domestic victim” is defined under section 565.002, and he or she: (1) Knowingly causes

Crime Type (Missouri Revised Statutes)	Definitions
	<p>physical injury to such domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; or (2) Recklessly causes serious physical injury to such domestic victim; or (3) Recklessly causes physical injury to such domestic victim by means of any deadly weapon.</p> <ul style="list-style-type: none"> • Domestic Assault, Third Degree (Mo. Rev. Stat. § 565.074): A person commits the offense of domestic assault in the third degree if he or she attempts to cause physical injury or knowingly causes physical pain or illness to a domestic victim, as the term “domestic victim” is defined under section 565.002. • Domestic Assault in the Fourth Degree (Mo. Rev. Stat. § 565.076): A person commits the offense of domestic assault in the fourth degree if the act involves a domestic victim, as the term “domestic victim” is defined under section 565.002, and: (1) The person attempts to cause or recklessly causes physical injury, physical pain, or illness to such domestic victim; (2) With criminal negligence the person causes physical injury to such domestic victim by means of a deadly weapon or dangerous instrument; (3) The person purposely places such domestic victim in apprehension of immediate physical injury by any means; (4) The person recklessly engages in conduct which creates a substantial risk of death or serious physical injury to such domestic victim; (5) The person knowingly causes physical contact with such domestic victim knowing he or she will regard the contact as offensive; or (6) The person knowingly attempts to cause or causes the isolation of such domestic victim by unreasonably and substantially restricting or limiting his or her access to other persons, telecommunication devices or transportation for the purpose of isolation.
Stalking	<ul style="list-style-type: none"> • Stalking, First Degree (Mo. Rev. Stat. § 565.225): A person commits the offense of stalking in the first degree if he or she purposely, through his or her course of conduct, disturbs or follows with the intent of disturbing another person and: (1) Makes a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, the safety of his or her family or household member, or the safety of domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property. The threat shall be against the life of, or a threat to cause physical injury to, or the kidnapping of the person, the person's family or household members, or the person's domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property; 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 disturbing the other person is twenty-one years of age or older; or (5) He or she has previously been found guilty of domestic assault, violation of an order of protection, or any other crime where the other

Crime Type (Missouri Revised Statutes)	Definitions
	<p>person was the victim; or (6) At any time during the course of conduct, the other person is a participant of the address confidentiality program under sections 589.660 to 589.681, and the person disturbing the other person knowingly accesses or attempts to access the address of the other person.</p> <ul style="list-style-type: none"> • Stalking, Second Degree (Mo. Rev. Stat. § 565.227.1): A person commits the offense of stalking in the second degree if he or she purposely, through his or her course of conduct, disturbs, or follows with the intent to disturb another person. • As used in the definitions of stalking above, the term “disturbs” shall mean to engage in a course of conduct directed at a specific person that serves no legitimate purpose and that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
Sexual Assault	<p>The institution has determined, based on good-faith research, that Missouri's criminal statutes do not define the term sexual assault.</p> <p>However, Missouri's protective order statutes indicate that “sexual assault” means 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. (Mo. Rev. Stat. § 455.010(1)(f)).</p>
Rape, Fondling, Incest, Statutory Rape	<p>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:</p> <ul style="list-style-type: none"> • Rape in the First Degree (Mo. Rev. Stat. § 566.030): 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. • Rape in the Second Degree (Mo. Rev. Stat. § 566.031): 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 without 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): A person commits the offense of incest if he or she marries or purports to marry or engages in sexual intercourse or deviate sexual intercourse with a person he or she knows to be, without regard to legitimacy, his or her: (1) Ancestor or descendant by blood or adoption; or (2) Stepchild, while the marriage creating that relationship exists; or (3) Brother or sister of the whole or half-blood; or (4) Uncle, aunt, nephew or niece of the whole blood. • Statutory Rape, First Degree (Mo. Rev. Stat. § 566.032): A person commits the offense of statutory rape in the first degree if he or she has sexual intercourse with another person who is less than fourteen years of age.

Crime Type (Missouri Revised Statutes)	Definitions
	<ul style="list-style-type: none"> Statutory Rape, Second Degree (Mo. Rev. Stat. § 566.034): A person commits the offense of statutory rape in the second degree if being twenty-one years of age or older, he or she has sexual intercourse with another person who is less than seventeen years of age.
Other "sexual assault" crimes	<p>Other crimes under Missouri law that may be classified as a "sexual assault" include the following:</p> <ul style="list-style-type: none"> Sodomy in the First Degree (Mo. Rev. Stat. § 566.060): 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. Sodomy in the Second Degree (Mo. Rev. Stat. § 566.061): 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, First Degree (Mo. Rev. Stat. § 566.062): A person commits the offense of statutory sodomy in the first degree if he or she has deviate sexual intercourse with another person who is less than fourteen (14) years of age. Statutory Sodomy, Second Degree (Mo. Rev. Stat. § 566.064): A person commits the offense of statutory sodomy in the second degree if being twenty-one years of age or older, he or she has deviate sexual intercourse with another person who is less than seventeen years of age. Child Molestation, First Degree (Mo. Rev. Stat. § 566.067): A person commits the offense of child molestation in the first degree if he or she subjects another person who is less than fourteen (14) years of age to sexual contact and the offense is an aggravated sexual offense. Child Molestation, Second Degree (Mo. Rev. Stat. § 566.068): A person commits the offense of child molestation in the second degree if he or she: (1) Subjects a child who is less than twelve years of age to sexual contact; or (2) Being more than four years older than a child who is less than seventeen years of age, subjects the child to sexual contact and the offense is an aggravated sexual offense. Child Molestation, Third Degree (Mo. Rev. Stat. § 566.069): A person commits the offense of child molestation in the third degree if he or she subjects a child who is less than fourteen years of age to sexual contact. Child Molestation, Fourth Degree (Mo. Rev. Stat. § 566.071): A person commits the offense of child molestation in the fourth degree if, being more than four years older than a child who is less than seventeen years of age, subjects the child to sexual contact. Sexual Misconduct Involving a Child (Mo. Rev. Stat. § 566.083): A person commits the offense of sexual misconduct involving a child if such person: (1) Knowingly exposes his or her genitals to a child less than fifteen years of age under circumstances in which he or she

Crime Type (Missouri Revised Statutes)	Definitions
	<p>knows that his or her conduct is likely to cause affront or alarm to the child; (2) Knowingly exposes his or her genitals to a child less than fifteen years of age for the purpose of arousing or gratifying the sexual desire of any person, including the child; (3) Knowingly coerces or induces a child less than fifteen years of age to expose the child's genitals for the purpose of arousing or gratifying the sexual desire of any person, including the child; or (4) Knowingly coerces or induces a child who is known by such person to be less than fifteen years of age to expose the breasts of a female child through the internet or other electronic means for the purpose of arousing or gratifying the sexual desire of any person, including the child.</p> <ul style="list-style-type: none"> • Sexual Misconduct, First Degree (Mo. Rev. Stat. § 566.093): 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. • Second Degree Sexual Misconduct (Mo. Rev. Stat. § 566.095): 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 in the First Degree (Mo. Rev. Stat. § 566.100): 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. • Sexual Abuse, Second Degree (Mo. Rev. Stat. § 566.101): 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(14))	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, intoxication, a drug-induced state, or any other reason 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.

University Definition of Consent

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 Sexual Harassment Policy has occurred: “Consent” refers to affirmative words or affirmative actions that a reasonable person in the perspective of the Respondent would understand as agreement to

engage in the sexual conduct at issue. A person who is incapacitated is not capable of giving Consent.

Lack of Consent is a critical factor in determining whether Sexual Assault has occurred. Consent is informed, freely given, and mutually understood. If coercion, intimidation, threats, and/or physical force are used, 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. A person who is incapacitated is not capable of giving Consent. Incapacitation may result from the use of alcohol and/or other drugs; however, the mere consumption of some alcohol or some amount of drugs is not necessarily sufficient to establish Incapacitation. The impact of alcohol or drugs varies from person to person, and evaluating Incapacitation requires an assessment of how consumption of alcohol and/or drugs impacts an individual's:

- Decision-making ability
- Awareness of consequences
- Ability to make informed judgments

Capacity to appreciate the nature of circumstances of the act. No single factor is determinative of Incapacitation. Some common signs that someone may be incapacitated include slurred speech, confusion, shaky balance, stumbling or falling down, vomiting, and unconsciousness.

Risk Reduction

Risk Reduction

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor "NO" clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
- Grab someone nearby and ask them for help.
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
- Be aware of someone trying to slip you an incapacitating "rape drug" like Rohypnol or GHB.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

- Remember that you owe sexual respect to the other person.
- Don't make assumptions about the other person's consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior. • If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
- Consider "mixed messages" a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don't take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; "playful" use of force during sex; Jekyll-and-Hyde personality.

Bystander Intervention

In addition to reporting incident to appropriate authorities, below are some way in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don't hesitate to contact the police.

Other Information Covered by the PPAP

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 University. 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 include the following:

- PPAPs

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

- OPACs

- o ENGAGE: Bystander Intervention and Violence Prevention
- o Residential Life Student Staff Safety and Response Training
- o Staff Compliance Workshops
- o Pizza and Police
- o University Seminar Presentations
- o Self-Defense Workshops

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

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the University Police Department at 660.562.1254. You may also contact the University's Title IX Coordinator at 660.562.1013. If you are in immediate danger, please contact the Gladstone Police Department at 816.436.3550 or 911.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
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.

3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (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.

Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to 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 Victims of physical assault are advised not to 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 Liberty 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, Liberty Hospital 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 2525 Glenn Hendren Drive, Liberty, MO 64068. For more information call 816.781.7200. 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. Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking..

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.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

Security/Law Enforcement & How to Make a Police Report

-
- Gladstone Police Department - GDP is the law enforcement agency for the City of Gladstone and its officers are available 24/7 to respond to emergencies or receive reports of sexual and relationship violence that occur. GDP can be contacted at 816.436.3550 or by calling 911.
- To make a police report, a victim should contact the Gladstone Police Department listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

Information about Legal Protection Orders

In Missouri, victims may obtain an Adult Order of Protection, which provides protective relief for victims of domestic violence, stalking, or sexual assault. Information about Adult Orders of Protection may be found at: <http://www.courts.mo.gov/page.jsp?id=533>.

A protection order may be obtained by filing a petition with the court. Courts can issue two types of orders: (1) Ex Parte Orders, which act as a temporary emergency order to protect a victim, for up to 15 days, until a court hearing, and (2) Full Orders of Protection, which may be issued for up to one year. Additional information about the orders may be found at: <https://www.courts.mo.gov/page.jsp?id=533>

- A Petition for Order of Protection should be filed for in the 16th Circuit of Jackson County's Kansas City Courthouse. The address is: 415 E. 12th Street, Kansas City, Missouri 64106. The phone number is 816-881-3971. More information is available here: <https://www.16thcircuit.org/domestic-violence>.

- Information about obtaining an Order of Protection in Jackson County can be found here: <https://www.16thcircuit.org/order-of-protection>.

- The circuit court clerk's office can provide the necessary forms and may assist in completing the forms. Forms may also be found online at: <http://www.courts.mo.gov/file.jsp?id=537>. A victim should be prepared to present documentation and/or other forms of evidence when filing for an order of protection.

Victims may contact local domestic violence and sexual assault advocates for assistance in obtaining a protection order.

- The Kansas City Missouri Police Department provides advocates for victims of domestic violence through their Victim Services Office. The KCPD is located at: 1125 Locust, Kansas City, Mo. 64106. The Victim Advocate phone number is: 816- 234-5205. More information may be found at: <https://www.kcpd.org/crime/victim-resources/>

When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

The institution will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the institution will take all reasonable and legal action to implement the order.

- The institution does not issue legal orders of protection. However, as a matter of institutional policy, the institution may impose a no-contact order between individuals in appropriate circumstances. The institution may also issue a "no trespass warning" if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

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:

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:

- 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. 26
- 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
- Synergy Services – Provides a 24/7 hotline, residential housing, case management, advocacy, and additional wrap-around services. To contact Synergy Services, call 816-468-5463 and visit the website at <https://www.synergyservices.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/ourprograms/stalkingresource-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>
- U.S. Citizenship and Immigration Services: <https://egov.uscis.gov/office-locator/#/>

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.

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 supportive 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.

Request for supportive or protective measures should be made to the Title IX Coordinator at 660.562.1873, and the Title IX Coordinator is responsible for deciding what, if any supportive or protective measures will be implemented.

When determining the reasonableness of such a request, the University 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 class 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 University 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.

When determining the reasonableness of such a request, the University 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 class 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 University 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 Sexual Harassment policy and the related complaint resolution procedures. Allegations of sexual harassment that do not meet the jurisdiction requirements for Title IX may be addressed using the complaint resolution procedures outlined in the Non-Discrimination and Anti-Harassment Policy, Student Handbook, and Faculty Handbook.

Complaints or notice of alleged policy violations, requests to initiate an investigation, or inquiries about or concerns regarding the policies may be made to the Title IX Coordinator or Deputy Coordinator using the contact information below:

Stephanie Krauth AVP Student Affairs – Title IX/Equity North Complex 660.562.1873
skrauth@nwmissouri.edu

Krista Barcus AVP Human Resources AD 125 660.562.1128 kbarcus@nwmissouri.edu

Sexual harassment reports can also be submitted electronically using this https://cm.maxient.com/reportingform.php?NorthwestMOSStateUniv&layout_id=4. Reports submitted using this online form will be routed to appropriate University officials for action during routine business hours; this form should not be used to report emergency situations.

Response Upon Receipt of Formal Complaint of Sexual Harassment

If the Complainant files a Formal Complaint, the Title IX Coordinator will initiate the Formal Grievance Process which entails: 1) investigation; 2) live hearing with cross-examination of parties and witnesses; 3) determination of responsibility based on the preponderance of evidence standard and sanction (if applicable); and 4) option for appeal. A notice will be provided to the parties of the investigation, including a description of the process to be utilized, the identities of the parties, the conduct at issue, the dates and location of the alleged incident. The Notice will also inform both parties that they are entitled to have an advisor of their choice accompany them to any related meetings or proceeding to provide counsel and support, although these advisors will not be permitted to speak or advocate for the parties.

The Title IX Coordinator will assign an investigator to investigate the matter. During the investigation, the Complainant and Respondent will each have an equal opportunity to describe the situation and present witnesses, including both fact and expert witnesses, and other supporting evidence. The investigator(s) 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. Prior to the conclusion of the investigation, both parties will be provided an opportunity to review the evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint.

Upon completion of the investigation, both parties will be given a copy of an investigation report, and a live hearing will be conducted to make a determination as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The hearing officer assigned by the Title IX Coordinator will prepare a written determination of responsibility, and whether any remedies will be provided to the Complainant, and a description of the procedures and permissible grounds for appeal. Title IX Coordinator will notify the parties of this determination in writing. The institution strives to complete investigations of this nature within 60 calendar days.

Both parties have an equal opportunity to appeal the determination by filing a written appeal with the Title IX Coordinator within 7 business days of being notified of the outcome of the investigation. The Title IX Coordinator will appoint an appeal decisionmaker to consider the appeal and render a decision, typically within 21 days of receipt of request.

Informal Resolution At any time after the parties are provided written notice of the Formal Complaint, and before the completion of any appeal, the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties. Parties may agree to pursue an informal resolution in certain cases (not allowed in cases where it is alleged that an employee sexually harassed a student) at any time after a Formal Complaint is filed and before a determination of responsibility is made.

Complaints that Do Not Meet Title IX Policy Jurisdiction Requirements

For complaints that do not meet jurisdictional requirements in the Title IX policy, the Title IX Coordinator will determine whether to refer the matter to another complaint resolution process. While the alternate process will involve unbiased investigation and equitable treatment of the parties, it may not include a live hearing or an appeals process. Both parties will be notified in writing about the investigation and be given the opportunity to present evidence and to see and respond to the evidence collected. Both parties are entitled to have an advisor of their choice accompany them to any related meetings or proceeding to provide counsel and support, although these advisors will not be permitted to speak or advocate for the parties.

In cases addressed through the Student Conduct or process identified in the Faculty Handbook, the investigator will prepare and submit a final report, including a determination of responsibility made based on a preponderance of the evidence standard. If there is a finding of responsibility, the investigator will issue a sanction in collaboration with the applicable university assistant vice president (for students) or HR (for employees). Once a determination is made, the parties will be provided written notice of the investigation outcome concurrently, typically within 7 days following the determination.

The University will make a good faith effort to complete the resolution process within a 60 day time period, including appeal, which can be extended as necessary for appropriate cause by the Chief Compliance Officer/Title IX Coordinator, who will provide notice and rationale for extensions or delays.

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.
 - o 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 manner 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 dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
-
- Proceedings will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking. 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. Hearing processes protect the safety of victims and promotes accountability,
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 the preponderance of the evidence standard .
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 University May Impose for Dating Violence, Domestic 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
- 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

If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate by the AVP of Human Resources in consultation with the Title IX Coordinator. Following a suspension, the individual will be required to meet with the VP of Student Affairs (student) or AVP of Human Resources (employee) to discuss re-entry and expectations going forward.

In addition, the University can make available to the victim a range of supportive/protective measures. 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.

If a report is not closed as a result of the preliminary assessment specified in Section IX, the University will offer and make available Supportive Measures to the Complainant regardless of whether the Complainant elects to file a Formal Complaint. Contemporaneously with the Respondent being notified of a Formal Complaint, the Title IX Coordinator will notify the Respondent of the availability of Supportive Measures for the Respondent, and the University will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. The University will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Formal Complaint, if the Respondent requests such measures. The University will maintain the confidentiality of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair the University's ability to provide the Supportive Measures in question.

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 dating violence, domestic 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 dating violence, domestic 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.

Sex Offender Registration Program:

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the University of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the University Police Department at 660.562.1254. State registry of sex offender information may be accessed at the following link:
<http://www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

Timely Warnings and Emergency Response

Timely Warnings

In the event of criminal activity occurring either on campus or off campus that in the judgment of the University Police Department constitutes a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- University Police Department, 660.562.1254

The University has communicated with local law enforcement asking them to notify the University if it receives reports or information warranting a timely warning.

Emergency Response

The University has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc.

Students, staff and visitors are encouraged to notify the University Police Department at 660.562.1254 of any emergency or potentially dangerous situation.

The University Police, in consultation with other appropriate personnel, is primarily responsible for confirming 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. Other departments on and off campus may be in a position to assist confirming certain types of emergencies, such as a pandemic flu outbreak, gas leak, etc. University Police will respond and/or summon the appropriate personnel to evaluate the report and determine the severity of the emergency or dangerous situation. University police will make the final judgement regarding the severity based on the totality of the information they observe, receive from others, determine with a validated instrument, etc.

- A. The University Police Department has access to the systems to notify the campus community of immediate threats that have occurred and necessitate evacuation, shelter in place, or other actions on the part of students, employees, and campus visitors. University Police and/or local first responders will assist those preparing the emergency notification with determining what segment or segments of the University community should receive the notification. If the emergency affects a significant portion of the entire campus, University officials will distribute the notification to the entire campus community. However, if appropriate to a specific incident, University Police does have the capability to activate our facilities alarm notifications to the campus community members in the immediate area of the dangerous situation (i.e. a specific building or adjacent buildings.) In this instance, University officials will continue to monitor the situation and may send subsequent notifications to a wider group of community members. Once an emergency notification is made, adequate follow-up information will be provided to the community as needed. The institution typically provides follow-up information to the community using the same systems that were used to send out the original alert.

University Police will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student, employees and visitors occurring on or reasonably contiguous to the campus, 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 time during and after an incident.

The University Police Chief will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

The University Police Chief, the Emergency Coordinator or their designee will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened. The University Police leadership will determine the content of the notification based on each situation. A range of template messages addressing a variety of emergency situations has been developed. The individual authorizing the alert will select the template message most appropriate to the ongoing situation. In situations where there are not pre-determined template messages in the system, the individual authorizing the alert will develop the most succinct message to convey the appropriate information to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the University issues a timely warning or emergency notification to the campus community.

Method	Sign-Up Instructions
Bearcat Alert Text Messaging	http://www.nwmissouri.edu/alert/index.htm
Campus Email	All students and employees are enrolled automatically.

Testing & Documentation

Testing & Documentation: The University tests its emergency response and evacuation procedures at least once a year. The tests may be announced or unannounced. Also, the Crisis Management Team will meet at various times to train, test and evaluate the University's emergency response plan. The University Police Department maintains a record of these tests and training exercises, including a description of them, the dates and times they were held, and an indication of whether they were announced or unannounced. In connection with at least one such test, the University will distribute to students and employees information to remind them of the University's emergency response and evacuation procedures.

The University Police Department maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the University will distribute to its students and employees information to remind them of the University's emergency response and evacuation procedures.

Missing Student Policy

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, that information should be reported immediately to the University Police Department at 660.562.1254. Any University employee receiving a missing student report should immediately notify University Police so that an investigation can be initiated.

All students have the ability to register within the CatPaws system an emergency contact/confidential contact person or persons whom they would like to be contacted in an event of a campus emergency.

All residential students have the ability to register, within the housing system, a contact person whom the institution will notify if it is determined the student is missing.

After investigating a missing person report, if it is determined that the student has been missing for 24 hours, the University will notify local police authorities unless it was local law enforcement that made the determination that the student is missing. If the missing student is under the age of 18 and is not emancipated, the University will also notify that student's custodial parent or legal guardian within 24 hours of the determination that the student is missing, in addition to, notifying any additional contact person designated by the student.

Crime Statistics

The statistical summary of crimes for this University over the past three calendar years

follows:

[illegible]

	On Campus			On Campus Housing			Non Campus			Public Property		
Crime	2023	2022	2021	2023	2022	2021	2023	2022	2021	2023	2022	2021
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	1	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	2	0
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	85	69	104	80	56	101	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	9	3	20	5	3	18	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	2	2	0	2	2	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	4	9	9	2	3	2	0	0	0	0	0	0

Hate crimes:

2023: There were two reported hate crimes on the Northwest-Maryville campus. The first hate crime reported was harassment motivated by race discrimination. The second hate crime reported was harassment motivated by national origin.

2022: There was one reported hate crime on the Northwest-Maryville campus. Crime occurred within a residential hall. The hate crime was harassment motivated by sexual orientation/race discrimination.

2021: There was one reported hate crime on the Northwest-Maryville campus. Crime occurred within a residential hall. The hate crime was harassment motivated by sexual orientation.

Crimes unfounded by the University:

2023: 0 unfounded crimes.
2022: 0 unfounded crimes
2021: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies:

2023: 0 unfounded crimes.
2022: 0 unfounded crimes.
2021: 0 unfounded crimes.

Data from law enforcement agencies:

- The University was provided with some crime data from law enforcement agencies for which it cannot be determined whether any of the statistics apply to or include the University's Clery Geography.
- Certain law enforcement agencies did not comply with the University's request for crime statistics.

Annual Fire Safety Report**Housing Facilities and Fire Safety Systems**

The University maintains on-campus housing for its students. Below is a description of fire safety systems and the number of fire drills conducted during the previous calendar year.

Campus: NWMSU - Maryville Campus, 800 University Drive, Maryville, MO 64468-6001

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
Dieterich Hall, 930 College Park	X			X	X	X	1
Franken Hall, 830 College Avenue	X			X	X	X	1
Hawthorn Apartment , 917 Centennial Drive	X		X	X	X	X	1
Hudson Hall, 525 University Drive	X		X	X	X	X	1
Millikan Hall, 1020 Northwest Drive	X			X	X	X	0
North Complex, 920 Memorial Drive	NA	NA	NA	NA	NA	NA	NA
Perrin Hall,	X		X	X	X	X	1

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
Perrin Hall, 625 University Drive							
Phillips Hall, 1025 Memorial Drive	NA	NA	NA	NA	NA	NA	NA
Roberta Hall, 635 University Drive	X		X	X	X	X	1
South Complex, 920 Memorial Drive	X		X	X	X	X	1
Sycamore Apartment , 917 Centennial Drive	X		X	X	X	X	1
Tower Suites-East , 900College Park Drive	X		X	X	X	X	1
Tower Suites-West , 900 College Park Drive	X		X	X	X	X	1
Willow Apartment , 917 Centennial Drive	X		X	X	X	X	1

Policies on Portable Appliances, Smoking and Open Flames

All open-flame burning is not permitted, including candles and incense. Candles may be burned in the Roberta Hall sorority chapter rooms only during ceremonies, with prior written permission from the hall/resident director. Electric potpourri pots and wax warmers are allowed. Only surge-protected power strips are permitted. Any appliances with exposed heating elements are strictly prohibited, including toasters and toaster ovens.

Tampering with fire safety systems is prohibited and any such tampering may lead to the appropriate disciplinary action.

The University reserves the right to make periodic inspections of campus housing to ensure compliance of the prohibited items policy and that fire safety systems are operational. Prohibited items, if found, will be confiscated and donated or discarded without reimbursement.

Fire Evacuation Procedures

In the event of a fire, the University expects all campus community members to evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is nearby) as they leave. If circumstances permit at the time of the alarm, additional instructions will be given regarding where students and/or employees are to relocate.

Fire Education and Training Programs

Fire safety education programs for all residents of on-campus student housing and all employees with responsibilities related to that housing are held at the beginning of each semester. The purpose is to familiarize them with the fire safety system in each facility, train them on procedures to follow if there is a fire, and inform them of the University's fire safety policies. Information includes maps of each facility's evacuation route and any fire alarms and fire suppression equipment available in the facility. Attendees are advised that participation in fire drills is mandatory and any student with a disability is given the option of having a "buddy" assigned to assist them.

Reporting Fires

The University is required to disclose each year statistical data on all fires that occurred in on-campus student housing. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. If you encounter a fire that presents an emergency situation, ensure your own safety and then please call 911.

There may also be instances when a fire is extinguished quickly and an alarm is not pulled or a response by the fire department was not necessary. It is important that these incidents be recorded as well. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the University Police Department at 660.562.1254. When providing notification of a fire, give as much information as possible about the location, date, time and cause of the fire.

Plans for Future Improvements

The University periodically reviews its fire safety protections and procedures. At this time, it has no plans for future improvements.

Fire Statistics

NWMSU - Maryville Campus

2023

No fires were reported in 2023.

2022

No fires were reported in 2022.

2021

No fires were reported in 2021.

Northwest Missouri State University - Kansas City

2024 ANNUAL SECURITY REPORT

Introduction

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of the Kansas City campus of Northwest Missouri State University ("University") with information on: the University's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the University will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

Policy for Preparing the Annual Report

This report is prepared by Amanda Cullin in cooperation with local law enforcement authorities and includes information provided by them as well as by the University's campus security authorities and various other elements of the University. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by contacting Amanda Cullin, Support Service Building (UPD), 800 University Drive, Maryville, Missouri (660.562.1254).

The University is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and employees. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field and are constantly tested and re-evaluated for their effectiveness.

General Safety and Security Policies

Campus Security Personnel & Relationship with Local Law Enforcement

The University Police Department is responsible for campus safety at the University.

While the University does not have any written agreements with local law enforcement agencies, it does maintain a working relationship with local police in Gladstone, Missouri.

All crimes occurring on the Northwest-Kansas City campus, on non-campus property owned by the university, or on nearby public property should be reported immediately to the Gladstone Police Department. The number to contact is 816.436.3550 or 911.

While the University does not have any written agreements with local law enforcement agencies, it does maintain a working relationship with local police.

Campus Security Authorities

The University has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the University's annual report of crime statistics. The campus security authorities to whom the University would prefer that crimes be reported are listed below.

- Director of KC Center at 660.562.1277
- AVP of Student Affairs: Engagement & Development at 660.562.1226

Reporting a Crime or Emergency

The University encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the University, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged when the victim of a crime elects to, or is unable to, make such a report.

+ Situations that pose an imminent danger or while a crime is in progress should be reported to local law enforcement by calling 911 from any campus phone or cellular telephone. Keep in mind that the individual making the call from a cellular telephone will need to provide the address where the emergency has occurred.

- Students, employees, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the campus security authorities identified above. Once reported, the individual making the report will be encouraged to also report it to appropriate police agencies. If requested, a University employee will assist in making the report to the police.

- All crimes occurring on campus, on non-campus property owned by the University, or on nearby public property should be reported immediately to the Gladstone Police Department. The number to contact is 816.436.3550.

- An anonymous report can also be submitted at the following site:
<https://www.nwmissouri.edu/studentaffairs/report-incident.htm>

Confidential Reporting

The University will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

Pursuant to the University's Title IX Sexual Harassment Policy, when an employee who is not a confidential resource becomes aware of alleged misconduct under that policy (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), the employee is responsible for reporting that information, including the status of the parties if known, to the Title IX Coordinator. A victim of other types of crimes (e.g., aggravated assault, burglary, etc.) who does not want to pursue action within the University disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. Upon the victim's request, a report of the details of the incident can be filed with the University without revealing the victim's identity. Such a confidential report complies with the victim's wishes but still helps the University take appropriate steps to ensure the future safety of the victim and others. With such information, the University can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing, and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the University.

The University does not have procedures that encourage its pastoral and professional counselors, if and when they deem it appropriate, to inform the person they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual report of crime statistics.

Security of and Access to Campus Facilities

All academic buildings are secured during the evenings and weekends. Access to the buildings is only allowed for employees and students who are accompanied by employees.

Students and employees are asked to be alert and to not circumvent practices and procedures that are meant to preserve their safety and that of others:

- Do not prop doors open or allow strangers into campus buildings that have been secured
- Do not lend keys or access cards to non-students and do not leave them unattended
- Do not give access codes to anyone who does not belong to the campus community

Keys to the offices, laboratories, and classrooms on campus will be issued to employees only as needed and after receiving the proper authorization. Each department supervisor is responsible for assuring their area is secured and locked.

Employees must adhere to policies regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. In particular, rendering inoperable or abusing any fire prevention or detection equipment is prohibited. Violation of these policies may lead to disciplinary action, up to and including termination and the filing of charges with law enforcement authorities.

Employee and student identification cards may be used to verify the identity of persons suspected to be in campus facilities without permission.

Security Considerations in the Maintenance of Facilities

Maintenance personnel regularly check to ensure pathways have sufficient lighting and that egress lighting is working in hallways and stairwells. If a student has maintenance or repair concerns they should alert their academic instructor of the concern.

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The University seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

Crime prevention programs are presented each semester by the Wellness Center, Title IX Coordinator, and the University Police Department. In addition, pamphlets and videos on crime prevention are available on the University Police website and myNorthwest for employees and students. Periodically e-mail blasts are sent out to the students and employees with crime prevention and other safety tips.

- The University also provides information at the beginning of each academic term for students

and employees regarding the University's security procedures and practices. This information is in the form of posters and other displays, articles in the University newspaper, and e-mail blasts. Among other things, it advises students and employees of the importance of reporting criminal activity, to whom crimes should be reported, being responsible for their own safety and the safety of others and practices regarding timely warnings and emergency notifications.

Monitoring Off Campus Locations of Recognized Student Organizations

The University does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

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 the University against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the 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.

Drug and Alcohol Policy

We are committed to creating and maintaining an environment that is free of alcohol abuse. The University enforces the state's underage drinking laws and complies with state law and other applicable regulations governing alcoholic beverages for those on the University's premises or participating in its activities. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse. In addition, the University is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare. To that end:

1. The University expects that those who wish to include alcohol as part of their activities will do so responsibly and lawfully.
2. Persons planning events on campus should be mindful of the complexities introduced into planning an event with alcohol. Event management issues (the presentation of entertainment, provision of refreshments, management of the participants or audience, security, and other factors) require serious attention for any event, and all the more for an event at which alcohol is served. Event organizers must fully understand the University alcohol policy and applicable laws and manage their events accordingly.
3. Organizations may not plan events that promote or encourage the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol consumption. Persons planning events should remember that the vast majority of events at the institution take place without alcohol, that most members of the undergraduate community are not of legal drinking age, and that among those who are, many do not drink alcoholic beverages at all.

The University enforces federal and state drug laws. The possession, sale, manufacture, and/or distribution of illegal drugs is prohibited under both state and federal laws. Such laws will be enforced by the University's law enforcement authority on campus (University Police). Violators of the University's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

Federal Drug Laws (updated 08.05.2024)

Denial of Federal Benefits (21 U.S.C. § 862) A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853) Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 U.S.C. § 841) Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. § 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, "liquid ecstasy"), or flunitrazepam (or, "rohypnol"), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university **(21 U.S.C. § 860)** face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

Federal Drug Possession Penalties (21 U.S.C. § 844) Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are

punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at www.campusdrugprevention.gov/sites/default/files/2022-07/Federal_Trafficking_Penalties_Chart_6-23-22.pdf.

Drug and Alcohol State Laws

Category	Summary (Missouri Revised Statutes)
Possession of Marijuana	Statutorily, marijuana remains a Schedule I controlled substance. Mo. Rev. Stat. § 195.017(2)(3)(ff). Possession for personal use of 10 grams or less, for a first offense, is a class D misdemeanor with a maximum fine of \$500 and no jail time. §§ 579.015(4), 558.002(1)(5). For a second offense, the charge elevates to a class A misdemeanor with a maximum fine of \$2,000 and up to one year in jail. §§ 579.015(4), 558.002(1)(2), 558.011(1)(6). It is also punishable as a class A misdemeanor to possess more than ten grams but thirty-five grams or less of marijuana or synthetic cannabinoid. § 579.015(3). Possessing more than 35 grams is a class D felony with a maximum fine of \$10,000 and up to 7 years in jail. §§ 579.015(2), 558.002(1)(2), 558.011(1)(4). The delivery of 35 grams or less of marijuana constitutes a class E felony, punishable by imprisonment for up to four years and a fine of up to \$10,000. §§ 579.020, 558.002(1)(1), 558.011(1)(5). Notwithstanding the foregoing, and subject to limitations, individuals over the age of twenty-one may purchase, possess, deliver without consideration, and consume up to 3 ounces of dried marijuana. Mo. Const. art. XIV § 2. Medical marijuana for certain conditions is allowed, and up to six ounces may be purchased every 30 days. Mo. Const. art. XIV § 1.
Controlled Substances	Missouri statutes cover a wide range of offenses related to the possession and delivery of controlled substances. Mo. Rev. Stat. §§ 579.015–579.088. Knowing possession of a controlled substance, except thirty-five grams or less of marijuana, is a class D felony, with a term of up to seven years imprisonment and a fine up to \$10,000. §§ 579.015, 558.011. Delivery of a controlled substance other than 35 grams or less of marijuana is a class C felony, resulting in a prison term of not less than 3 years and not more than 10 years, and a fine up to \$10,000. §§ 579.020(2), 558.002, 558.011. If a controlled substance is distributed or delivered within one thousand feet of a park designed for public recreation purposes or on public housing property, or within two thousand feet of the real property comprising a public or private elementary, vocational, or secondary school, or on any school bus, the charge elevates to a class A felony, resulting in imprisonment between 10 to 30 years, or life imprisonment. §§ 579.030, 558.011. The offense of manufacturing or attempting to manufacture any amount of a controlled substance, except thirty-five grams or less of marijuana or synthetic cannabinoid, is a class C felony. § 579.055. Possessing, purchasing, or bringing into the state large quantities of controlled substances, also known as trafficking, can result in severe penalties, which vary depending on the substance and quantity involved. §§ 579.065, 579.068. It is also unlawful to possess drug paraphernalia, which is generally a class D misdemeanor. § 579.074.
Alcohol and Minors	In Missouri, it is illegal for anyone under the age of 21 to possess, purchase, or attempt to purchase any intoxicating liquor; a first violation is a class D

Category	Summary (Missouri Revised Statues)
	<p>misdemeanor carrying a fine not to exceed \$500. §§ 311.325, 558.002. A subsequent violation is a class A misdemeanor, subject to a term of up to one year in jail and a fine not to exceed \$2,000. <i>Id.</i>; § 558.011(6). Anyone between the ages of 17 and 21 who represents that they have attained the age of 21 for the purpose of obtaining intoxicating liquor is guilty of a misdemeanor. § 311.320(1). The use of a fake identification is a misdemeanor and subjects the offender to a \$500 fine. § 311.320(2). Additionally, any person who procures for, sells, gives away or otherwise supplies intoxicating liquor to any person under the age of twenty-one years is guilty of a misdemeanor. § 311.310.</p>
Driving Under the Influence (DUI)	<p>A person is guilty of a DUI if the person operates a vehicle while having a blood alcohol concentration of 0.08 percent or while in an intoxicated condition. § 577.012, 577.010. A first offense is generally a class B misdemeanor, punishable by a fine of up to \$1,000 and imprisonment for up to six months. §§ 577.012, 577.010, 558.002, 558.011. If the offender qualifies as a prior offender, the offense constitutes a class A misdemeanor. 577.012, 577.010. Penalties may increase depending on the circumstances of the offense and the presence of prior offenses. <i>Id.</i></p>

Drug and Alcohol Abuse Prevention Program

The University has a drug abuse and prevention program and conducts a biennial review of this program to evaluate its effectiveness. More information about the program, including the University's drug and alcohol policies, can be located at: <https://www.nwmissouri.edu/aboutus/facts/pdf/AlcoholDrugReview.pdf>

Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Consistent with applicable laws, the University prohibits dating violence, domestic violence, sexual assault, and stalking. The University's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Title IX Sexual Harassment: : : <https://www.nwmissouri.edu/policies/student/Title-IXSexual-Misconduct.pdf>
- Student Code of Conduct : ct <https://www.nwmissouri.edu/policies/student/StudentCode-of-Conduct.pdf>

The following sections of this report discuss the University's educational programs to promote the awareness of dating violence, domestic 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. The PPAP advises campus community members that the University prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

Crime Definitions

Crime Type (Missouri Revised Statutes)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that Missouri law does not define the term dating violence.
Domestic Violence	<p>Missouri's protective order statutes provide the following definitions (Mo. Rev. Stat. § 455.010):</p> <ul style="list-style-type: none"> • “Abuse”, includes but is not limited to the occurrence of any of the following acts, attempts or threats against a person who may be protected pursuant to this chapter, except abuse shall not include abuse inflicted on a child by accidental means by an adult household member or discipline of a child, including spanking, in a reasonable manner. • “Domestic violence” is abuse or stalking committed by a family or household member. • “Family” or “household member”, [includes] 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.
	<p>In addition, Missouri criminal statutes include various degrees of the crime “Domestic Assault,” as follows:</p> <ul style="list-style-type: none"> • Domestic Assault, First Degree (Mo. Rev. Stat. § 565.072): A person commits the offense 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 domestic victim, as the term “domestic victim” is defined under section 565.002. <ul style="list-style-type: none"> ◦ Mo Rev. Stat. § 565.002(6) indicates that a “domestic victim” is a household or family member as the term “family” or “household member” is defined in 455.010, including any child who is a member of the household or family. • Domestic Assault in the Second Degree (Mo. Rev. Stat. § 565.073): A person commits the offense of domestic assault in the second degree if the act involves a domestic victim, as the term “domestic victim” is defined under section 565.002, and he or she: (1) Knowingly causes physical injury to such domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; or (2) Recklessly causes serious physical injury to such domestic victim; or (3) Recklessly causes physical injury to such domestic victim by means of any deadly weapon. • Domestic Assault, Third Degree (Mo. Rev. Stat. § 565.074): A person commits the offense of domestic assault in the third degree if he or she attempts to cause physical injury or knowingly causes physical pain or illness to a domestic victim, as the term “domestic victim” is defined under section 565.002. • Domestic Assault in the Fourth Degree (Mo. Rev. Stat. § 565.076): A

Crime Type (Missouri Revised Statutes)	Definitions
	<p>person commits the offense of domestic assault in the fourth degree if the act involves a domestic victim, as the term “domestic victim” is defined under section 565.002, and: (1) The person attempts to cause or recklessly causes physical injury, physical pain, or illness to such domestic victim; (2) With criminal negligence the person causes physical injury to such domestic victim by means of a deadly weapon or dangerous instrument; (3) The person purposely places such domestic victim in apprehension of immediate physical injury by any means; (4) The person recklessly engages in conduct which creates a substantial risk of death or serious physical injury to such domestic victim; (5) The person knowingly causes physical contact with such domestic victim knowing he or she will regard the contact as offensive; or (6) The person knowingly attempts to cause or causes the isolation of such domestic victim by unreasonably and substantially restricting or limiting his or her access to other persons, telecommunication devices or transportation for the purpose of isolation.</p>
Stalking	<ul style="list-style-type: none"> Stalking, First Degree (Mo. Rev. Stat. § 565.225): A person commits the offense of stalking in the first degree if he or she purposely, through his or her course of conduct, disturbs or follows with the intent of disturbing another person and: (1) Makes a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, the safety of his or her family or household member, or the safety of domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property. The threat shall be against the life of, or a threat to cause physical injury to, or the kidnapping of the person, the person's family or household members, or the person's domestic animals or livestock as defined in section 276.606 kept at such person's residence or on such person's property; 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 disturbing the other person is twenty-one years of age or older; or (5) He or she has previously been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim; or (6) At any time during the course of conduct, the other person is a participant of the address confidentiality program under sections 589.660 to 589.681, and the person disturbing the other person knowingly accesses or attempts to access the address of the other person. Stalking, Second Degree (Mo. Rev. Stat. § 565.227.1): A person commits the offense of stalking in the second degree if he or she purposely, through his or her course of conduct, disturbs, or follows with the intent to disturb another person. As used in the definitions of stalking above, the term “disturbs” shall mean to engage in a course of conduct directed at a specific person

Crime Type (Missouri Revised Statutes)	Definitions
	that serves no legitimate purpose and that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
Sexual Assault	<p>The institution has determined, based on good-faith research, that Missouri's criminal statutes do not define the term sexual assault.</p> <p>However, Missouri's protective order statutes indicate that “sexual assault” means 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. (Mo. Rev. Stat. § 455.010(1)(f)).</p>
Rape, Fondling, Incest, Statutory Rape	<p>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:</p> <ul style="list-style-type: none"> • Rape in the First Degree (Mo. Rev. Stat. § 566.030): 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. • Rape in the Second Degree (Mo. Rev. Stat. § 566.031): 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 without 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): A person commits the offense of incest if he or she marries or purports to marry or engages in sexual intercourse or deviate sexual intercourse with a person he or she knows to be, without regard to legitimacy, his or her: (1) Ancestor or descendant by blood or adoption; or (2) Stepchild, while the marriage creating that relationship exists; or (3) Brother or sister of the whole or half-blood; or (4) Uncle, aunt, nephew or niece of the whole blood. • Statutory Rape, First Degree (Mo. Rev. Stat. § 566.032): A person commits the offense of statutory rape in the first degree if he or she has sexual intercourse with another person who is less than fourteen years of age. • Statutory Rape, Second Degree (Mo. Rev. Stat. § 566.034): A person commits the offense of statutory rape in the second degree if being twenty-one years of age or older, he or she has sexual intercourse with another person who is less than seventeen years of age.
Other "sexual assault" crimes	<p>Other crimes under Missouri law that may be classified as a “sexual assault” include the following:</p> <ul style="list-style-type: none"> • Sodomy in the First Degree (Mo. Rev. Stat. § 566.060): A person commits the offense of sodomy in the first degree if he or she has

Crime Type (Missouri Revised Statutes)	Definitions
	<p>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.</p> <ul style="list-style-type: none"> • Sodomy in the Second Degree (Mo. Rev. Stat. § 566.061): 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, First Degree (Mo. Rev. Stat. § 566.062): A person commits the offense of statutory sodomy in the first degree if he or she has deviate sexual intercourse with another person who is less than fourteen (14) years of age. • Statutory Sodomy, Second Degree (Mo. Rev. Stat. § 566.064): A person commits the offense of statutory sodomy in the second degree if being twenty-one years of age or older, he or she has deviate sexual intercourse with another person who is less than seventeen years of age. • Child Molestation, First Degree (Mo. Rev. Stat. § 566.067): A person commits the offense of child molestation in the first degree if he or she subjects another person who is less than fourteen (14) years of age to sexual contact and the offense is an aggravated sexual offense. • Child Molestation, Second Degree (Mo. Rev. Stat. § 566.068): A person commits the offense of child molestation in the second degree if he or she: (1) Subjects a child who is less than twelve years of age to sexual contact; or (2) Being more than four years older than a child who is less than seventeen years of age, subjects the child to sexual contact and the offense is an aggravated sexual offense. • Child Molestation, Third Degree (Mo. Rev. Stat. § 566.069): A person commits the offense of child molestation in the third degree if he or she subjects a child who is less than fourteen years of age to sexual contact. • Child Molestation, Fourth Degree (Mo. Rev. Stat. § 566.071): A person commits the offense of child molestation in the fourth degree if, being more than four years older than a child who is less than seventeen years of age, subjects the child to sexual contact. • Sexual Misconduct Involving a Child (Mo. Rev. Stat. § 566.083): A person commits the offense of sexual misconduct involving a child if such person: (1) Knowingly exposes his or her genitals to a child less than fifteen years of age under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm to the child; (2) Knowingly exposes his or her genitals to a child less than fifteen years of age for the purpose of arousing or gratifying the sexual desire of any person, including the child; (3) Knowingly coerces or induces a child less than fifteen years of age to expose the child's genitals for the purpose of arousing or gratifying the sexual desire of any person, including the child; or (4) Knowingly coerces or induces a child who is known by such person to be less than fifteen years of age to expose the breasts of a female child through the internet or other electronic means for the purpose of arousing or gratifying the sexual desire of any person, including the child.

Crime Type (Missouri Revised Statues)	Definitions
	<ul style="list-style-type: none"> • Sexual Misconduct, First Degree (Mo. Rev. Stat. § 566.093): 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. • Second Degree Sexual Misconduct (Mo. Rev. Stat. § 566.095): 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 in the First Degree (Mo. Rev. Stat. § 566.100): 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. • Sexual Abuse, Second Degree (Mo. Rev. Stat. § 566.101): 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(14))	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, intoxication, a drug-induced state, or any other reason 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.

University Definition of Consent

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 Sexual Harassment Policy has occurred: “Consent” refers to affirmative words or affirmative actions that a reasonable person in the perspective of the Respondent would understand as agreement to engage in the sexual conduct at issue. A person who is incapacitated is not capable of giving Consent.

Lack of Consent is a critical factor in determining whether Sexual Assault has occurred. Consent is informed, freely given, and mutually understood. If coercion, intimidation, threats, and/or physical force are used, 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. A person who is incapacitated is not capable of giving Consent. Incapacitation may result from the use of alcohol and/or other drugs; however, the mere consumption of some alcohol or some amount of drugs is not necessarily sufficient to

establish Incapacitation. The impact of alcohol or drugs varies from person to person, and evaluating Incapacitation requires an assessment of how consumption of alcohol and/or drugs impacts an individual's:

- Decision-making ability
- Awareness of consequences
- Ability to make informed judgments

Capacity to appreciate the nature of circumstances of the act. No single factor is determinative of Incapacitation. Some common signs that someone may be incapacitated include slurred speech, confusion, shaky balance, stumbling or falling down, vomiting, and unconsciousness.

Risk Reduction

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 from the court, or a no-contact order from the Office of Title IX and Equity as a supportive measure.
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://rainn.org/safe-media>.
 - 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

Bystander Intervention

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 people's abusive behavior
 - Speak up against racist, sexist, homophobic, and discriminatory jokes or remarks.

Other Information Covered by the PPAP

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:

Other Information Covered by the PPAP

The PPAP 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.

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
 - Safe Colleges annual online Title IX training
- OPACs
 - ENGAGE: Bystander Intervention & Violence Prevention
 - Assisting Students in Distress
 - Residential Life Student Staff Safety and Response Training
 - Staff Compliance Workshops
 - Pizza and Police
 - University Seminar Online Module
 - Self-Defense Workshops

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

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or the University Police Department at 660.562.1254. You may also contact the University's Title IX Coordinator at 660.562.1873.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
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.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (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.

Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to 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 MOSAIC Medical Center – All survivors of sexual violence are highly encouraged to seek care from a Sexual Assault Nurse Examiner (SANE) to collect any evidence available. Additionally, MOSAIC Medical Center 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 5325 Faraon Street Entrance 11, St Joseph, MO 64506. For more information call [\(816\) 271-6000](tel:8162716000).

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.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

Security/Law Enforcement & How to Make a Police Report

- University Police is located on campus and is available 24/7 to assist with criminal prosecution and Title IX investigatory process. Please contact them at 660.562.1254.
- Maryville Police Department, 101 North Vine Street, Maryville, MO 64468. 660.562.3209
- To make a police report, a victim should contact the police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

Information about Legal Protection Orders

In Missouri, victims may obtain an Adult Order of Protection, which provides protective relief for victims of domestic violence, stalking, or sexual assault. Information about Adult Orders of Protection may be found at: <https://www.courts.mo.gov/page.jsp?id=533>.

A protection order may be obtained by filing a petition with the court. Courts can issue two types of orders: (1) Ex Parte Orders, which act as a temporary emergency order to protect a

victim, for up to 15 days, until a court hearing, and (2) Full Orders of Protection, which may be issued for up to one year. Additional information about the orders may be found at: <https://www.courts.mo.gov/page.jsp?id=533>

- *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 hours a day, 7 days a week. 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 or employees) 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:

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^(S).
- 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^(S).
- 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^(S) or by calling 911 on campus.
- Survivor/Victim Advocate – A survivor/victim advocate is available 24 hours a day, 7 days a week, regardless whether the survivor/victim chooses to file a police report. Contact can be made directly or through the University Police (above).
- 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 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/Police Department – MPS/MPD 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/MPD can be contacted at 660-562-3209^(S) or by calling 911.
- MOSAIC Medical Center – All survivors of sexual violence are highly encouraged to seek care from a Sexual Assault Nurse Examiner (SANE) to collect any evidence available. Additionally, MOSAIC Medical Center 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^(S).
- MOSAIC Medical Center – Provides counseling for wide-range of issues, including to sexual harassment/sexual violence survivors. Appointments can be scheduled at 660-562-7922^(S).
- North Star Advocacy Center – The North Star Advocacy Center can provide a survivor advocate, residential shelter, survivor support groups, crisis management, safety planning, case management including addressing basic needs, court advocacy,

hospital/medical advocacy, and a 24-hour crisis hotline. To contact North Star, call 660-562-2320[☎]. North Star's website is <https://northstarac.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.mocadv.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>
- U.S. Citizenship and Immigration Services: <https://egov.uscis.gov/office-locator/#/>

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.

Supportive 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 supportive 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 for supportive or protective measures should be made to the Title IX Coordinator at 660.562.1873, and the Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the University 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 class 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 supportive 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 supportive or protective measures. Such decisions will be made by the University in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the supportive or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide a supportive measure 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.

When determining the reasonableness of such a request, the University 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 class 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 University 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 Sexual 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

Stephanie Krauth

AVP Student Affairs - Title IX/Equity

305 Administration Building

Tel: 660.562.1873

Email: wsabio@nwmissouri.edu

Deputy Coordinator – Employee

Krista Barcus

AVP Human Resources

AD 125

Tel: 660.562.1128

Email: kbarcus@nwmissouri.edu

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

- Get to a safe place as soon as possible.
- Contact law enforcement by calling 911 or University police at 660-562-1254.
- Contact a trusted person, such as a friend or family member for support.

It is also important to take steps to preserve evidence in cases of stalking, the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence. Once a report of Sexual Assault, Domestic Violence, Dating Violence, or Stalking is made, the victim has several options such as, but not limited to:

- obtaining Supportive Measures
- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- pursuing disciplinary action
- requesting that no further action be taken

Any person who wishes to make a complaint of conduct that also constitutes a crime—including Sexual Assault, Domestic Violence, Dating Violence, or Stalking—is encouraged to make a complaint with the University Police Department (Tel: 660.562.1254) or local law enforcement. If requested, the University will assist a person in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911. A victim may decline to notify such authorities.

IX. Preliminary Assessment

After receiving a report made pursuant to Section VI, the Title IX Coordinator will conduct a preliminary assessment to determine:

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

X. Contacting the Complainant

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

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 manner 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 dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
-

After receiving a report made pursuant to Section VI, the Title IX Coordinator will conduct a preliminary assessment to determine:

- Whether the conduct, as reported, falls or could fall within the scope of the policy;
- Whether the conduct, as reported, constitutes or could constitute Sexual Harassment.

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

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 the preponderance of the evidence standard .
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 University May Impose for Dating Violence, Domestic 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

If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate by the AVP of Human Resources. Following a suspension, the individual will be required to meet with the VP of Student Affairs (student) or AVP of Human Resources (employee) to discuss re-entry and expectations going forward.

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.

If a report is not closed as a result of the preliminary assessment specified in Section IX, the University will offer and make available Supportive Measures to the Complainant regardless of whether the Complainant elects to file a Formal Complaint. Contemporaneously with the Respondent being notified of a Formal Complaint, the Title IX Coordinator will notify the Respondent of the availability of Supportive Measures for the Respondent, and the University will offer and make available Supportive Measures to the Respondent in the same manner in which it offers and makes them available to the Complainant. The University will also offer and make available Supportive Measures to the Respondent prior to the Respondent being notified of a Formal Complaint, if the Respondent requests such measures. The University will maintain the confidentiality of Supportive Measures provided to either a Complainant or Respondent, to the extent that maintaining such confidentiality does not impair the University's ability to provide the Supportive Measures in question.

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 dating violence, domestic 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 dating violence, domestic 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.

Sex Offender Registration Program:

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the University of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the University Police Department at 660.562.1254. State registry of sex offender information may be accessed at the following link: <http://www.msdp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

Timely Warnings and Emergency Response

Timely Warnings

In the event of criminal activity occurring either on campus or off campus that in the judgment of the University Police Department and Director Northwest-Kansas City constitutes a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- University Police Department, 660.562.1254
- Director-Kansas City Center, 816.261.3767

The University has communicated with local law enforcement asking them to notify the University if it receives reports or information warranting a timely warning.

Emergency Response

The University has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc.

The University has communicated with local police requesting their cooperation in informing the University about situations reported to them that may warrant an emergency response. Students, staff and visitors are encouraged to notify the University Police Department at 660.562.1254 of any emergency or potentially dangerous situation.

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/off that could be in a position to assist confirming certain types of emergencies, such as a pandemic flu outbreak, gas leak, etc. University Police will respond and/or summon the appropriate personnel to evaluate the report and determine the severity of the emergency or dangerous situation. University police will make the final judgement regarding the severity based on the totality of the information they observe, receive from others, determine with a validated instrument, etc.

The University Police Department has access to the systems to notify the campus community of immediate threats that have occurred and necessitate evacuation, shelter in place, or other actions on the part of students, employees, and campus visitors. University Police and/or local first responders will assist those preparing the emergency notification with determining what segment or segments of the University community should receive the notification. If the emergency affects a significant portion of the entire campus, University officials will distribute the notification to the entire campus community. However, if appropriate to a specific incident, University Police does have the capability to activate our simplex alarm system notifications to the campus community members in the immediate area of the dangerous situation (i.e. a specific building or adjacent buildings.) In this instance, University officials will continue to monitor the situation and may send subsequent notifications to a wider group of community members. Once an emergency notification is made, adequate follow-up information will be provided to the community as needed. The institution typically provides follow-up information to the community using the same systems that were used to send out the original alert.

University Police will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student, employees and visitors occurring on or reasonably contiguous to the campus, 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.

Methods for Issuing Timely Warnings and Emergency Notifications

Method	Sign-Up Instructions
Email	All Students and employees are enrolled.
Text Messaging	http://www.nwmissouri.edu/alert/index.htm

The University tests its emergency response and evacuation procedures at least once a year. The tests may be announced or unannounced. Also, at various times University Police will meet to train and test and evaluate the University's emergency response plan.

Crime Statistics

[illegible]

Crime	On Campus			Non Campus			Public Property		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

* The University does not have on-campus student housing facilities.

Hate crimes:

2023: No hate crimes reported.

2022: No hate crimes reported.

2021: No hate crimes reported.

Crimes unfounded by the University:

2023: 0 unfounded crimes.

2022: 0 unfounded crimes.

2021: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies:

2023: 0 unfounded crimes.

2022: 0 unfounded crimes.

2021: 0 unfounded crimes.

Data from law enforcement agencies:

- The data above reflects statistics provided from law enforcement agencies related to crimes that occurred on the University's Clery Geography.

Appendix C

Student and Employee Illegal Drug and Alcohol Policy



Policy Name:	Student and Employee Illegal Drug and Alcohol Policy
Effective Date:	October 17, 2014
Last Revision Date:	February 1, 2022
Last Review Date:	February 1, 2022
Approving Authority:	Board of Regents
Responsible Office:	Student Affairs & Human Resources
Category:	Student Life and Personnel

Purpose:

The purpose of this policy is to inform students & employees that Northwest Missouri State University enforces federal, state and local rules and laws prohibiting the illicit use of drugs and limiting alcohol on campus.

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 their 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>.

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 <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/>.

Appendix D

University Employee Handbooks (Staff, Faculty, and Student Employees)



NORTHWEST

MISSOURI STATE UNIVERSITY

Employee Handbook

**Approved by Board of Regents
June 20, 2024**

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

TABLE OF CONTENTS

SECTION	PAGE
CHAPTER 1: INTRODUCTION	5
1.1 Welcome	5
1.2 At-Will Employment.....	5
1.3 Policy Changes	5
CHAPTER 2: GENERAL POLICIES AND PROCEDURES.....	7
2.1 Nondiscrimination/Equal Employment Opportunity Statement.....	7
2.2 Harassment	8
2.3 Consensual Amorous Relationships.....	10
2.4 Disability and Reasonable Accommodation	11
2.5 Employee Service and Emotional Support Animal Policy.....	13
2.6 Illegal Drug and Alcohol Policy.....	20
2.7 Smoke-Free Campus	29
2.8 Solicitation	30
2.9 Outside Activities and Other Employment	30
2.10 Political Activity.....	30
2.11 Employment of Relatives	31
2.12 University Closings, Cancellations, and Essential Staff	32
2.13 Workplace Violence and Threats	32
2.14 Weapons	33
2.15 Workplace Surveillance and Searches	34
2.16 Driver Requirements.....	34
2.17 Information Technology.....	34
2.18 Children in the Workplace	34
2.19 Mediation/Arbitration Policy.....	35
CHAPTER 3: EMPLOYMENT POLICIES AND PROCEDURES	38
3.1 Employment Applications	38
3.2 Orientation	38
3.3 Background Checks and Criminal Convictions	38
3.4 Job Postings	39
3.5 Immigration Sponsorship.....	39
3.6 Transfers Between Departments	43
3.7 Dual Employment	43
3.8 Personal Data Changes.....	43
3.9 Employee Performance Evaluations	43
3.10 Separation from Employment	45
3.11 Exit Interview and Property Clearance	46
3.12 Confidentiality.....	46

CHAPTER 4: CLASSIFICATION AND COMPENSATION	48
4.1 Job Classifications.....	48
4.2 Probationary Period	49
4.3 Workweek and Work Hours	49
4.4 Shift Differential.....	50
4.5 Overtime Pay	51
4.6 Employee Flextime and Work Scheduling.....	52
4.7 Remote Work.....	52
4.8 Compensable Travel Time	57
4.9 Meal and Rest Periods	58
4.10 Payroll	58
CHAPTER 5: LEAVE BENEFITS	59
5.1 Vacation Leave	59
5.2 Sick Leave	59
5.3 Personal Leave	60
5.4 Family and Medical Leave.....	61
5.4.1 Pay and Benefits During Leave	63
5.5 Victims Economic Safety and Security Act	64
5.6 Lactation.....	66
5.7 Bereavement Leave	67
5.8 Military Leave	67
5.9 Court Leave/Jury Duty	68
5.10 Voting Leave	68
5.11 Absence Requests	68
5.12 Holidays	68
CHAPTER 6: BENEFITS.....	70
6.1 Insurance Benefits	70
6.1.1 Life Insurance Benefits.....	70
6.1.2 Medical Benefits	70
6.1.3 Dental Insurance	70
6.1.4 Vision Insurance.....	71
6.1.5 Long-Term Disability	71
6.1.6 Cafeteria Plan/Flexible Spending Account.....	71
6.2 Retirement Program/MOSERS	71
6.3 Tax-Sheltered Annuity Plans – 403(b)	71
6.4 Workers’ Compensation.....	72
6.5 Reduced Tuition.....	72
6.6 Employee Assistance Program	73
6.7 Bookstore	73
6.8 Credit Union	73
6.9 Foster Fitness Center.....	73
6.10 Other Payroll Deductions.....	73

6.11	Social Security	73
6.12	Identification Cards	74
6.13	Parking and Vehicle/Bike Registration.....	74
6.14	Uniforms	74
6.15	Keys, Equipment and Other University Property.....	74
 CHAPTER 7: EMPLOYEE CONDUCT.....		75
7.1	Conduct	75
7.2	Personal Appearance.....	75
7.3	Attendance	75
7.4	Disciplinary Action	75

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 exempt and non-exempt staff 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 and Equity Office 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:

Dr. Stephanie Krauth
Assistant Vice President of Title IX and Equity
305 Administration Building
Tel: 660.562.1476
Email: skrauth@nwmissouri.edu

Krista Barcus
Assistant Vice President, Human Resources (Deputy Employee Coordinator)
125 Administration Building
Tel: 660-562- 1128
Email: kbarcus@nwmissouri.edu

- For student ADA/Section 504 related questions or concerns, please contact:
Dr. Stephanie Krauth
Assistant Vice President of Title IX and Equity
305 Administration Building
Tel: 660.562.1476
Email: skrauth@nwmissouri.edu
- For all other inquiries related to discrimination at the University, please contact:
Dr. Stephanie Krauth
Assistant Vice President of Title IX and Equity
305 Administration Building
Tel: 660.562.1476
Email: skrauth@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 employees should be made to supervisors or to 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 and the Office of Equity and Accessibility are 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. The Office of Human Resources will work together with the Office of Equity and Accessibility and will immediately contact the EEO Officer with each request.

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 Employee Service and Emotional Support Animal Policy

Purpose

This policy will provide support of the use of service animals and emotional support animals on campus by individuals with disabilities in appropriate circumstances in accordance with the ADA and this policy.

Policy

I. Statement of Policy

The University supports the use of service animals and emotional support animals on campus by individuals with disabilities in appropriate circumstances and in

accordance with this policy. Employees with questions about the use of service animals or emotional support animals should refer to this policy and/or contact the Human Resources Compliance Specialist.

II. Definitions

- A. **Service Animals:** Service animals are defined under the Americans with Disabilities Act (“ADA”) as dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or tasks performed must be related to the individual’s disability. The crime deterrent effects of an animal’s presence and the provision of emotional support, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Examples: Examples of work or tasks that service animals perform include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as books or the telephone, alerting a person to a sudden change in blood sugar levels, providing physical support and assistance with balance and stability to individuals with mobility disabilities, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

- B. **Emotional Support Animals (“ESAs”):** An ESA is a companion animal which provides therapeutic benefit, such as alleviating or mitigating symptoms of a person’s disability. ESAs are not service animals. However, an ESA may be permitted on campus as a reasonable accommodation. Prior approval must be obtained pursuant to the procedures and standards outlined below.
- C. **Owner:** An employee who has an approved ESA on campus.
- D. **Handler:** A person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.

III. Specific Procedures

- A. **Service Animals:** Individuals who wish to bring a service animal to campus – including classrooms and University buildings open to the public – may do so without prior approval.

In general, the University allows employees to use service animals in the workplace unless doing so would pose a substantial risk to health or safety. As required by the ADA, employees planning to bring their service animals to work should discuss the issue with their supervisor and/or Human Resources and request the use of the service animal because of their disability. The University requests that employees planning to bring their service animals to work notify their supervisor and/or Human Resources at least 30 days before the animal is needed. If the reason the animal is needed is not clear, then the ADA allows the University to ask what tasks the animal performs and request documentation that confirms the existence of the employee's disability.

- B. **Emotional Support Animals: Employee Requests:** Employees who wish to bring an ESA onto campus must go through the reasonable accommodation process with Human Resources. Human Resources will determine whether approving a particular ESA in the workplace is a reasonable accommodation that will enable the employee to perform the essential functions of the position. What constitutes a reasonable accommodation will vary depending on the circumstances of each case. In evaluating alternatives for accommodations, the preferences of the employee are considered, but the ultimate decision regarding the type of accommodation, if any, is made by Human Resources.

IV. General Standards for the Removal of Service Animals or the Disapproval/Removal of Emotional Support Animals

- A. Decisions to remove a service animal or disapprove/remove an ESA will be made on a case-by-case basis, taking into account all surrounding circumstances. However, the following general standards reflect reasons why an animal may be removed or disapproved:
1. The animal poses a direct threat to the health or safety of others. For example, the animal displays aggressive or vicious behavior towards others; substantially lacks cleanliness; has a serious illness; or threatens a sensitive area like a sterile medical treatment room, certain laboratories, or mechanical or industrial areas.

2. The animal causes or would cause substantial physical damage to the property of others.
 3. The animal poses an undue financial and/or administrative burden.
 4. The animal would fundamentally alter the nature of the University's educational or business operations.
 5. The animal is out of control and the handler/owner does not take effective action to control it. If the out-of-control behavior happens, the handler/owner may be prohibited from bringing the animal into University facilities until the handler/owner can demonstrate that he/she has taken significant steps to mitigate the behavior.
 6. The animal is not housebroken.
 7. The handler/owner does not abide by his/her responsibilities as outlined in Section V of this policy.
- B. When an animal has been removed pursuant to this policy, the University may work with the handler/owner to determine reasonable alternative opportunities to participate in the University's services, programs, and activities without having the animal on the premises.
- C. When the University has disapproved/removed an animal, the animal must be removed immediately from the University's premises. Failure to comply with this requirement may result in disciplinary action.

V. Responsibilities of Handlers/Owners

- A. **Laws, Ordinances, and Policies:** Handlers/owners are responsible for complying with all state laws and local animal ordinances and are subject to all University policies.
- B. **Proper Identification:** All animals are subject to local licensing and registration requirements.
- C. **Health and Vaccination:** Animals must be immunized against diseases common to that type of animal. All vaccinations must be current. These animals must wear a rabies vaccination tag, and, in the case of ESAs, vaccination documentation must be provided to Human Resources prior to the animal being allowed into any facilities.
- D. **Caring for the Animal:** The cost of care, arrangements, and responsibilities for the wellbeing of the animal are the sole responsibility of the handler/owner at all

times. The University will accept no responsibility for the care of any animal covered by this policy.

1. Animals must be kept clean and well groomed. University facilities may not be used for this purpose.
 2. Animals cannot be left unattended at any time. Animals cannot be confined to a vehicle, tethered, or abandoned at any time.
- E. **Keeping the Animal Under Control:** The animal should be fully controlled by the handler/owner, including responding to voice and/or hand commands (if this can reasonably be expected of the type of animal at issue). If an animal is found loose or unattended, the animal is subject to immediate removal.
- F. **Being Responsible for Damage Caused by the Animal:** Handlers/owners are personally responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage. The handler/owner will be required to pay for any damages caused by the animal.
- G. **Being Responsible for Waste:** Cleaning up after the animal is the sole responsibility of the handler/owner and it must be done immediately. Waste must be bagged and discarded in designated outdoor receptacles. No waste may be flushed down toilets or discarded in interior waste bins. In the event that the handler/owner is not physically able to clean up after the animal, it is then the responsibility of the handler/owner to hire someone capable of cleaning up after the animal.
- H. **Leash Requirements:** Service animals should be on a leash at all times, unless the owner is unable to use a leash due to a disability or the use of the leash would interfere with the animal's ability to perform its duties. In that case, the owner must be able to control the service animal by other effective means such as voice controls or signals. ESAs must be on a leash or in a carrier while on University property.
- I. **Observing Good Animal Etiquette:** To the greatest extent possible, the handler/owner should ensure that the animal does not display behaviors or make noises that are disruptive or frightening to others, unless it is part of the service being provided to the handler (e.g., barking to alert the handler of danger).
- J. **Emergency Situations:** The handler/owner is expected to follow all University procedures for emergency evacuation and participate in emergency evacuation

drills. Individual needs must be arranged in advance with appropriate University personnel.

- K. **Other Conditions and Restrictions:** In response to a particular situation, the University reserves the right to impose other reasonable conditions or restrictions on the use of service animals and ESAs as necessary to ensure the health, safety, and reasonable enjoyment of University programs and activities by others.

VI. Other Information Specifically Related to Service Animals

A. Permitted Inquiries

1. In general, members of the University community should not ask about the nature or extent of a person's disability. However, as permitted by the ADA, if it is not obvious that the animal is required because of a disability, the handler may be asked:
 - a. If the animal is required because of a disability, and
 - b. What work or task the animal has been trained to perform.
2. The handler should not be asked for documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, University community members should not make inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., if the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

B. Areas Off Limits to ESAs and Service Animals

1. ESAs are permitted only in the building(s), or other areas of campus approved through the reasonable accommodation process.
2. While service animals are generally allowed to go anywhere on campus that the handler is allowed to go, there are certain areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples of the areas that are off limits to service animals include:

- a. Research Laboratories: The natural organisms carried by service animals may negatively affect the outcome of the research. At the same time, the chemicals and/or organisms used in the research may be harmful to service animals.
 - b. Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.
 - c. Food Preparation Areas: Food preparation areas are off limits to service animals per health codes.
 - d. Areas Where Protective Clothing is Necessary: Any room where protective clothing is worn is off-limits to service animals. Examples include chemistry laboratories, wood shops, and metal/machine shops.
 - e. Areas Where There is a Danger to the Service Animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals.
3. Questions regarding areas that are off limits to service animals should be directed to Human Resources. Exceptions may be granted in some circumstances.
- C. **Service Animals in Training:** Service animals in training are permitted in all public facilities on the same basis as working service animals, provided that the animal is on a leash and is being led or accompanied by a trainer for the purpose of training the animal and the trainer has documentation confirming the trainer is affiliated with a recognized or certified service animal training organization. Service animals in training are not permitted in classrooms, offices, or other areas of campus buildings not open to the general public without prior approval obtained from Human Resources through the reasonable accommodation process.

VII. Additional Matters

- A. **Animal No Longer Necessary:** Human Resources should be notified when an animal covered by this policy will no longer be on campus or, in the case of ESAs, is no longer needed as an accommodation.
- B. **Conflicting Disabilities:** Some people may have allergic reactions, asthma, respiratory diseases or other responses to animals that are substantial enough to qualify as disabilities. The University is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible. If an individual has a disability that may be affected by the presence of animals, please contact Title IX & Equity (students) or Human Resources (employees).
- C. **Concerns:** Concerns regarding an animal covered by this policy can be brought to the attention of Human Resources.

VIII. Grievance Procedure Related to Service Animals and Emotional Support Animals

If the decision is made to deny a request for or remove an animal covered by this policy, the affected individual may file a formal written grievance with the ADA/Section 504 Coordinator pursuant to the Non-Discrimination and Anti-Harassment Policy and Procedures.

IX. Reasonable Modifications to this Policy

Employees who wish to request a modification or exception to this policy as reasonable accommodation.

2.6 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 <https://revisor.mo.gov/main/OneChapter.aspx?chapter=631>.

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 Policies 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 who exhibit signs of impairment will be assessed using reasonable suspicion and may be asked to report to a testing facility for drug/alcohol testing.

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.

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. Employees wishing to take advantage of this service may contact the Hartford at www.guidanceresources.com or toll free 1-800-964-3577.

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.

Addendum A: Alcoholic Beverages on University Property

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 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 possession and consumption of alcoholic beverages is prohibited in residence halls at all times.

Students, student organizations, and employees should refer to the University Student and Employee Illegal Drug and Alcohol Policy provided above in this employee handbook for further information on University policies and procedures concerning drug and alcohol use and abuse prevention. Specifically, the Responsible Use provisions of the most recent version of that policy apply; as of the date of this policy, those provisions, subject to revision, state:

- University policy...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 Beverage on University Property Policy.

Alcoholic Beverages on University Property Guidelines

These guidelines are designed to inform the University community of the availability of alcoholic beverages on University property. They are subject to revision and subject to the University Student and Employee Illegal Drug and Alcohol Policy as well as the University Alcoholic Beverages on University Property Policy.

General Guidelines:

1. Individuals, organizations or other entities participating in University events and tailgating at which alcohol is 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:

7. 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.
8. No one under the age of 21 is permitted to consume or possess alcohol.
9. Possession and/or consumption of alcohol may take place only in parking lots 60, 62, 63, 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 Hy-Vee Bearcat Zone.
10. 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.
11. Anyone possessing and/or consuming alcohol shall possess a 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.
12. Kegs, party-balls, multi-quart containers, and bulk-dispensing of alcohol are prohibited.
13. Glass containers are prohibited. Aluminum and plastic containers are recommended for the safety of all fans.
14. 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).
15. Drinking games (included but not limited to beer pong) or other designated efforts that may promote excess drinking are prohibited.
16. The sale of beer and/or alcoholic beverages is prohibited.
17. Those providing alcohol for themselves and their guests should provide non-alcoholic beverages and food as well.
18. Providing alcohol to anyone other than your guests is prohibited. Individuals or groups may not allow unrestricted access to alcoholic beverages.
19. 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 this policy may result in criminal charges, loss of tailgating privileges and/or student disciplinary charges.
20. 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:

21. Alcohol (beer/wine/liquor) is permitted within the suites.
22. Suite Owners must provide alcohol for the suite (see Supplying Suite with Alcohol).
23. All non-alcoholic beverages/water must be purchased via Northwest Campus Dining and outside products are not allowed to be brought to the suite.

24. All alcohol is required to be consumed in plastic cups (provided by Northwest).
25. Kegs and other common bulk containers are not allowed at any time.
26. 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.
27. 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.
28. 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 alcoholic beverages at a greater than normal rate of speed (including but not limited to funnels or beer pongs).
29. The sale of alcohol at any point within the suite is strictly prohibited.
30. Alcohol may not be shared between suites.
31. All patrons must be in possession of a suite ticket or a game day suite access pass to access the suite level prior to and during the game.

Supplying Suite with Alcohol:

32. 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.
33. No alcohol may be brought in to the suite on game day.

General Suite Rules:

34. Alcohol must be consumed in and remain within the suite at all times. No alcohol is permitted to move from suite to suite, on the walkway or outside of the third floor area.
35. Beverages cannot be taken from the third floor to any other area of the stadium.
36. Alcohol consumption must conclude no later than the end of the 3rd quarter.
37. Maximum number of guests per suite is 20 (12 tickets and eight game day suite access passes).
38. Suites are requested to be cleared within 30 minutes of the conclusion of the game.
39. Violation or abuse of alcohol policies will be addressed by University personnel or designees.
40. 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:

41. The possession and consumption of alcoholic beverages may be permitted at functions and activities at the Gaunt House, in the J.W. 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, and
 - 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.
42. The majority of guests attending such an event must be 21 years of age or older.
 43. Access to the event must be restricted to invited guests.
 44. Service shall end at least 30 minutes prior to the scheduled conclusion of the event.
 45. Any alcohol consumed shall be purchased or provided by the campus food service.
 46. Alcohol will be available only by the glass or single-service container.
 47. 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).
 48. Participants may not remove alcohol from the event location.
 49. Admission should not be charged for events where complementary alcohol is served.
 50. No University funds or student fees may be used to purchase alcoholic beverages for events covered by these guidelines.
 51. Alcohol may not be brought to an event by participants except as provided in the Tailgating and Bearcat Stadium Suites Guidelines.
 52. 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.
 53. Requests to serve alcohol must be submitted via the online request form found on the Auxiliary Services homepage and submitted to the University Scheduling 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.

2.7 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.

2.8 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, staff, and students 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.

2.9 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.

2.10 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.

2.11 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.

2.12 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. Non-Exempt essential staff reporting to work or non-essential staff who are asked to report to work during a University closing or cancellation will receive one and one-half (1.5) times his/her regular working hour rate of pay.

An essential nonexempt employee who is called to work on site or to work remotely outside his/her scheduled shifts will receive 1.5 times his/her regular rate of pay along with automatic 2.5 hour minimum. The working time is from the time the employee receives the call until the task has been resolved.

2.13 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 Assistant 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 Assistant 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 Assistant Vice President of Human Resources, the Assistant Director of Wellness Services - Counseling, and University Police Chief shall also be charged with reviewing incidents of aggression to identify ways in which similar incidents can be prevented. The Assistant 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 Wellness Services (660-562-1348).

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.

2.14 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.

2.15 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.

2.16 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.

2.17 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 technology policies, which can be found on the University's Information Systems website at:

<http://www.nwmissouri.edu/compserv/ClientComputing/ComputingPolicies.htm>.

2.18 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.

2.19 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, sexual orientation, gender identity, pregnancy, 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 Immigration Sponsorship

Northwest Missouri State University ("Northwest") understands the importance of recruiting, hiring, and retaining the best candidates who possess critical knowledge and skills for its open positions. To accomplish this, Northwest has elected to provide immigration sponsorship to certain employees for U.S. work authorization. This policy addresses the eligibility requirements for immigration sponsorship and applies to full-time employees at Northwest.

General Policy:

Northwest will provide immigration sponsorship for U.S. work authorization to certain faculty, administrative, and staff positions on a case-by-case basis. This policy is intended to provide a set of consistent guidelines by which Northwest determines the positions that will be sponsored, the individuals responsible for making decisions about sponsorship, the types of immigration sponsorship petitions and applications that Northwest will file on behalf of its employees, and the costs and fees covered by Northwest.

Northwest retains the right to make decisions about immigration sponsorship on behalf of its employees. The Office of Human Resources at Northwest has the authority over the immigration sponsorship petitions and applications made by the university.¹ The individual Schools and Departments will work directly with the Office of Human Resources on all immigration matters. Northwest has hired immigration attorneys to represent Northwest, provide legal advice about the sponsorship process, and file immigration sponsorship petitions and applications on behalf of Northwest. Only Northwest's immigration counsel may file immigration-related applications and petitions on behalf of Northwest, including, but not limited to H-1B petitions, O-1 petitions, any nonimmigrant extension, and immigrant petitions under the outstanding professor or researcher category and based on the permanent labor certification application process.

All petitions, applications, and matters will be processed through Northwest's designated immigration counsel. Northwest assumes no responsibility, is not responsible for fees, and will not sign any immigration petition, application, or other immigration-related matter where an employee has independently retained immigration counsel outside of Northwest's designated immigration counsel. In the event that an employee does retain separate immigration counsel to file a petition or application that does not require Northwest's sponsorship, the employee will assume all responsibility and will be responsible for all fees and costs associated with the

¹ Authorization for sponsorship for F-1 immigration status and related Curricular Practical Training and Optional Practical Training authorization is solely the purview of the International Student Office.

matter. The employee also must notify the Office of Human Resources in advance of any immigration petition or application made to ensure that Northwest has an accurate record of the employee's work authorization and to ensure that any current or prior immigration processes that Northwest has undertaken on behalf of the employee will not be adversely affected and/or will not adversely affect the employee's current immigration status and work authorization.

Please keep in mind that the filing of an immigrant or nonimmigrant petition is not a guarantee of continued employment, nor a guarantee of any fixed-terms or conditions of employment, nor a guarantee that the petition will be granted. Additionally, all offers of employment, contracts, continued employment, and all other agreements, including tenured and tenure-track, between Northwest and the individual are contingent upon the individual's having the legal right to work for Northwest in the U.S. If at any time the individual loses the legal right to work for Northwest in the U.S. or an effort to obtain U.S. work authorization is unsuccessful, Northwest retains the right to terminate employment immediately or rescind an offer of employment. Northwest will not be held responsible to the individual for any expenses incurred, time spent, or any other offers of employment which were declined. Northwest will not assume responsibility for any individual who perjures, makes false statements, or otherwise misrepresents Northwest or himself/herself when obtaining visa documents or entering into the United States.

Northwest will make all reasonable efforts to obtain the requested immigration benefit. However, Northwest cannot guarantee any result. Northwest may end or withdraw its sponsorship at any time. Northwest reserves the right to make final decisions based on Northwest's interest and compliance with U.S. law, regulations, and policy concerning all cases. Northwest reserves the right to amend its Immigration Policy without notice and at Northwest's discretion.

Positions Eligible for Sponsorship:

Except as otherwise noted, this policy applies to all Northwest employees. Northwest will support employer-sponsored petitions for work authorization for titled Instructors, tenured and tenure-track faculty upon request from the School or Department.

Northwest will support other employees for work authorization on a case-by-case basis based on the needs of the individual School or Department and in consultation with the Office of Human Resources and immigration counsel.

Nonimmigrant Sponsorship:

Often, there are multiple types of nonimmigrant categories available to employees. Generally, Northwest will seek H-1B status on behalf of the sponsored employee, but there may be circumstances where a different type of nonimmigrant status will facilitate work authorization sooner or provide a better long-term immigration path for the employee's career at Northwest. Northwest and its immigration counsel will consider the individual employee's experience, education, abilities, and the position to be filled in determining the immigration category

sought for the employee. Northwest, at its sole discretion, determines the appropriate immigration status.

Extensions:

Northwest will initiate the extension of an employee's current nonimmigrant status approximately seven months prior to expiration. The Office of Human Resources will review the employee's most recent performance evaluation and seek approval to file from the employee's School or Department. Northwest reserves the right, in its sole discretion, to not extend work authorization. The employee must notify the Office of Human Resources if there are plans to travel outside of the country while processing extensions as international travel could jeopardize the filing.

If an employee is not contacted about the extension five months prior to the expiration date, then the employee is advised to contact the Office of Human Resources immediately. Northwest assumes no liability or responsibility in the event filing deadlines are not met due to the employee's failure to timely provide supporting materials.

Permanent Residence Sponsorship:

Because permanent residence sponsorship requires a substantial commitment of resources, permanent residence sponsorship is only generally offered when there is a compelling institutional need and where the individual employee has demonstrated a significantly high level of performance.

For tenured or tenure-track faculty, sponsorship for permanent residence usually is considered only after the faculty member has completed six full semesters of teaching. The Provost has the discretion to waive this requirement on a case-by-case basis only where there is a demonstration by the School or Department that the employee's position is one in which qualified candidates are not regularly available in the labor market or that the faculty member is a critical part of the School or Department.

Decisions on the type of permanent residence case that will be filed on behalf of tenured or tenure-track faculty member are made by the Office of Human Resources in consultation with the employee, immigration counsel and the School or Department. When available and financially feasible, Northwest will seek to file labor certification applications on behalf of its employees and will take advantage of the special rules for college and university professors.

For all other employees, sponsorship for permanent residence is only available after the employee has completed at least three years of employment with Northwest or in the case of an employee on an H-1B visa, during the employee's fourth year in H-1B status. The employee must be in good standing. Northwest, at its sole discretion, determines the appropriate permanent residence strategy. The Provost has the discretion to waive this requirement on a case-by-case basis only where there is a compelling institutional need and where the individual has demonstrated a significantly high-level of performance.

Final Expiration of Status:

In certain cases, an employee may reach the maximum number of years allowable in a nonimmigrant status before obtaining their permanent residence. If this happens, it may be necessary for the employee to depart the U.S. for a minimum of 12 months or be placed in inactive status until work authorization is obtained; and employment may be terminated due to lack of authorization to work in the U.S. In all cases, Northwest assumes no financial obligation for failure of the immigrant visa to be approved. Northwest will work closely with the employee, School or Department and immigration counsel to determine strategy in such a situation. In all instances, however, the decision as to whether or how to proceed will be at Northwest's sole discretion.

Dependents:

Northwest is not responsible for the immigration needs of foreign national dependents (i.e., spouse and children), which are the sole responsibility of the employee. Additionally, Northwest does not track immigration status expiration dates or status of dependent family members. Employees are expected to initiate any initial petition, extension, and when applicable, work authorization for dependents on their own. Employees may retain separate immigration counsel to prepare and file applications for family members or may separately retain the services of Northwest's immigration counsel.

Northwest Payment of Costs and Fees Associated with Immigration Sponsorship:

For Faculty and Staff:

If Northwest elects to sponsor an employee for work authorization, Northwest will cover costs and fees, including filing fees and attorney fees that the employer is required to pay by law. This includes all costs and fees related to the H-1B petition and permanent labor certification application process. Northwest also agrees to cover the costs and fees associated with other immigration petitions or applications for temporary work authorization on behalf of the employee where H-1B status is not available. Northwest will cover those costs and fees associated with the Form I-140 Immigrant Petition and Form I-485 Application to Adjust Status for the sponsored employee. Premium processing fees will be covered on a case-by-case basis only where expedited processing is necessary to ensure continued work authorization on behalf of the employee. Northwest will not pay premium processing fees to enable the employee to engage in discretionary travel, even if it invalidates existing work authorization.

For Dependents of Faculty and Staff:

Northwest does not cover any costs and fees associated with the filing of applications for dependent family members to include, but not limited to, H-4 applications, extensions, and Form I-485 Applications to Adjust Status.

Travel:

Northwest assumes no responsibility in the event an employee travels outside the U.S. and is denied reentry into the U.S. or is unable to secure a U.S. visa from the U.S. Consulate. Employees are required to notify the Office of Human Resources and immigration counsel

regarding employment-related travel outside of the United States in advance of travel dates. All work-related travel assignments must be pre-authorized and approved by the Office of Human Resources in advance. Employees are strongly encouraged to notify the Office of Human Resources and immigration counsel regarding personal travel outside of the United States to ensure the employee is advised of all potential travel restrictions, consular processing procedures, and documentation required for re-entry into the United States.

As noted above, Northwest will not pay for premium processing expenses where an expedite decision is desired in order for the employee to engage in discretionary travel, even if the travel invalidates existing work authorization. Northwest will not assume responsibility for costs or fees associated with discretionary travel.

Contact Information:

All U.S. immigration processes will be initiated by the Office of Human Resources in partnership with our immigration counsel. Inquiries related to immigration sponsorship should be directed to Michelle Drake in the Office of Human Resources at mdrake@nwmissouri.edu or 660-562-1115.

3.6 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.

3.7 Dual Employment

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

3.8 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.

3.9 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.

3.10 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). 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.

3.11 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.

3.12 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. Employees 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 work force, 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 Shift Differential

Purpose:

This Shift Differential Compensation for Non-Exempt Employees Policy (“Policy”) provides the standard policy and proper procedure for shift differential compensation for non-exempt employees regularly working an Evening Shift or a Night Shift, for the inconvenience experienced when accepting and working in a position outside the regularly scheduled daytime shift.

Definition(s):

Eligible employees - Non-exempt employees working the Evening Shift or Night Shift and 60% or more of the weekly working hours outside of 8am-5pm, Monday-Friday.

Non-exempt employee - Employees who are entitled to earn the federal minimum wage and qualify for overtime pay, which is calculated as one-and-a-half times their hourly rate, for every hour they work, above and beyond a standard 40-hour workweek.

Shift - The regularly scheduled hours of the position in which employee works

Day Shift - Shifts starting prior to 1pm

Evening Shift (2nd shift) - Shifts starting between 1pm & 10pm

Night Shift (3rd shift) - Shifts starting after 10pm

General Policy:

This Policy allows for incentive compensation to non-exempt employees who accept and regularly work in positions that require work during an Evening Shift or a Night Shift.

Non-exempt employees who accept a position and regularly work an Evening Shift will be compensated at an additional \$0.25 per hour. Non-exempt employees who accept a position and regularly work a Night Shift will be compensated at an additional \$0.50 per hour. Shift differential compensation will be included when determining the rate of pay for overtime hours.

Employees must have written approval to be eligible under this Policy.

Non-exempt employees receiving shift differential compensation who work beyond their regular schedule will continue to receive their shift differential compensation.

Non-exempt employees receiving shift differential compensation who are called in prior to their scheduled shift will receive their shift differential compensation.

Non-exempt employees receiving shift differential compensation will receive that shift differential compensation for any paid time off (sick days, vacation, holidays, etc.).

Non-exempt employees receiving shift differential compensation who are asked to cover and cover a position/shift other than their regular shift will receive the shift differential compensation assigned to the position for which they were hired.

Departments are responsible for identifying positions that require shift differential compensation. Positions will be approved for shift differential compensation through the budget process.

Employees who accept and regularly work in positions with the Day Shift shall not receive shift differential compensation when covering an Evening Shift or Night Shift.

This Policy may be modified or discontinued at any time in the University's sole discretion.

4.5 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 work week will include actual hours worked. Overtime calculation does not include holiday, vacation, sick leave, or other paid leave absences.

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. Daily work schedules may be adjusted to avoid the necessity of overtime **at the discretion of the supervisor (see Flextime policy)**. Though an employee will be paid for any hours worked, including unauthorized overtime, an employee may be subject to discipline for performing unauthorized work.

Employees can be required by their supervisor to work overtime based on business needs. Supervisors will provide as much advanced notice as possible under the circumstances and will assign overtime work as fairly and consistently as possible given the nature of the work to be performed. Refusal to work scheduled overtime may result in discipline, up to and including termination. Employees cannot waive their right to overtime compensation for hours worked over 40 in a work week.

Overtime compensation for a non-exempt employee cannot be in the form of time off at a later date.

The University Police Department will follow the federal laws outlined for Law Enforcement employees.

4.6 Employee Flextime and Work Scheduling

The University supports the principles of flextime for its employees in order to ensure the completion of work to meet the needs of the University as well as allow employees to maintain a work/life balance. Flextime schedules are intended to provide employees flexibility in their work schedules based on their own unique circumstances or the unique needs of the department. A flextime schedule can take many forms, including a shortened workweek, variations in arrival or departure time, and other changes to the employee's typical work schedule. However, the nature of some positions and departments may not allow for flextime scheduling.

An employee must consult and receive approval from his or her supervisor prior to working a revised work schedule.

The following guidelines also apply to flextime schedules:

- All flextime arrangements must occur in the same work week. The work week begins on Monday and ends on Sunday.
- Being approved for a flextime schedule does not mean that an employee is entitled to the arrangement indefinitely. An employee can be required to return to a typical work schedule in the supervisor's discretion based on departmental needs or as otherwise required by the University. An employee's flextime schedule may also be temporarily suspended by a supervisor due to heavy work volume, special projects, or seasonal needs (such as registration). When a flextime schedule is to be temporarily suspended for a period of time or ended entirely, the supervisor will provide a reasonable amount of advance notice under the circumstances.
- Being approved for a flextime schedule does not diminish performance expectations. Performance issues that result from a flextime schedule, in whole or in part, may result in termination of the flextime schedule and/or other appropriate remedial measures.
- Non-exempt employees with a flextime schedule are still required to track and record their hours worked.
- Unless a flextime schedule involving remote work has been approved, a non-exempt employee may not perform any remote work (including work at home) without prior authorization from the employee's supervisor. Such work time is considered hours worked and should be tracked and recorded by employees.

4.7 Remote Work

This policy will allow employees to work at home, on the road or in a satellite location for all or part of their workweek. The University considers remote work to be a viable, flexible work option when it determines that both the employee and the job are suited to such an arrangement. Remote Work may be appropriate for some employees and jobs but not for others. Remote Work is not an entitlement, it is not a company-wide benefit, and it in no way

changes the terms and conditions of employment with the University. The University has the right to refuse to make remote work available to an employee and to terminate a remote work arrangement at any time. Remote workers should be good planners, self-motivated, strong communicators, able to manage their workload effectively, aware of their personal work style preferences, flexible, committed and responsible, willing to ask for feedback, able to work independently with minimal supervision, able to work without continual input and support from others, comfortable working and being alone, possess time management skills, proven producers of quality work, and able to focus on priorities and meet deadlines.

Eligibility:

Individuals requesting formal remote work arrangements must have a satisfactory performance record, which is determined by the University in its sole discretion. Before entering into any remote work agreement, the employee and his/her manager or supervisor, with the assistance of the Office of Human Resources, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote work.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the remote work.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in the area rests solely with the employee.

If the employee and his/her manager agree, and an NLT member and the Office of Human Resources approve, then the employee will be eligible to enter into a Remote Work Agreement.

As part of the eligibility process, the employee and supervisor will agree on the number of days of remote work allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone, video call, email, and chat within a reasonable time period during the agreed upon work schedule. The University retains the right to modify, at its discretion, the number of days of remote work allowed, the employee's work schedule and the manner and frequency of communication.

Application Procedure:

A remote work arrangement must first be applied for via the Remote Work Application located within the Office of Human Resources. Once approved by all parties (supervisor, Northwest Leadership Team ("NLT") member, and Human Resources) a remote work arrangement can move forward.

Hours of Remote Work and Availability:

- Remote workers shall work normally scheduled hours.
- During normally scheduled hours, remote workers must communicate any unavailability to their supervisor.
- During normally scheduled hours, unavailable time must be approved by the remote workers' supervisor and reflected on the workers' time sheet.
- University leave policies will apply equally to remote workers.
- During normally scheduled hours, the remote worker must keep his/her availability on his/her personal email calendar up to date with "out of office" events to indicate any work- related unavailability.
- Remote working employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the University's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the remote work agreement, discipline and/or termination of employment.

Remote Access:

- Remote access will be made available via VPN, and set up by an IT ticket, upon approval for remote work.
- The employee must provide his/her own internet connection. The employee will be solely responsible for purchasing any hardware or software required for the internet connection. The employee shall also be solely responsible for cost of installation and associated monthly fees. Any connectivity problems constitute grounds for canceling this remote work arrangement and do not excuse unavailability or delinquent work.

Equipment:

On a case-by-case basis, the University will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each remote work arrangement. The Office of Human Resources and Information Technology department will serve as resources in this matter. Providing equipment may require advanced notice to order equipment of at least three weeks, sometimes longer. Equipment supplied by the University will be maintained by the University. University supplied equipment needing troubleshooting/repair that cannot be accomplished with remote assistance tools is to be returned to campus. Equipment supplied by the employee, if deemed appropriate by the University, will be maintained by the employee. The University accepts no responsibility for damage or repairs to employee-owned equipment. The University reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the University is to be used for business purposes only. The remote worker must sign an inventory of all University property received and agree to take appropriate action to protect the items from damage or theft. The employee agrees to report to the supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity. The employee is responsible for all printing hardware, supplies, and associated costs. Upon termination of employment, all University property will be returned to the University, unless other arrangements have been

made. The University reserves the right to make determinations as to equipment needed or the adequacy of the equipment, subject to change at any time.

Security:

Consistent with the University's expectations of information security for employees working at the office, remote working employees will be expected to ensure the protection of proprietary university and employee information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Ongoing Remote Worker Responsibilities:

- Remote worker is responsible for proper ergonomics of the equipment being used.
- Remote worker is responsible for working in an environment with minimal background noise to receive phone and video calls.
- Remote worker is responsible for saving all work-related files back to the University network or University approved cloud services at the end of the day.

Other Remote Work Provisions and Conditions:

- There may be times where the remote worker must appear in person at the office for meetings, events or other activities.
- There may be occasions when remote work is suspended for a given period of time because of unexpected events, emergencies, business need or other reason.
- The employee will establish and maintain an appropriate work environment within their home for work purposes. The University will not be responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
- The University assumes no responsibility for injuries occurring in the employee's at-home workspace outside the agreed-upon work hours or for activities beyond the course and scope of employment. The employee agrees to hold the University harmless for injury to others at the alternate work site. The employee agrees to maintain safe conditions in the at-home workspace, including proper ergonomics, or if outside the employee's at-home workspace, or University facilities at any time, and to practice the same safety habits as those followed on University premises. Remote work employees are responsible for notifying their supervisor of any workplace injuries immediately.
- The employee understands that his/her personal vehicle will not be used for University business unless specifically authorized by the supervisor. However, the employee may use his/her personal vehicle for travel to and from the University, when required to do so by the University.
- The employee understands that he/she is responsible for tax consequences, if any, of this arrangement (i.e. to be discussed with your tax advisor - your responsibility).
- The employee and supervisor will agree on the number of days of remote work allowed each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. The employee agrees to be accessible by phone, video call, email, and chat within a reasonable time period during the agreed upon work

schedule.

- The evaluation of the remote worker's performance throughout his/her employment relationship with the University may include periodic interaction by phone and e-mail between the employee and the supervisor, and periodic face-to-face meetings to discuss work progress and problems. The remote worker will be subject to scheduled performance review in the same manner and frequency as other University employees.
- Remote work is not designed to be a replacement for appropriate child/eldercare. Although an individual employee's schedule may be modified to accommodate child/eldercare needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective remote workers are encouraged to discuss expectations of remote work with family members. The employee should not undertake other activities such as, but not limited to, providing primary care for a young child or an ill or disabled adult, performing volunteer work or participating in another business venture during at home working hours.
- The availability of remote work can be discontinued at any time at the discretion of the University. The University will attempt to provide reasonable notice of such a change. There may be instances, however, where less or no notice is practicable, desired or possible. In addition, the University retains the right to terminate or modify this policy or a particular remote working arrangement on a temporary or permanent basis in its sole discretion.
- The employee must return University equipment, records, and materials within three (3) days of the termination of the Remote Work Agreement and/or termination of employment. Further, all University equipment will be returned to the University by the employee for inspection, repair, replacement, or repossession within three (3) days of written notice.

Ad Hoc Arrangements:

Temporary remote work arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal remote work arrangements are made on a case-by-case basis, focusing first on the business needs of the University.

4.8 Compensable Travel Time

The University is committed to compensating all employees for time worked in accordance with the U.S. Department of Labor's guidelines for payment of travel time by non-exempt employees. Employees subject to this Policy must record compensable travel time on their time sheets and in accordance with the University's policies regarding recording time worked. The paragraphs below describe common instances when travel time will and will not be compensated.

Normal Commuting and Travel During Work Day: An employee's normal commute from home-to-work and from work-to-home is not compensable time. But, as a general rule, once the regularly scheduled work shift begins, time spent by an employee in travel as part of his or her activities on behalf of the University is compensable time.

Special One-Day Assignments: In limited circumstances, the time spent traveling from home-to-work, or vice versa, may be compensable. For example, time spent traveling on a special one-day assignment to a location other than the University location where an employee typically reports for work, performed at the University's request, is generally compensable time, except for that time that would constitute the employee's usual commuting time.

Here is an illustration of this concept: Employee's ordinary commute time to and from the University is 30 minutes at the start and end of each day (1 hour total), for which the employee is not compensated. On a particular day, the employee, at the University's directive, travels to a different location on business. The employee's commute to this other location is 1 hour and 30 minutes each way (3 hours total). The employee would be compensated for 2 hours of travel time on this day (3 hours of commute time less the 1 hour of normal commute time).

Overnight Travel to Other Locations: For overnight trips out of town (e.g., attending a conference at the University's direction), all time spent traveling is work time when it corresponds with the employee's normal working hours. This not only includes during regular working days but also includes during corresponding working hours on nonworking days. So, for example, if an employee regularly works from 9 a.m. to 5 p.m. from Monday through Friday, travel during these hours is compensable work time on Saturday and Sunday as well as on the other days during these hours. However, hours spent in travel outside of normal working hours as a passenger in a car, train, airplane, etc., are not counted as compensable time.

Please direct questions about the application of this policy to your supervisor or to the Office of Human Resources if you have any questions or would like clarification as to whether or not your travel time is compensable.

4.9 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.

4.10 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. Employee time sheets must be submitted and approved by their supervisor per the deadlines established and communicated by the Payroll Office.

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 and approved by their supervisor per the deadlines established and communicated by the payroll Office.

Non-exempt employees who assume additional responsibilities in addition to his or her primary role will be paid for the hours worked on the 10th of the month following the month in which the work was completed. Secondary position time sheets must be submitted and approved by their supervisor per the deadlines established and communicated by the Payroll Office.

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. Both exempt and non-exempt staff accrue vacation leave at the rate of 16 hours per month starting the first month of employment. During extended unpaid absences such as disability leave, educational leave and/or sabbaticals, vacation leave will not accrue. An employee will not accrue vacation or use accrues vacation when working a reduced schedule when paid annually. An employee will accrue vacation leave as long as they are using vacation and/or sick leave for a minimum of one day each month. The University requires employees to exhaust all leave options before taking unpaid leave. Any employee on military service leave will continue to accrue vacation leave.

Scheduling Leave

Non-exempt employees may take vacation leave as accrued in increments no smaller than 15 minutes, but must request and schedule the leave in advance. Supervisors reserve the right to deny, revoke, or reschedule vacation leave based on workloads and deadlines. Exempt employees are to report leave in a minimum of four hours.

Maximum Leave Balance/Carry-Over

Exempt and non-exempt staff may carry over a maximum accrual of 192 hours of vacation leave ("maximum accrual") at the end of each fiscal year (June 30).

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 of 192 hours. 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. This cash payment will be mailed to the employee's home address on file one month after his or her last paycheck has been issued.

5.2 Sick Leave

Full-time, regular exempt and non-exempt employees will accumulate sick leave 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 use 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.

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 child birth;
- 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 service member during a single 12-month period. A covered service member 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 service member medically unfit to perform his or her duties for which the service member 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 unpaid 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 Victims Economic Safety and Security Act

Purpose:

This written directive provides the standard policy and procedures arising out of the Victims Economic Safety and Security Act (VESSA) for employees of Northwest Missouri State University (the “University”).

General Policy:

It is policy of the University to provide unpaid leave and reasonable safety accommodations to an employee if that employee, or a family member or household member of that employee, is a victim of domestic violence or sexual violence, in accordance with VESSA. This policy provides information in conjunction with the poster issued by the Missouri Division of Labor Standards – “Victims of Domestic or Sexual Violence Leave Time Allowed.”

Leave Entitlement

The University provides a total of two workweeks of unpaid leave to employees who are:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by such violence; or
- Obtaining services from a victim services organization; or
- Obtaining psychological or other counseling; or
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee’s family or household; or
- Seeking legal assistance or remedies to ensure health and safety.

Definitions

For purposes of this policy, the University adopts the same definitions as set out in VESSA, including the following:

“Family or household member” - a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household; and

“Reasonable safety accommodation” - an adjustment to a job structure, workplace facility, or work requirement, including a transfer, reassignment, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure, or assistance in documenting domestic violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic violence. Any exigent circumstances or danger facing the employee or his or her family or household member shall be considered in determining whether the accommodation is reasonable.

Amount of Leave

An employee is eligible for up to two workweeks of leave during any 12-month period. The 12-month period for an employee is measured using the calendar year as the 12-month period (January – December). VESSA leave runs concurrently with Family and Medical Leave Act of

1993 (FMLA) leave when the reason for VESSA leave also qualifies as an FMLA event – a serious health condition. Further, neither VESSA nor this policy shall create a right for an employee to take unpaid leave that exceeds the amount of unpaid leave time allowed under the FMLA. If the reason for VESSA leave also qualifies as an FMLA event, the employee's accrued paid leave shall run concurrently with the employee's VESSA/FMLA leave. If the reason for VESSA does not qualify as an FMLA event, the employee may use unpaid leave concurrently with VESSA leave.

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.

Employee Responsibilities

Employees should provide at least 48 hours advance notice of leave when the need for leave is foreseeable. When 48 hours' notice is not possible, the employee must provide notice as soon as practicable.

- Employees must provide written certification to the University that the employee or the employee's family or household member is a victim of domestic or sexual violence. The employee must provide the written certification within a reasonable period of time after it is requested. An employee can satisfy the certification requirement by providing (a) a sworn statement of the employee and (b) one of the following: Documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic violence or sexual violence and the effects of such violence; or
- A police or court record; or
- Other corroborating evidence.

Reasonable Safety Accommodations

Eligible employees may also request reasonable safety accommodations for limitations resulting from circumstances relating to being a victim of domestic or sexual violence or being a family or household member of a victim of domestic or sexual violence. The University will accommodate reasonable requests that do not impose an undue burden on the University.

Non-Discrimination and Non-Retaliation

The University will not discriminate or retaliate against employees who exercise their rights under VESSA. Upon return from leave, the employee shall be restored to the same or a similar position with the University and retain benefits accrued prior to his or her leave.

5.6 Lactation

Purpose:

The purpose of this policy is to provide employees of Northwest Missouri State University (the “University”) with information regarding their rights and responsibilities with regard to expressing breast milk during working hours.

Legal Authority:

Federal law requires employers to provide reasonable break time for an employee to express breast milk for a nursing child for one year after the child's birth each time such employee has need to express the milk.

Federal law also requires the employer to provide a place, other than a bathroom, that is shielded from view and free from intrusion, where an employee may express breast milk.

General Policy:

Employees are allowed to express milk during work hours using their normal breaks and mealtimes. For time that may be needed beyond the usual break times, employees may make up the time as negotiated with their supervisors with a flexible work schedule or may use personal or vacation leave.

The University will provide a lockable place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. The amenities within the lactation room include a comfortable chair, sink, running water, lockable door, proper electrical outlets, adequate lighting, proper ventilation and a refrigerator. The refrigerator is located in the lactation room.

Employees needing to utilize a lactation room will contact the Office of Human Resources (“HR”) to obtain information regarding use of the room. HR will provide a key for entry to the lactation room, as well as “Room in Use” door hanger to prevent intrusion, to those employees needing to utilize the lactation room. HR will work with employees regarding a schedule for the lactation room to meet the needs of each employee.

Custodial staff will be responsible for cleaning and maintaining the space, but employees who use the space are also expected to keep milk expression areas clean after use.

Employees who wish to express milk during their working hours should keep supervisors informed of their need to leave at other than break times so that appropriate accommodations can be made to satisfy the needs of both the employee and the University.

The University does not provide equipment for breast milk expression.

Employees should label all milk expressed with their name and date collected. Expressed milk can be stored in departmental refrigerators if available. Each employee is responsible for

proper storage of their milk using the departmental refrigerator and/or personal storage coolers.

It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

5.7 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, cousin, 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.

5.8 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.

5.9 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.

5.10 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.

5.11 Absence Requests

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 Time Sheet.

5.12 Holidays

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 unpaid 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.

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. If an employee starts on the first day of the month, coverage will begin immediately. New employees have the initial enrollment period of 30 days to enroll in the health insurance plan. Open Enrollment is held during October and November 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 October and November 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 October and November 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 benefit-eligible staff 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 or ROTH 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

Reduced Tuition Regular, full-time and regular, part-time employees and their dependents are eligible for a benefit/waiver that will apply to course start dates after the effective hire date for employees and dependents of employees.

Employees must be in a benefit eligible position. Regular full-time employees will receive 100% reduction of tuition and designated fees and regular part-time employees will receive 50% reduction of tuition and 25% designated fees. Employees will be responsible for the technology, textbooks, and all other non-tuition fees.

Regular, full-time employees may request release time from work only to attend class (not including online courses) not to exceed 96 clock hours per fiscal year (July 1 through June 30). The benefit/waiver is subject to the approval of the employee's supervisor. If a course is dropped the respective benefit/waiver will be prorated per the refund schedule.

A dependent is anyone who meets IRS criteria to be claimed on an employee's federal income tax return for the past calendar year. Dependents of regular full-time employees are eligible to receive 50% reduction of tuition and 25% reduction of designated fees and dependents of regular part-time are eligible to receive 25% reduction of tuition and 13% reduction of designated fees. Dependents will be responsible for technology, textbooks and other fees. Only one parent may claim reduced tuition and designated fees. If a course is dropped the respective benefit/waiver will be prorated per the refund schedule.

The employee is responsible for completing the Fee Reduction Authorization and Policy Form via myNorthwest. The form needs to be submitted by the supervisor prior to 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 semester of enrollment. If a course is dropped the tax will be based on the prorated amount of the benefit/waiver applied per the refund schedule. 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 Foster Fitness Center

The Foster Fitness Center is available to employees at no charge. Individuals desiring to become a member can register through CATPaws for a membership.

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 Cashiering Office on the first floor of 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.



**NORTHWEST MISSOURI
STATE UNIVERSITY**

Faculty Handbook

**Approved by Board of Regents
June 21, 2021**

Office of the Provost
Northwest Missouri State University
Administration Building 155
800 University Drive
Maryville, MO 64468

FACULTY HANDBOOK

Table of Contents

CHAPTER I

- I. [Purpose of the Faculty Handbook](#)
- II. [Policy Library](#)
- III. [Faculty Handbook Chapter II Revisions Process](#)

CHAPTER II

- I. [Introduction](#)
 - A. [Search and Selection](#)
 - B. [Offer of Employment](#)
 - C. [Type of Faculty Contracts](#)
 - E. [Definition of Tenure](#)
 - F. [Types of Faculty](#)
 - i. [Definition of Full-Time and Part-Time Faculty](#)
- II. [General Information for All Faculty](#)
 - A. [Faculty Development](#)
 - i. [Orientation Process](#)
 - ii. [Professional Development](#)
 - iii. [Faculty Annual Evaluation](#)
 - B. [Faculty-to-Faculty Mentorship](#)
 - C. [Faculty Leaves](#)
 - D. [Faculty Advisory Committee on Tenure & Promotion](#)
 - E. [Separation from the University](#)
 - F. [Emeritus/a Faculty](#)
 - G. [Reduction in Force](#)
 - H. [Retreat Rights for Administrators](#)
 - I. [University Policies](#)
 - i. [Faculty Freedoms and Responsibilities](#)
 - ii. [Intellectual Property Rights](#)

iii. [Compensation Policies](#)

III. [Information for Titled Faculty](#)

A. [Titled Faculty Positions](#)

B. [Evaluated Duties and Responsibilities](#)

i. [Teaching and Professional Development](#)

ii. [Service and Student Support](#)

C. [Promotion Information](#)

i. [Negotiated years toward Promotion](#)

ii. [Temporary Stoppage of the Promotion Clock](#)

iii. [Evidence for Promotion](#)

iv. [Promotion Procedure](#)

IV. [Information for Ranked Faculty](#)

A. [Ranked Faculty Positions](#)

B. [Qualifications for Appointment to Rank](#)

C. [Evaluated Duties and Responsibilities](#)

i. [Teaching and Professional Development](#)

ii. [Scholarship and Creative Activities](#)

iii. [Service and Student Support](#)

D. [Tenure/Promotion Information](#)

i. [Negotiated years toward Tenure and Promotion](#)

ii. [Promotion \(Outside of Tenure and Promotion\)](#)

iii. [Eligibility for Tenure and Promotion](#)

iv. [Temporary Stoppage of the Tenure and Promotion Clock](#)

v. [Third- and Fifth-Year Reviews](#)

vi. [Evidence for Tenure and Promotion](#)

vii. [Tenure and Promotion Procedure](#)

E. [Faculty Hearing Committee Procedures](#)

i. [Definitions](#)

ii. [Limitations](#)

ii. [Appeals Procedures](#)

CHAPTER I INTRODUCTION

I. Purpose of the Faculty Handbook

The University publishes the Employee Handbook containing policies and procedures for all employees including faculty members. The Faculty Handbook explains employment policies specific to faculty and is written to protect both the faculty member and the institution. The legal and official copy of Chapter II, “Faculty Employment Policies” of the Faculty Handbook is made a part of the Faculty Contract and incorporated herein.

II. Policy Library

The University maintains an online [Policy Library](#) containing all Board-approved policies established to provide guidance and assistance to the University community in the conduct of University affairs. This policy library should be your resource for the most current and comprehensive list of University policies. These policies are binding on the faculty wherever they pertain to faculty members or apply to all employees of the University.

III. Faculty Handbook Chapter II Revisions Process

The Provost oversees the publication, revision and distribution of the Faculty Handbook. The Provost serves at the pleasure of the Board with respect to fulfilling such duties, and the Board maintains the ultimate decision-making authority with regard to any changes to the Faculty Handbook. Although not required for purposes of amending the Faculty Handbook, the Board, at its discretion, may enlist the Provost to appoint a committee to revise the Faculty Handbook. Alternatively, the Board may amend the Faculty Handbook on its own. If the Board enlists to the Provost to appoint a revision committee, the Provost and the committee will recommend a timeline for completion of the revision. Amendments and additions to the Faculty Handbook shall be effective commencing with the fiscal year (July 1-June 30) following the date of enactment of the Board of Regents.

A. Procedure for Provost and Committee Revisions

i. The Provost will form a committee to revise Chapter II of the Handbook. The committee shall consist of six members:

- one representative from the Northwest Leadership Team (NLT)
- one representative from the Associate Provost’s Council (APC)
- chair of the Faculty Welfare Committee
- one department chair or school director
- one faculty member from a professional school
- one faculty member from a department in the College of Arts and Sciences

ii. At the first meeting, the committee will choose a chair.

- iii. The Provost will give the committee a written charge to consider areas of Chapter II of the Handbook for revision.
- iv. The committee will prepare a draft of the proposed revisions.
- v. The committee chair will share the draft with the President and the Provost.
- vi. The committee chair will share the draft with the following groups to gain feedback and work to consensus:
 - a. Faculty Senate President and President-Elect
 - b. Faculty Welfare committee
 - c. Provost's Council and Chairs/Directors Council
- vii. Recommended revisions from the groups will be sent back the committee chair.
- viii. The committee chair and the Provost will meet to discuss the recommended revisions and will work to consensus.
- ix. Repeat steps 6, 7 and 8 until there is consensus and a final draft.
- x. The committee chair and the APC representative will conduct open forum(s) to share the final draft with all faculty.
- xi. The committee chair, APC representative and the Provost will discuss questions raised at the forum(s).
- xii. The Provost will send the final draft to the President and legal counsel for review. The Provost will communicate any changes to the committee.
- xiii. The committee will conduct a vote for all full-time faculty members to endorse the final draft.
- xiv. The Provost will submit the final draft to the Board of Regents for approval.

CHAPTER II FACULTY EMPLOYMENT POLICIES

I. Introduction

Chapter II, in conjunction with any applicable faculty contract, sets forth 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, duties and responsibilities, faculty development, tenure and promotion, separation from the University, and other policies and procedures. Faculty are also subject to all other university policies as appropriate.

Chapter II defines a contractual agreement between the University and its faculty. Its aim is to prepare and equip the faculty to provide students with the educational resources they will need to address successfully the challenges and opportunities of the twenty-first 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.

The Board of Regents may revise, add, or delete provisions of Chapter II of the Faculty Handbook. Such revisions, deletions or additions to Chapter II 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, consult the official copy. Changes in Chapter II will be distributed to faculty by the Office of the Provost. Acknowledgement of receipt will be indicated by the faculty member's signature on their contract, but the changes will be effective regardless of signature, distribution, or receipt.

This chapter becomes a part of every faculty member's contract of employment unless otherwise indicated in the faculty 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 handbook may be changed, modified, eliminated, or deviated from by the University at any time at its sole discretion.

A. Search and Selection

The President, in consultation with the Provost, is responsible for the review and authorization of overall staffing resources. Vacancies within departments/schools always return to the University for possible reallocation or elimination. The department/school carries out the faculty search process in consultation with the Associate Provost/Provost. In order to maintain a rigorous process that results in hiring the best candidate for a particular position in the

department/school, and university, the department/school may bring to campus or interview in virtual formats candidates before a hiring decision is made, if approved by the Provost.

B. Offer of Employment

Offers of employment will be made in writing. No contract is valid or binding on the University unless in writing and signed by the President (or an authorized designee) and ratified by the Board of Regents.

C. 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.

i. Term

A term contract for non-ranked faculty employed for a special need for a school year, semester or shorter period, such as a seven-week block, 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.

ii. Non-Tenure

A non-tenure contract is generally for titled faculty but may be utilized for ranked faculty employed for a designated period. A non-tenure contract does not require notice of non-renewal. Appointments to positions and promises concerning future appointments, salary increases, parameters of work, and other duties as assigned by the chair/director 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 Provost, President, and Board of Regents.

iii. 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 and promotion set forth in this chapter when all conditions for consideration for tenure have been met.

iv. Tenure

A contract with tenure is for employment of a ranked faculty member confirming that they have met conditions required for tenure as defined in the section entitled “Criteria

for Tenure and Promotion” and the Board of Regents has granted tenure to said faculty member.

a. Definition of Tenure

Tenure is an arrangement under which a faculty appointment 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 handbook.

v. 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 their 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 a faculty member as a titled faculty on a term contract at any rate deemed appropriate by Northwest.

D. 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. 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. Academic credentials required for each title or rank are established in accordance with national accreditation standards.

i. Definition of Full-Time and Part-Time Faculty

a. Titled Faculty

1. Full-Time Titled Faculty

Full-time titled faculty are those appointed to teach 24-26 hours per nine-month contract, except for the Online Lecturer position which will teach 30-32 hours per twelve-month contract. 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. Part-Time Titled Faculty

A part-time titled faculty member is a person whose obligations constitute less than 24-26 credit hours per nine-month contract. Benefits to these faculty members are in accordance with current university practice. With regard to faculty governance, any voting rights and representation are determined by Faculty Senate and the Faculty Constitution.

b. Ranked Faculty

1. Full-Time Ranked Faculty

Full-time ranked faculty are those appointed to one of the three academic ranks of Assistant Professor, Associate Professor, or Professor and whose obligations constitute a full-time workload of 24-26 credit hours per nine-month contract year (see [Teaching and Professional Development](#) below). 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. Part-Time Ranked Faculty

A part -time ranked faculty member is a person appointed to one of the three academic ranks of Assistant Professor, Associate Professor, or Professor and whose obligations constitute less than a full-time workload. Benefits to these faculty members are in accordance with current university practice. With regard to faculty governance, any voting rights and representation are determined by Faculty Senate and the Faculty Constitution.

II. General Information for All Faculty

A. Faculty Development

i. Orientation Process

The faculty orientation process introduces new faculty into the Northwest culture. New faculty members are presented with an overview of their department/school, college, and the University, and the important role they are expected to play in each. The faculty member must participate in the orientation process. The department chair/school director and members of the department/school will assist the new faculty member in this process. The department chair/school director will visit with the new faculty member periodically to make sure that they are receiving adequate or appropriate mentoring.

185 ii. Professional Development

186
187
188 Northwest's professional development process includes mentoring, peer observation,
189 an annual faculty evaluation, and training and development opportunities from
190 Northwest and as appropriate to one's discipline. The annual faculty evaluation process
191 is a developmental process that is distinct from Northwest's tenure evaluation process,
192 which is also set forth in this chapter.

193
194 iii. Faculty Annual Evaluation

195
196 a. The Process

197
198 Northwest's annual faculty evaluation process is based on the premise that
199 quality instructional programs are enhanced when evaluation focuses on
200 individual and team accomplishments and strategies for continuous
201 improvement. The performance of all faculty is evaluated in accord with their
202 department/school, discipline, rank/title, and assignment. The
203 department/school is responsible for maintaining and updating a clear set of
204 expectations based on the evaluation criteria outlined in this chapter. Faculty
205 evaluation is based on the department's/school's formal criteria for teaching
206 and professional development, scholarship/creative activities (as appropriate to
207 the faculty position), and service and student support (as noted in [Additional](#)
208 [Evaluation Issues](#) below). The faculty member must demonstrate that they have
209 met or exceeded the criteria. The percentages that may be applied toward
210 teaching and professional development, scholarship/creative activities, and
211 service and student support are set and communicated in writing by the faculty
212 member as approved by the department chair/school director.

213
214 b. Administration of the Evaluation of Faculty

215
216 The department chair/school director, in consultation with the Associate
217 Provost, is responsible for the evaluation of faculty members. The department
218 chair's/school director's evaluation may include consultation with peers and
219 visits to classes taught as a part of the review process and will consider student
220 opinion of teaching effectiveness and other materials the faculty member may
221 wish to include. Documentation relating to the faculty evaluations will be filed
222 in the Office of the Provost.

223
224 c. Additional Evaluation Issues

- 225
226 1. Departments/schools have the responsibility to develop and assign the
227 range of weights to the criteria for each of the areas in which a faculty
228 member will be evaluated. The criteria and weights must reflect the
229 mission of the department/school as well as future directions for faculty
230 growth. Departments/schools will be responsible for reviewing,

231 modifying and enhancing the quality of their evaluation criteria on an
232 annual basis and will submit any changes made to the Associate
233 Provost and/or Provost for approval. Modifications take effect in the
234 following academic year.
235

236 2. These criteria will guide the assessment of performance of the faculty
237 members evaluated.
238

239 3. Department/school evaluation procedures must include a self-evaluation
240 component.
241

242 4. The evaluation process will recognize the differences in responsibilities
243 for faculty operating pursuant to different types of contracts. Tenure-
244 track and tenured faculty will be evaluated on their performance in the
245 areas of teaching and professional development, scholarship/creative
246 activities, and service and student support. Faculty members holding
247 non-tenure contracts will be evaluated on their performance in the areas
248 of teaching and professional development and service and student
249 support. Faculty members holding term contracts may have all of their
250 contract responsibilities in the areas of teaching/professional
251 development and will be evaluated accordingly.
252

253 5. Faculty shall establish professional goals at the beginning of each
254 evaluation year in consultation with their department chair/school
255 director. Percentages devoted to each workload category (i.e., teaching
256 and professional development, scholarship/creative activities, and
257 service and student support) are determined and a list of individual
258 goals is created in the context of departmental/school, college, and
259 university goals.
260

261 6. Students evaluate all courses in which they are enrolled. Course
262 evaluations in courses with five or more students will be included in
263 the evaluation of faculty.
264

265 7. Student course evaluation results are used as one part of the discussion
266 with the department chair/school director to allow faculty members to
267 analyze their strengths and weaknesses and develop strategies for
268 improvement; to evaluate faculty teaching for tenure and promotion
269 decisions; and, aggregated with other faculty member results, to track
270 teaching performance at the department chair/school director and
271 college levels.
272

273 8. Each full-time and part-time faculty member will receive an annual
274 evaluation regarding their performance at Northwest. This evaluation
275 shall include a conference with the department chair/school director at

which time the faculty member's effectiveness relative to the evaluation criteria and goals are articulated and discussed.

9. Faculty members who have administrative responsibilities will be evaluated as an administrator by their supervisor for that portion of their workload. The minimum percentages for teaching and professional development, scholarship/creative activities, service and student support may be reduced within the departmental/school plans to account for an administrative load.

10. During the first semester of a faculty member's first year of employment, the department chair/school director with the new faculty member will review in detail the department's/school's faculty evaluation criteria.

B. Faculty-to-Faculty Mentorship

Each new faculty member will be assigned a mentor, from within or outside the faculty member's department/school. A faculty mentor's duties may include advice on instruction, advisement, scholarship/creative activities, service and student support, tenure and promotion, yearly evaluation, Third- and Fifth-Year reviews, as well as other institutional procedures and processes. The department chair/school director, members of the department/school, and designated mentor will assist the new faculty member within the guidelines of the mentorship program directed by the Provost.

C. Faculty Leaves

i. Sabbaticals

To be eligible for funding, sabbatical 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 Provost, President, and Board of Regents. Sabbatical leaves will be considered under the following guidelines:

a. Full-time faculty must have served at Northwest for at least three full years at rank to be eligible for a sabbatical. Titled faculty members are not eligible for sabbatical leaves.

b. Applications are submitted to the faculty member's department chair/school director, Associate Provost, 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/school director, Associate Provost, and the Provost. A detailed statement of the purpose of the leave and projected outcomes must be included in the

321 application. All applicants will be notified in writing of the final decision
322 regarding their applications by the Provost.

323
324 c. Sabbatical leaves are not an entitlement; they are granted for purposes that
325 enhance attainment of the University's mission and advance the individual
326 faculty member's professional growth. Following the sabbatical leave, the
327 faculty member will submit to the Provost and to the appropriate department
328 chair/school director and Associate Provost a report of professional activities
329 while on leave. In addition, the faculty member, upon the completion of the
330 sabbatical, will be responsible for presenting their findings to the University at
331 large and to other interested parties.

332
333 d. Sabbatical leaves are not granted to pursue advanced degrees.

334
335 e. Salary for the period of the leave will be 50% of the median pay established by
336 the [Northwest Salary Program](#) for the applicant's position. Faculty members
337 on sabbatical leave will participate in the retirement program and will have their
338 fringe benefits paid by the University at the same rate as if they were not on
339 leave.

340
341 f. In computing years of service that apply toward eligibility for promotion and
342 salary consideration, the time spent on sabbatical leave will be counted as full-
343 time service.

344
345 g. Faculty members on leave will be evaluated in accord with their agreed upon
346 assignment during the leave period.

347
348 h. Faculty granted a sabbatical leave with pay shall agree to serve at least two more
349 consecutive academic years on the faculty of Northwest and will be required to
350 sign legal documents assuring fulfillment of this commitment. Faculty who
351 leave prior to the two consecutive academic years are responsible for
352 reimbursing a portion of their pay prorated to the length of the commitment of
353 which they are opting out.

354
355 i. The Provost, the President, and the Board of Regents reserve the right in their
356 sole discretion to refuse a request for leave.

357
358 ii. Educational Leaves

359
360 Only full-time, ranked faculty, Instructors, and Senior Instructors are eligible for
361 educational leave. Leaves for ranked faculty members to return to graduate school to
362 work toward an advanced degree require a positive recommendation by the Provost,
363 President, and Board of Regents approval. The number of educational leaves granted
364 during any one year will be determined by the budget and actions of the Provost,
365 President, and Board of Regents. The Provost, President, and Board of Regents reserves

the right to refuse to grant a leave request. 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 their 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 50% of the median pay established by the [Northwest Salary Program](#) for the applicant's position. 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 they 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 faculty member 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. Faculty who leave prior to the two consecutive academic years are responsible for reimbursing a portion of their pay prorated to the length of the commitment of which they are opting out.

iii. Exchange Leaves

Full-time, ranked faculty members may apply for leave for the purpose of exchanging positions with a faculty member at another institution. Titled faculty are not eligible for exchange leaves. The number of exchange leaves granted during any one year will be determined by the budget and actions of the Provost, President, and Board of Regents. The Provost, President, and Board of Regents reserves the right to refuse a leave request. Exchange leaves are subject to the following guidelines:

- a. 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.
- b. The Provost may commit the University to assist the faculty member with travel expenses incurred because of the exchange. This policy does not cover moving expenses.
- c. In computing years of service that will apply toward eligibility for tenure and promotion, 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.
- d. Faculty members on leave will be evaluated in accord with their agreed assignment during the leave period and payment terms will be set at the discretion of the Provost and Human Resources.

iv. Leaves without Pay

a. 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. Such absences must be approved in advance by the Provost and may be denied by the Board of Regents.

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 Director 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 the leave of absence. Sick leave benefits will not accrue during unpaid leaves.

v. Additional Leaves

The University sets forth its policies on other legally authorized leaves of absence elsewhere as described in the Employee Handbook.

D. Faculty Advisory Committee on Tenure and Promotion

This committee is charged with the responsibility of making advisory recommendations to the Provost on all applications for tenure and promotion. These recommendations are advisory only and are not binding on the Provost, the President or the Board of Regents.

i. Eligibility and Structure

Tenured Professors who are not department chairs/school directors or Associate Provosts are eligible to serve. The term of service on the committee is two years. The committee will include one faculty member from each of the five academic departments within the College of Arts and Sciences and one from each of the six professional schools. Elections are staggered so that half of the committee membership is new each year. No department/school 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 the elected committee is not representative of the faculty demographics.

ii. Election Procedures

As the two-year terms of present members expire, each department/school within the voting schools/college with eligible faculty members will nominate up to two eligible tenured Professors on the date indicated in the Faculty Senate Constitution and By-laws. The results shall be forwarded to the Faculty Senate President.

The Faculty Senate will conduct elections by the date indicated in the Faculty Senate constitution and by-law 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 each college/school with the vacancy will be selected to serve out the remainder of the term.

iii. Guidelines

The following principles are to guide the deliberations of the Faculty Advisory Committee on Tenure and Promotion and must be set forth in its initial meeting:

- 503 a. All deliberations of the committee shall be confidential as allowed by law,
504 including the names of those who are applying for tenure and promotion. Only
505 the number of candidates applying for each rank is to be made public
506 knowledge.
507
508 b. The only criteria relevant to the discussion of suitability for tenure and
509 promotion are those stated in this chapter.
510
511 c. The committee will be allowed to review the applications for tenure and
512 promotion, but those files along with the files of the committee members must
513 remain in the custody of the Provost's Office.
514
515 d. The overall suitability for tenure and promotion will be expressed by secret
516 ballot for each candidate. A count of ballots will be made immediately after
517 each vote and shared with the committee. A simple majority vote is required to
518 indicate approval by the committee. The Provost will retain the ballots. In the
519 case of a tie vote, the applicant will not be recommended for promotion. All
520 votes on candidates considered by the committee will be recorded Yea/Nay and
521 forwarded along with recommendations to the Provost, President, and Board of
522 Regents.
523

524 E. Separation from the University
525

526 i. Resignation
527

528 Any faculty member who desires to terminate their employment should present a
529 written resignation to the Provost prior to the commencement of the next academic
530 year.
531

532 ii. Non-renewal of Contract for Tenure-Track Faculty
533

534 A tenure-track faculty member is to be notified of non-renewal of contract according
535 to the following:
536

537 During the first year of employment, notification of non-renewal shall be given
538 in writing on or before March 1.
539

540 During the second and third year of employment, notification of non-renewal
541 shall be given in writing on or before February 1.
542

543 After the third year of employment, notification of non-renewal shall be given
544 in writing on or before February 1, in which case a terminal one-year non-
545 renewable contract may be offered.
546
547
548

iii. 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, inability, or refusal to perform their 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. Tenure-track and tenured faculty members will not 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 tenure-track or tenured 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. Term and non-tenure track faculty may be removed immediately upon written notice. That decision shall be final.

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 where frequency or conditions warrant.

To implement these provisions the following procedures shall apply (these procedures do not apply to the non-renewal of faculty contracts or to the termination of term or non-tenured faculty):

When the President or their authorized representative (in this subsection “Presidential Representative”) determines that it may be necessary to remove or suspend a tenured or tenure-track faculty member under the provisions herein, the President or their authorized 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 President or their authorized representative will present the faculty member with a statement of the reasons for their termination or suspension in writing. These reasons will either be presented to the faculty member personally or be sent to the faculty member by certified mail to the mailing address listed with the University. For term and non-tenured faculty members, this decision is final.

No tenure-track or tenured faculty member will be terminated or suspended from their 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 or campus community if they remain in their 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.

If a tenure-track or tenured faculty member decides to contest the termination or suspension, they 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.

If the tenure-track or tenured 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 their 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 tenure-track or tenured faculty member's contract will be deemed terminated and their salary will be discontinued.

If the request is made within ten academic days, 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.

No tenure-track or tenured faculty member may have their case heard by the Board of Regents until after their case has been heard by the Faculty Hearing Committee and its recommendations or findings made known to both the President or their authorized representative and the faculty member. Within five days after the Committee's delivery of its report, such faculty member 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.

The University may extend any deadline in this "Termination or Suspension for Cause During the Contract Period" section, in its sole discretion, for good cause.

F. Emeritus/a Faculty

i. Appointment to Emeritus/a Faculty

Northwest provides retired faculty the opportunity to be appointed to the title of emeritus/a faculty upon approval from the Provost, President, and Board of Regents. Faculty who are appointed to this title will be selected based upon their distinguished and exemplary contributions to the University.

ii. Qualifications

Necessary qualifications are:

a. Faculty with at least 10 years of service who retire from Northwest with tenure or at the title of Senior Instructor will be considered.

b. Any faculty with at least 15 years of full-time service who retire from Northwest will also be eligible.

iii. The Process

The process to earn emeritus/a status is as follows:

a. The retired faculty member makes a request to their chair/director or a colleague to nominate them for this status, or a colleague/chair/director requests permission from the retired faculty to be nominated.

b. The nominee will then provide the chair/director a copy of their most recent vita and an application for emeritus/a status.

c. The chair/director will present the nomination to the faculty member's academic department/school for a vote of support or non-support. All full-time faculty, excluding term appointments, are eligible to vote.

d. The chair/director will submit to the Associate Provost a recommendation letter indicating support or non-support of the nomination and will include the outcome of the department/school vote.

e. The Associate Provost will submit to the Provost a recommendation letter indicating support or non-support of the nomination and will include the chair/director recommendation letter.

f. If the Provost supports the nomination, it will be forwarded to the President for consideration.

g. If the President supports the nomination, it will then go to a vote of the Board of Regents, who will bestow emeritus/a status on the retiring faculty member.

h. If the President does not support the nomination, the process will end.

G. Reduction in Force

Reduction in force is a mechanism of last resort.

Any decision resulting in the growth, realignment, or reduction of faculty must 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

687 accreditation as a university. Furthermore, as an aspect of maintaining the well-being of the
688 University, program integrity must be maintained by providing sufficient faculty resources to
689 guarantee that instruction is offered in subjects of highest need and demand. Although
690 responsible safeguards for faculty tenure and seniority must be provided, program integrity
691 will be of paramount importance in faculty reduction considerations.
692

693 Prior to the implementation of procedures of reduction, other remedies must be fully explored
694 and attempted. Examples of remedies include reduction through attrition, incentives for early
695 retirement, retraining of present faculty to teach in areas of higher demand or alternate
696 assignments including placement in administrative and staff positions, if possible by common
697 agreement between the faculty member and the University.
698

699 In the case of a general reduction of faculty numbers, as opposed to the elimination of a
700 program or department or school, final decisions must consider, in the following order, the
701 well-being of the University, program integrity, tenure, and the seniority of faculty defined
702 by years of service.
703

704 The possibilities of early retirement must be explored before consideration is given to other
705 means of personnel reduction. No faculty member, however, should be forced to retire early
706 in order to achieve a reduction in force. Tenured faculty may be assigned to other academic,
707 administrative or staff positions needing personnel when the faculty member's qualifications
708 meet or exceed those required by the position. Salary and other considerations of employment
709 will not exceed those normally associated with the administrative or staff position. If the
710 reappointment is to an internal academic position, the rank of the transferred faculty member
711 will not change.
712

713 If after consultation with the Provost, Associate Provost and department chair/school director,
714 the President determines that a reduction in force is needed and requires the elimination of a
715 complete department/school or a program within a department/school, a preliminary report
716 will be prepared reflecting the views of the President regarding the recommended reduction.
717 When the process of preparing such a report formally commences, the following steps will be
718 taken:
719

- 720 i. The Provost will inform the President of the Faculty Senate that a reduction in force
721 report is being prepared.
722
- 723 ii. The Faculty Senate President will compile a list of eligible faculties to serve on an ad
724 hoc Reduction in Force Faculty Advisory Committee. The list will be distributed to
725 all full-time faculty in the form of a ballot. Eligible faculty are those with tenure and
726 rank who are not presently serving in any administrative capacity (department
727 chair/school director, Associate Provost or other administrative capacity). Faculty
728 members or partners of faculty targeted for deletion are ineligible to serve.
729
- 730 iii. The entire faculty will elect an eleven-member ad hoc Reduction in Force Faculty
731 Advisory Committee. Each faculty member will vote for one faculty member from
732 each department/school. 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.

- iv. The President's preliminary report will be submitted to the ad hoc Reduction in Force Faculty Advisory Committee and the targeted department(s)/school(s) for review.
- v. The faculty within the targeted department(s)/school(s) 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)/school(s) do not object to the preliminary report, the President will be free to make their recommendation to the Provost, President, and Board of Regents.
- vi. If the faculty within a targeted department/school 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.
- vii. Within 15 working days from the time it receives an appeal from the targeted department(s)/school(s) (25 working days following its election), the ad hoc committee will forward its recommendations to the President.
- viii. The President will transmit their recommendations along with the ad hoc committee's recommendations to the Provost, President, and Board of Regents for final action at the next meeting of the Board of Regents.
- ix. Within five working days after the Board of Regent's decision, the President will notify the targeted department(s)/school(s) and the Faculty Senate President of the Board's decision.
- x. If the department(s)/school(s) is/are eliminated, the administration will explore options for relocating displaced faculty. A tenured faculty member who loses their position will be placed on a recall list for two years. They will have access to a list of personnel vacancies as they occur and will be rehired to positions for which they are as or more qualified than a non-campus applicant, including their own position if re-justified. (A list of openings will be posted by the Office of Human Resources and made available upon request.)

In targeting areas or department(s)/school(s) for possible reduction, and in reviewing appeals, the following issues must be considered. The listing should not be construed as being in priority order.

- The quality of the curriculum offered within the department(s)/school(s).
- The quality and preparation of the faculty teaching within the department(s) / school(s).
- The centrality of the department(s)/school(s) to the University's mission.
- Services the department(s)/school(s) provides to non-majors.

- The facilities and equipment required in support of the department(s)/school(s).
- The number of majors enrolled in the department's/school's degree program(s).
- The demand for graduates from the department's/school's program(s).
- The competitive standing of the department(s)/school(s) vis-a-vis similar departments/schools at other institutions in the region.
- The potential impact on the region of closing the department(s)/school(s).
- The income/expense ratio of operating the department(s)/school(s).

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 their contract is terminated. Other faculty will be given notice as indicated in this chapter except in cases of financial exigency. Nothing in these guidelines, however, shall prevent discontinuation of any non-tenured faculty for other reasons.

H. Retreat Rights for Administrators

Administrators 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 in which 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/school 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. Issues related to service should be resolved when the administrator is initially contracted with the University.

I. University Policies Pertinent to Faculty

For University policies not included below, consult the [Policy Library](#) and Employee Handbook.

825
826 i. Faculty Freedoms and Responsibilities
827

828 The primary responsibilities of the faculty at Northwest are teaching and professional
829 development, scholarship/creative activities, service and student support. By accepting an
830 appointment at this university, a ranked faculty member assumes a responsibility to engage
831 in scholarly activities and creative endeavors that foster free inquiry, free expression,
832 intellectual honesty, respect for the dignity and rights of others and openness to change.
833 The rights and responsibilities exercised within the academic community must be
834 compatible with these characteristics.
835

836 Academic freedom provides extensive protection for inquiry and speech while recognizing
837 the correlative responsibilities of adhering to standards of professional conduct and
838 performance, upholding one's duty to the institution, and respecting for the dignity of
839 colleagues, students, and other members of the University community are met.
840

841 Northwest employees and students participating in creative, basic, and applied research,
842 and other scholarly activities are expected to adhere to professional standards,
843 demonstrate fiscal responsibility, and comply with regulatory processes. Research
844 involving human subjects or animals must be approved in advance by either the
845 Institutional Review Board or Animal Welfare Committee, as appropriate. The
846 University will provide guidance, training, and oversight to ensure integrity in all
847 creative, research, and scholarly activities.
848

849 a. Academic Freedom
850

851 Northwest subscribes to the American Association of University Professors
852 statements on academic freedom, professional ethics, and faculty freedom and
853 responsibility as defined in the following sections. This endorsement should not
854 be construed as a general endorsement of all policies of the American Association
855 of University Professors.
856

857 "Teachers are entitled to full freedom in research and in the publication of the
858 results, subject to the adequate performance of their other academic duties; but
859 research for pecuniary return should be based upon an understanding with the
860 authorities of the institution.
861

862 "Teachers are entitled to freedom in the classroom in discussing their subject, but
863 they should be careful not to introduce into their teaching controversial matter
864 which has no relation to their subject. Limitations of academic freedom because
865 of religious or other aims of the institution should be clearly stated in writing at
866 the time of the appointment.
867

868 "College and university teachers are citizens, members of a learned profession,
869 and officers of an educational institution. When they speak or write as citizens,
870 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*, Eleventh Edition, 2015, 79-90.)

b. 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 faculty members 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 address issues that could have been avoided either by individual self-control or by departmental/school 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 public understanding of academic freedom.” (B. Robert Crazier, ed., “Statement of Professional Ethics,” *American Association of University Professors Policy Documents and Reports*, Eleventh Edition, 2015, 91-93.)

c. 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

963 should not be forced by the authority inherent in the instructional role to make
964 particular personal choices as to political action or their own part in society.
965 Evaluation of students and the award of credit must be based on academic
966 performance professionally judged and not on matters irrelevant to that
967 performance, whether personality, race, religion, degree of political activism, or
968 personal beliefs.

969
970 “It is the mastery teachers have of their subjects and their own scholarship that
971 entitles them to their classrooms and to freedom in the presentation of their
972 subjects. Thus, it is improper for an instructor persistently to intrude material that
973 has no relation to the subject, or to fail to present the subject matter of the course
974 as announced to the students and as approved by the faculty in their collective
975 responsibility for the curriculum.

976
977 “Because academic freedom has traditionally included the instructor's full
978 freedom as a citizen, most faculty members face no insoluble conflicts between
979 the claims of politics, social action, and conscience, on the one hand, and the
980 claims and expectations of their students, colleagues, and institutions, on the other.
981 If such conflicts become acute, and attention to obligations as a citizen and moral
982 agent precludes an instructor from fulfilling substantial academic obligations, the
983 instructor cannot escape the responsibility of that choice, but should either request
984 a leave of absence or resign his or her academic position.” (B. Robert Crazier,
985 ed., “Statement of Freedom and Responsibility,” *American Association of*
986 *University Professors Policy Documents and Reports*, Eleventh Edition, 2015, 94-
987 95.)
988

989 ii. Intellectual Property Rights

990 a. Work Undertaken on the Initiative of the Faculty Member

991
992 Except as set forth below, when, on their own initiative, the faculty member
993 produces any Copyright Work (defined as material for which copyright protection
994 may be obtained, including but not limited to, works of authorship, creative works,
995 literary works, computer programs, artistic works, recordings, photographs, slides,
996 motion pictures and audio visual works, including derivative works) or an
997 Invention (defined as any new or useful art, creation, discovery, invention,
998 contribution, finding, and all related know-how) such materials and the intellectual
999 property rights therein shall remain the exclusive property of the faculty member.
1000 To the extent that any of the Copyright Works undertaken on the initiative of the
1001 faculty member would otherwise be considered a work for hire, the University
1002 hereby assigns such copyright to the faculty member. If in the production of such
1003 Copyright Work or Invention (excluding scholarly articles and monographs,
1004 including textbooks) the faculty member uses university resources, the faculty
1005 member shall reimburse the University in all cases involving substantial use of
1006 university resources. Substantial use of university resources shall mean the
1007 extensive use of any university-paid time or funding, or the extensive use of
1008

1009 facilities, equipment, staff assistance and/or significant administrative support,
1010 including use of dedicated laboratories, dedicated computer centers, and dedicated
1011 equipment.

1012
1013 Copyright Work and Inventions made by individuals on their own time while not
1014 working at the University, not within the scope of such individual's employment
1015 and without the use of university resources, belong to the individual.

1016
1017 If the faculty member receives university support (for example, CITE fellowships,
1018 Academic Initiative grants, release time) then the Copyright Works or Inventions
1019 developed on the faculty member's initiative shall be jointly owned by the faculty
1020 member and the University. To the extent assignments are necessary to create,
1021 register or record such joint ownership, each party hereby agrees to execute such
1022 assignment documents. In the absence of such executed assignments, this
1023 agreement shall serve as the assignment(s). As joint owners of such Copyright
1024 Works or Inventions, each party is entitled to use and exploit the Copyright Work
1025 or Invention. Royalties from commercial sale, use or other exploitation of the
1026 Copyright Work or Invention shall be split fifty percent (50%) to the University
1027 and fifty percent (50%) to the faculty member(s) involved, with the exception of
1028 textbook royalties, which are subject to the Procedure for Northwest Employees
1029 re: Textbook Royalties.

1030
1031 **b. Work Undertaken by the Faculty Member Under Direction of the University**
1032

1033 When, upon the direction of the University, the faculty member produces any
1034 Copyright Work or an Invention such materials and the intellectual property rights
1035 therein shall be jointly owned by the faculty member and the University. To the
1036 extent assignments are necessary to create, register or record such joint ownership,
1037 each party hereby agrees to execute such assignment documents. In the absence
1038 of such executed assignments, this agreement shall serve as the assignment(s). As
1039 joint owners of such Copyright Works or Inventions, each party is entitled to use
1040 and exploit the Copyright Work or Invention. Royalties from commercial sale, use
1041 or other exploitation of the Copyright Work or Invention shall be split fifty percent
1042 (50%) to the University and fifty percent (50%) to the faculty member(s) involved,
1043 with the exception of textbook royalties, which are subject to the Procedure for
1044 Northwest Employees re: Textbook Royalties.

1045
1046 The University may, in appropriate circumstances and after consultation with
1047 the faculty inventor(s), license an Invention as the University, in its discretion,
1048 deems reasonable.

1049
1050 Faculty members who alone, or in association with third parties, whether or not
1051 such third party is employed by the University, create an Invention are
1052 responsible for disclosing the Invention to the University. Such disclosure shall
1053 be made when it can be reasonably concluded that the Invention has been
1054 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 upfront 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.

c. 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, and complying with, these materials.

iii. Compensation Policies

a. Salary Program

Northwest Missouri State University seeks to build and maintain a high-quality faculty. As such, Northwest salaries will be compared with Masters I Public 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 Associate Provosts and Faculty Senate, shall make recommendations to the President regarding an annual matrix for awarding salary increases. Salaries are subject to the performance of the duties and/or functions for the position as defined in this chapter 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.

b. Overload Pay

Whenever an overload is justified, overload salaries are paid on a course credit basis.

III. Information for Titled Faculty

A. Titled Faculty Positions

A titled faculty member is one who has been appointed without rank to one of the positions listed below. Compensation, benefits, and perquisites for faculty holding such positions will be determined on a case-by-case basis by the appropriate Associate Provost in consultation with the Provost and subject to contract approval by the President (or an authorized designee).

i. Adjunct

A person who might teach a course, serve as a cooperative teacher, off-campus supervisor of practicums or teacher of record for less than a full (12 hour) load per semester or block. Duties determined by mutual agreement.

ii. 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 does not create any expressed 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.

iii. 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. Duties determined by mutual agreement.

iv. Horace Mann and Leet Center Faculty

A person who teaches at Horace Mann Laboratory School or the Leet Center for Children and Families.

v. Instructor

A person appointed to teach courses in one's area of expertise and has earned at least a Master's degree from an institution accredited by a U.S. regional accrediting association or an international accrediting organization recognized by appropriate governmental authorities as validated by official transcripts. Acceptance of degrees from individuals graduating from non-American institutions will be decided on a case-by-case basis. The position generally has a teaching load of 24-26 credit hours per nine-month contract and includes engagement in professional development, university service, and student support activities.

vi. 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.

vii. Lecturer

A person appointed to a department/school on a term contract to teach courses appropriate to their credentials.

viii. Online Lecturer

A person appointed to a department/school on a 12-month contract to teach courses appropriate to their credentials. The position generally has a teaching load of 30-32 credit hours per nine-month contract year.

ix. 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.

B. Evaluated Duties and Responsibilities of Titled Faculty

Evaluated duties and responsibilities for titled faculty consist of 1) teaching and professional development and 2) service and student support appropriate to their position. (cf. [Faculty Evaluation](#))

i. Teaching and Professional Development

Teaching is the primary responsibility of every faculty member at Northwest. At the minimum, teaching includes designing and delivering course content in compliance with the University's academic calendar and in alignment with Northwest's institutional learning outcomes. Faculty are expected to facilitate student success by holding classes as scheduled, responding to student communication in a timely fashion, following all syllabi requirements, and using the learning management system and its gradebook. These attributes are indicative, not exhaustive, of what constitutes teaching at Northwest.

a. Syllabi

Faculty must provide a syllabus for each of their courses in which students are enrolled.

The syllabus must contain all required sections as determined and communicated by the Provost.

Faculty have the ability to set course specific policies, such as those related to attendance.

Any faculty determined or optional syllabus content must agree with the academic calendar and with relevant university policies as provided in the [Policy Library](#).

Syllabi should be reviewed with students enrolled in the respective courses and must be consistently available to all enrolled students.

Syllabi must be on file with the appropriate department chair or school director, appropriate Associate Provost and the Provost.

b. Class Meeting Times and Locations

All exclusively on-ground courses are to meet on the assigned days and at the assigned time throughout the term in the assigned location. Any permanent changes to meeting locations and times must be approved by the appropriate chair or director, and those changes must be documented on the master schedule.

All blended, remote and online courses, or courses in other format are to meet in their assigned locations, online or otherwise. They must also meet on the pre-determined days and times, if applicable. Any permanent changes to meeting locations and times must be approved by the appropriate chair or director, and those changes must be documented on the master schedule.

c. Final Examinations

All courses must have a final examination or a summative educational experience unless an exception is approved by the appropriate Associate Provost.

Final examinations or summative educational experiences for fall and spring courses must be held on the day and at the time specified on the university final examination schedule.

Final examinations and summative educational experiences in summer on-ground courses are to be conducted during the last class regular class period.

Final examinations or summative educational experiences in online courses or blended courses that are not meeting during the last regular class period must schedule their final exams and summative educational experiences as the last course-related activity.

Final exams and summative educational experiences in courses for which there is no assigned final exam time or final class period, such as online courses, should be made available and completed by students as the last course-related activity.

Students may request to change their final examination schedule due to exceptional circumstances. The circumstances and procedures allowing students to change their final examination schedule are provided in the undergraduate and graduate catalogs.

d. Grade Reporting

Faculty are responsible for reporting grades, including advisory and final grades, as described in the grading policies in the [Policy Library](#) and according to the schedule set forth by the Registrar.

Incomplete grades may be given when necessary. The Incomplete Grade policy is provided in the [Policy Library](#). Current procedures for reporting an incomplete grade, and the new grade when assignment requirements have been met, are provided by the Registrar.

e. Laboratory Courses and Additional Courses

Loads for faculty teaching laboratory courses are calculated by adding lab course credit hours and lab contact hours and dividing by two.

A separate contract is issued for teaching beyond the 24-26 credit hours of the nine-month contract year. Each contract is contingent on adequate course enrollment as determined by the Provost.

f. Other Teaching and Professional Development Information

Each faculty member will consult with their department chair/school director on their work assignments and performance expectations associated with these assignments.

Other duties under teaching may include creation of new courses and new modes of teaching 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 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 Learning and Teaching Center, workshops, videoconferences, Faculty Welfare and other workshops, and a mentor's guidance. For more information, consult with your faculty mentor and/or department chair/school director.

A faculty member may apply for partial release time to engage in significant curriculum development through their department chair/school director, with the approval of their Associate Provost, the Provost, and the President. Partial release time may also be provided for approved university assignments requiring significant blocks of time.

ii. Service and Student Support

All titled faculty members are expected to provide service to the University and support to students as part of their workload unless the contract stipulates otherwise.

1330
1331
1332
1333
1334
1335
1336
1337
1338
1339
1340
1341
1342
1343
1344
1345
1346

1347
1348
1349
1350
1351

a. Advisement and Mentorship

Both academic advisement and student mentoring involve helping a student define and achieve educational and profession-based learning goals, proceed through the undergraduate or graduate experience, and establish an educational foundation for life-long learning. All full-time faculty members advise and/or mentor students as directed by the department chair/school director and will be evaluated annually by the department chair/school director for carrying out these responsibilities. Advisees and mentees will be assigned in a way so as to distribute workload throughout the department/school and maximize the skills of department/school members. In certain cases, assignments will be limited to faculty members with specialized training or expertise (e.g., B.S. Ed. programs). Faculty members must be knowledgeable of the University’s curriculum, policies, and procedures in order to provide accurate and timely information to students. Faculty members will not knowingly make representations or commitments that are inconsistent with university policies.

Advisement	Mentorship
Pre-registration meetings & course selection	How to be a successful student
How to choose the right core requirements	Connection with other faculty
Study abroad processes & forms	How does coursework connect with career
Dropping and adding courses	Research opportunities
Transfer credits	Internship questions
Graduation checks	Career advice
Academic credit concerns	Honors program
Personal concerns (e.g. health, financial, holds)	Graduate school
Access to student success resources (tutoring, writing center, SI).	Assist with course material the faculty member is teaching
	Supervision of profession-based learning opportunities
	Sponsoring student organizations

*This is not an exhaustive list.

b. Availability to Students

Each full-time faculty member must post 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 are to be available for appointments with students who cannot appear during regular office hours due to conflicts. Adjunct faculty members must discuss appropriate office hours with their respective department chair/school director.

c. Service

All full-time faculty members are expected to serve on departmental/school committees. Instructors seeking promotion and Senior Instructors are expected to serve on Faculty Senate and 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/school director 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, national, or international entity related to one's discipline—or service to the community, provided it is related to one's discipline.

c. Promotion Introduction

It is the discretion of the Provost, President, and Board of Regents whether or not to grant tenure and promotion to a titled faculty member. A promotion in rank, title, or tenure and promotion is not an entitlement, and the responsibility rests solely with the individual faculty member to demonstrate that they have met or exceeded the criteria set forth in this chapter. The number of promotions granted each year is not to be impacted by budgetary conditions, though pay raises for promotions will be subject to such conditions.

For promotion, the faculty member must demonstrate sustained excellence in 1) teaching and professional development, and 2) service and student support as defined in this chapter and as established by the University, by submitting a concise portfolio documenting accomplishment in these areas.

i. Negotiated Years toward Promotion

At the time of an offer of a faculty position, the faculty member may negotiate years of credit toward promotion if they have experience at an institution that meets appropriate national or international accreditation standards and the department chair/school director and Associate Provost have recommended the credit which must be approved by the Provost.

1398
1399
1400 ii. Evidence for Promotion
1401

1402 The following are possible, but not the only, ways in which faculty demonstrate
1403 excellence in each of the areas of evaluation:
1404

1405 a. Teaching and Professional Development
1406

1407 A faculty member must in their presentation of materials document how their
1408 teaching and professional development contributes to effective instructional
1409 design, where institutional, program, and student learning outcomes,
1410 assignments, and assessments are aligned at the appropriate level of student
1411 learning. The presented materials must demonstrate a faculty member's
1412 understanding of the learning process and how their teaching is compatible with
1413 the process of student learning. Such materials may include but are not limited
1414 to:
1415

- 1416 • Chair's/Director's Letter of Evaluation
- 1417 • Student feedback, including student course opinionnaire
- 1418 • Department chair/school director classroom visits
- 1419 • Course syllabi
- 1420 • Applications of technology to learning
- 1421 • Teaching portfolios (teaching loads, course preparations, sample
1422 assessment instruments, etc.)
- 1423 • Supervision of independent studies, practica, etc.
- 1424 • Receipt of teaching awards or honors
- 1425 • Participation in instructional workshops/seminars, etc.
- 1426 • Development of innovative teaching techniques/methods
- 1427 • New program/course development
- 1428 • Department/school approved pedagogical activities
- 1429 • Peer observations
- 1430 • Participation in Learning and Teaching Center workshops
- 1431 • Participation in teaching improvement sessions at professional conferences
- 1432 • Professional development activities determined as appropriate by the
1433 department chair/school director/ Associate Provost
1434

1435 *This is an indicative, not exhaustive list.
1436

1437 b. Scholarly/Creative Activities
1438

- 1439 • Instructors may include scholarly/creative activities for consideration in
1440 their promotion portfolio. (cf. [Scholarship and Creative Activities](#))
1441

1442 c. Service and Student Support*

Faculty members must demonstrate their service in support of the University's mission to enroll and retain students, ensure student success, and provide a comprehensive and exceptional experience. This service is provided in support of students and student organizations, to the University community through departmental/school and Faculty Senate support, and through contribution to one's professional community.

- Student Advisement
- Student tutoring and/or mentorship
- University Seminar instruction
- Recruitment and retention of students
- 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/school approved service and student support activities
- 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 Faculty Senate committee
- Significant participation in university, college or department/school committees/teams

*This is an indicative, not exhaustive list.

iii. Promotion Procedure

a. Departmental/School Committee Procedure

The department chair/school director will make an applicant's promotion material available to a departmental/school committee composed of all full-time faculty holding at least the title to which the candidate aspires and who have completed at least two years of service at Northwest.

The committee will review and discuss the materials provided and the members will vote individually on the promotion decision.

The department chair/school director will secure a written secret ballot for promotion from all members of the departmental/school committee. The

department chair/school director will convey those assessments and recommendations along with their written assessment and recommendation to the Associate Provost in accordance with the calendar established by the Provost.

b. Associate Provost's Recommendation

The appropriate Associate Provost shall give a written assessment and recommendation to the Provost in accordance with the University calendar established by the Provost.

c. Associate Provost for Graduate Studies' Recommendation

In the case of graduate faculty, the Associate Provost for Graduate Studies will forward their endorsement or non-endorsement of the Associate Provost's recommendations to the Provost.

d. The Faculty Advisory Committee on Tenure and Promotion

The Provost serves as chair of this committee. This committee will act in accordance with the guidelines for tenure and promotion in this chapter. For committee structure and procedure, refer to the [Faculty Advisory Committee on Tenure and Promotion](#) section.

e. Provost's Recommendation

The Provost will present all written recommendations, including their own, and the vote of the Faculty Advisory Committee on Tenure and Promotion to the President. If the vote of the tenured faculty of the department/school and the recommendations of the department chair/school director, Associate Provost, 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.

f. President's Recommendation

The President will convey to the Board of Regents all of the recommendations for promotion from faculty and administrative units including their recommendation.

g. Timeline Requirement

Failure to meet the established submission deadline by the faculty member will result in termination of the process. Failure to meet a deadline by the administration does not affect the application.

1535
1536 h. Notification
1537

1538 The discussions of the Faculty Advisory Committee on Tenure and Promotion
1539 shall remain confidential to the extent allowed by law; however, the committee
1540 vote will be transmitted to the applicant upon request to the Provost. All
1541 candidates will be notified of the decision of the Board of Regents.
1542

1543 In cases of denial of promotion, the candidate will receive an oral as well as
1544 written letter from the Provost concerning the reason for denial along with
1545 suggestions for correcting the situation that led to denial.
1546

1547 **IV. Information for Ranked Faculty**
1548

1549 A. Ranked Faculty Positions
1550

1551 Faculty with academic rank include Assistant Professors, Associate Professors, and
1552 Professors.
1553

1554 Rank will be assigned at the time of initial appointment to the faculty and based upon degree
1555 requirements and experience as determined by the Provost, in consultation with the
1556 appropriate department chair/school director and Associate Provost and subject to approval
1557 by the President and Board of Regents. Degrees must be from institutions accredited by a U.S.
1558 regional accrediting association or an international accrediting organization recognized by
1559 appropriate governmental authorities and validated by official transcripts. Acceptance of
1560 degrees from individuals graduating from non-American institutions will be decided on a
1561 case-by-case basis. Teaching experience utilized in determining rank must be from a
1562 Baccalaureate degree granting institution that is accredited by a regional accrediting
1563 association or an international accrediting organization recognized by appropriate
1564 governmental authorities. Each year of teaching experience means full-time teaching for a full
1565 academic year. Relevant professional experience shall be considered. Upon the
1566 recommendation of the Provost and the President, the Board of Regents may grant exceptions
1567 to these requirements.
1568

1569 B. Qualifications for Appointment to Rank
1570

1571 i. Assistant Professor
1572

1573 This rank requires ability in the areas of (1) teaching, (2) scholarship/creative activities,
1574 and (3) service and student support appropriate to the discipline. It also requires an
1575 earned doctorate or other terminal degree in the field.
1576

1577 An offer of appointment at the rank of Assistant Professor with non-tenure status may
1578 be given to a candidate who has completed all the terminal degree requirements except
1579 for the thesis or dissertation. The expectation is for the faculty member to complete all
1580 terminal degree requirements as negotiated during the hiring process no longer than one

year from the start of the initial contract. Progress towards this requirement will be monitored by the Associate Provost and department chair/school director. If appropriate progress is not being made, 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 in 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.

ii. Associate Professor

This rank requires a demonstrated, sustained record of 1) excellent teaching and meaningful engagement in professional development; 2) scholarship/creative activities; and 3) service and student support appropriate to the discipline. It also requires an earned doctorate or other terminal degree in the field and completion of at least four years of teaching at the rank of Assistant Professor or above at a regionally accredited institution of higher education. A faculty member can be brought in at this rank without tenure and be minimally qualified for tenure after one year in service at Northwest and must apply for tenure no later than during their sixth year in rank.

iii. 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) scholarship/creative activities as defined by department/school guidelines established in accordance with Chapter II; and 3) service and student support appropriate to the discipline as defined by department/school guidelines established in accordance with Chapter II. 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. A faculty member can be brought in at this rank without tenure and be minimally qualified for tenure after one year in service at Northwest and must apply for tenure no later than during their sixth year in rank.

C. Evaluated Duties and Responsibilities of Ranked Faculty

Evaluated duties and responsibilities for ranked faculty consist of: 1) teaching and professional development, 2) scholarship/creative activities, and 3) service and student support. (cf. [Faculty Evaluation](#))

i. Teaching and Professional Development

Teaching is the primary responsibility of every faculty member at Northwest. At the minimum, teaching includes designing and delivering course content in compliance with the University's academic calendar and in alignment with Northwest's institutional learning outcomes. Faculty are expected to facilitate student success by holding classes as scheduled, responding to student communication in a timely fashion, following all syllabi requirements, and using the learning management system and its gradebook. These attributes are indicative, not exhaustive, of what constitutes teaching at Northwest.

a. Syllabi

Faculty must provide a syllabus for each of their course in which students are enrolled.

The syllabus must contain all required sections as determined and communicated by the Provost.

Faculty have the ability to set course specific policies, such as those related to attendance.

Any faculty determined or optional syllabus content must agree with the academic calendar and with relevant university policies as provided in the [Policy Library](#).

Syllabi should be reviewed with students enrolled in the respective courses and must be consistently available to all enrolled students.

Syllabi must be on file with the appropriate department chair or school director, appropriate Associate Provost and the Provost.

b. Class Meeting Times and Locations

All exclusively on-ground courses are to meet on the assigned days and at the assigned time throughout the term in the assigned location. Any permanent changes to meeting locations and times must be approved by the appropriate chair or director, and those changes must be documented on the master schedule.

All blended, remote and online courses, or courses in other format are to meet in their assigned locations, online or otherwise. They must also meet on the pre-determined days and times, if applicable. Any permanent changes to meeting locations and times must be approved by the appropriate chair or director, and those changes must be documented on the master schedule.

c. Final Examinations

All courses must have a final examination or a summative educational experience unless an exception is approved by the appropriate Associate Provost or Dean.

Final examinations or summative educational experiences for fall and spring courses must be held on the day and at the time specified on the university final examination schedule.

Final examinations and summative educational experiences in summer on-ground courses are to be conducted during the last class regular class period.

Final examinations or summative educational experiences in online courses or blended courses that are not meeting during the last regular class period must schedule their final exams and summative educational experiences as the last course-related activity.

Final exams and summative educational experiences in courses for which there is no assigned final exam time or final class period, such as online courses, should be made available and completed by students as the last course-related activity.

Students may request to change their final examination schedule due to exceptional circumstances. The circumstances and procedures allowing students to change their final examination schedule are provided in the undergraduate and graduate catalogs.

d. Grade Reporting

Faculty are responsible for reporting grades, including advisory and final grades, as described in the grading policies in the [Policy Library](#) and according to the schedule set forth by the Registrar.

Incomplete grades may be given when necessary. The Incomplete Grade policy is provided in the [Policy Library](#). Current procedures for reporting an incomplete grade, and the new grade when assignment requirements have been met, are provided by the Registrar.

e. Laboratory Courses and Additional Courses

Loads for faculty teaching laboratory courses are calculated by adding lab course credit hours and lab contact hours and dividing by two.

A separate contract is issued for teaching beyond the 24-26 credit hours of the nine-month contract year. Each contract is contingent on adequate course enrollment as determined by the Provost.

f. Other Teaching and Professional Development Information

Each faculty member will consult with their department chair/school director on their work assignments and performance expectations associated with these assignments.

Other duties under teaching may include creation of new courses and new modes of teaching 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 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 Learning and Teaching Center, workshops, videoconferences, Faculty Welfare and other workshops, and a mentor's guidance. For more information, consult with your faculty mentor and/or department chair/school director.

A faculty member may apply for partial release time to engage in significant curriculum development through their department chair/school director, with the approval of their Associate Provost, the Provost, and the President. Partial release time may also be provided for approved university assignments requiring significant blocks of time.

ii. Scholarship and Creative Activities

Ranked faculty are responsible for allotting time for scholarship/creative activities in the normal work week. Upon the recommendation of the department chair/school director, Associate Provost, the Provost and the President, release time may be authorized in order to provide faculty members additional time for scholarship/creative activities that contributes to both departmental/school and professional goals. Faculty members who are granted this opportunity will be required to provide a report to their department chair/school director. Department chairs/school directors will provide a comprehensive report to the appropriate Associate Provost. In planning academic assignments, department chairs/school directors (or supervisors of those faculty members whose primary functions may not be teaching) will attempt to provide blocks of time for scholarship/creative activities by individual faculty members who have had release time approved.

iii. Service and Student Support

All faculty members are expected to provide service to the University and support to students.

a. Advisement and Mentorship

Both academic advisement and student mentoring involve helping a student define and achieve educational and profession-based learning goals, proceed through the undergraduate or graduate experience, and establish an educational foundation for life-long learning. All full-time faculty members advise and/or mentor students as directed by the department chair/school director and will be evaluated annually by the department chair/school director for carrying out these responsibilities. Advisees and mentees will be assigned in a way so as to distribute workload throughout the department/school and maximize the skills of department/school members. In certain cases, assignments will be limited to faculty members with specialized training or expertise (e.g., B.S. Ed. programs). Faculty members must be knowledgeable of the University's curriculum, policies, and procedures in order to provide accurate and timely information to students. Faculty members will not knowingly make representations or commitments that are inconsistent with university policies.

Advisement	Mentorship
Pre-registration meetings & course selection	How to be a successful student
How to choose the right core requirements	Connection with other faculty
Study abroad processes & forms	How does coursework connect with career
Dropping and adding courses	Research opportunities
Transfer credits	Internship questions
Graduation checks	Career advice
Academic credit concerns	Honors program
Personal concerns (e.g. health, financial, holds)	Graduate school
Access to student success resources (tutoring, writing center, SI).	Assist with course material the faculty member is teaching
	Sponsoring student organizations

*This is an indicative, not exhaustive list.

1788 b. Availability to Students

1789
1790 Each faculty member must post a schedule of at least seven office hours each
1791 week for consultation with students and advisees and be responsive to students'
1792 communications in a timely manner. Faculty members are to be available for
1793 appointments with students who cannot appear during regular office hours due
1794 to conflicts with other classes.
1795

1796 c. Service

1797
1798 All full-time faculty members are expected to serve on departmental/school
1799 committees. Full-time ranked faculty are expected to serve on Faculty Senate
1800 and university committees, attend their meetings, and participate in their work.
1801

1802 First-year faculty are exempt from committee service.
1803

1804 Faculty members may be asked to serve on additional committees, sub-
1805 committees, and task forces, but should carefully consider with their department
1806 chair/school director other workload considerations before agreeing to serve.
1807

1808 Service may also include contribution to one's profession—that is, serving in
1809 an official capacity in a state, regional, national, or international entity related
1810 to one's discipline—or service to the community, provided it is related to one's
1811 discipline.
1812

1813 D. Tenure and Promotion Introduction:

1814
1815 It is at the discretion of the Provost, President, and Board of Regents whether or not to grant
1816 tenure and promotion to a faculty member. A promotion in rank, or tenure and promotion is
1817 not an entitlement, and the responsibility rests solely with the individual faculty member to
1818 demonstrate that they have met or exceeded the criteria set forth in this chapter. The number
1819 of promotions granted each year should not be impacted by budgetary conditions, though pay
1820 raises for promotions will be subject to such conditions.
1821

1822 For both tenure and promotion, the faculty member must demonstrate sustained excellence in
1823 1) teaching and professional development, 2) scholarship/creative activities, and 3) service
1824 and student support as defined in this chapter and as established by the University, by
1825 submitting a concise portfolio documenting accomplishment in these areas. For further
1826 elaboration on these criteria, refer to the section on [Evidence for Tenure and Promotion](#) below.
1827

1828 i. Negotiated years toward Tenure and Promotion

1829
1830 At the time of an offer of a faculty position, the faculty member may negotiate years of
1831 credit toward tenure and promotion if they have experience at an institution that meets
1832 appropriate national or international accreditation standards and the department

chair/school director and Associate Provost/ have recommended the credit which must be approved by the Provost.

ii. Promotion (Outside of Tenure and Promotion)

For faculty holding the position of Associate Professor, the procedure for promotion mirrors that of the procedure for tenure and promotion, following the guidelines and submission deadlines as set by the office of the Provost. The promotion criteria are as follows:

a. Professor

A faculty member who has served a minimum of five years in the rank of Associate Professor at Northwest is eligible to apply for promotion to Professor.

iii. Eligibility for Tenure and Promotion

An Assistant Professor is minimally eligible to apply for tenure and promotion to the rank of Associate Professor after four years in the rank of Assistant Professor at Northwest. Assistant Professors may apply for tenure and promotion in their fifth, sixth, or seventh years (excepting circumstances where the Provost, President, and Board of Regents has granted a temporary stoppage of the tenure and promotion clock). A faculty member who chooses to apply for tenure and promotion in the fifth or sixth year, rather than the seventh, will be held to the same standard as those applying in the seventh year.

Faculty electing to apply for tenure/promotion in their fifth year do so knowing that they are sacrificing the Fifth-Year Review.

iv. Temporary Stoppage of the Tenure and Promotion Clock

Upon the written request of a faculty member, the Provost and President may grant a temporary stoppage of the tenure and promotion clock for Assistant Professors, or the tenure clock for Associate Professors or Professors hired at those ranks. They may do so if, in their judgment, the academic performance of the provisional faculty member would be adversely affected due to extraordinary circumstances if the clock were not stopped. During this period, the faculty member will not be evaluated according to the tenure and promotion guidelines and the temporary stoppage time will not be counted toward tenure and promotion eligibility. After the end of this period the faculty member will resume their tenure and promotion clock. The procedure for a temporary stoppage of the tenure and promotion clock petition is as follows:

a. A faculty member must submit a written request to their department chair/school director. This request will be forwarded, with recommendation, to the Associate Provost and then to the Provost and President.

- 1879
- 1880
- 1881
- 1882
- 1883
- 1884
- 1885
- 1886
- 1887
- 1888
- 1889
- 1890
- 1891
- 1892
- 1893
- 1894
- 1895
- 1896
- 1897
- 1898
- 1899
- 1900
- 1901
- 1902
- 1903
- 1904
- 1905
- 1906
- 1907
- 1908
- 1909
- 1910
- 1911
- 1912
- 1913
- 1914
- 1915
- 1916
- 1917
- 1918
- 1919
- 1920
- 1921
- 1922
- 1923
- 1924
- b. If 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 will be reviewed with the clock stoppage determined as appropriate.
 - c. Requests that are granted will be typically for one academic year. Only one stopping of the tenure-track clock may be granted to a faculty member unless otherwise warranted by extraordinary circumstances.
 - d. In order to evaluate the request, additional documentation may be required to the extent allowable by law.
 - e. 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. This provision is also 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.

v. Third- and Fifth-Year Reviews

Full-time tenure-track faculty will be advised in writing of their progress following an advisory meeting with the Associate Provost at the end of their third and fifth years of service. In addition, all senior faculty who will vote on tenure will participate in this review and offer an assessment of the candidate's application for tenure and promotion. These reviews are designed to serve as a critical part of the formative evaluation process toward tenure and promotion. Each department/school has to make its procedures in this regard available to their faculty.

vi. Evidence for Tenure and Promotion

The following are possible, but not the only, ways in which faculty demonstrate excellence in each of the areas of evaluation:

a. Teaching and Professional Development

A faculty member must in their presentation of materials document how their teaching and professional development contributes to effective instructional design, institutional, program, and student learning outcomes, assignments, and assessments are aligned at the appropriate level of student learning. The presented materials must demonstrate a faculty member's understanding of the learning process and how their teaching is compatible with the process of student learning. Such materials include but are not limited to:

- Chair's/Director's Letter of Evaluation

- Student feedback, including student course opinionnaire
- Department chair/school director classroom visits
- Course syllabi
- Applications of technology to learning
- Teaching portfolios (teaching loads, course preparations, sample assessment instruments, etc.)
- 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/school approved pedagogical activities
- Peer observations
- Participation in Teaching and Learning Center workshops
- Participation in teaching improvement sessions at professional conferences
- Professional development activities determined as appropriate by the department chair/school director/ Associate Provost.

*This is an indicative, not exhaustive list.

b. Scholarship/Creative Activities

Statement of principles regarding scholarship:*

The evaluation of scholarship/creative activities is founded on the necessity of ranked faculty to continue to develop as creative researchers, evolve with developments in their field, employ scholarly research in learning and teaching, implement theoretical research to practical applications, embody high standards of integrity, and meet a breadth of expectations for high standards of performance.

To assure quality and rigor, and an ongoing commitment to the University mission, all scholarship/creative activities must meet the following standards:**

- 1) Clear professional goals that reflect thoughtful purpose in professional activity
- 2) Adequate preparation that demonstrates understanding of the tools of scholarship/creative activities and the established context of new work in the field
- 3) Appropriate methods in pursuing the process of inquiry, creativity, and discovery
- 4) Meaningful results that are indicative of significant explorations and contributions in the field or application across disciplines
- 5) Effective presentation that communicates creative and scholarly accomplishment

6) Reflective critique that evaluates the product of creative and scholarly work

By these criteria, a faculty member's scholarship/creative activities must be peer-reviewed, disseminated, and critiqued using the accepted standards of the profession and appropriate to the discipline of the faculty member as approved by the faculty member's department/school in consultation with the Associate Provost and Provost. The University's definition of scholarship/creative activities includes integration, application, and teaching to better support our institutional commitment to student learning and public service. Evaluation of scholarly/creative activities occurs in the faculty member's annual evaluation, and throughout the tenure and promotion process.

1. Scholarship of teaching and learning

The scholarship of teaching explores, develops, and disseminates methodologies appropriate to varied disciplines that improve learning outcomes and inspire further intellectual and creative growth. Scholarship in pedagogy improves the scholar's own practice while contributing shared knowledge to the discipline of teaching. Such scholarship embraces teaching as a form of understanding that both shares and generates creative and intellectual capacity. Examples may include, but are not limited to:

Research that advances the understanding of learning and teaching, presentation of teaching strategies in peer-reviewed forums, publication in pedagogical journals, publication of instructional materials, development of systems for assessment of learning; grant proposals, research writing and submission to external agencies; procurement of external funding through grants.

2. Scholarship of discovery

The scholarship of discovery entails creative/scholarly work that constitutes investigative efforts within a discipline that contribute to human knowledge and the intellectual activity of the University. The process and outcomes of scholarly discovery employ the historical role of the University in forging new understanding and new modes of creativity and expression. Examples may include but are not limited to:

Research projects that may include undergraduate or graduate student involvement; publication of books, chapters, articles and reviews; creative activities resulting in performances, exhibitions, and presentations; paper, poster, or lecture presentations at scholarly conferences or other institutions; grant proposals, research writing and

2016 submission to external agencies; procurement of external funding
2017 through grants.
2018

2019 3. Scholarship of integration
2020

2021 The scholarship of integration contributes to a more comprehensive
2022 understanding by placing the discoveries of disciplines and creative
2023 work within the context of a larger body of knowledge. Such
2024 creative/scholarly work makes connections across disciplines and elicits
2025 meaning by bringing new perspectives to bear on existing discoveries.
2026 Such work contributes to specialized fields by integrating them with
2027 others, while often educating non-specialists as well. Examples may
2028 include but are not limited to:
2029

2030 Publication of books, chapters, articles and reviews; creative activities
2031 resulting in performances, exhibitions, and presentations; paper, poster,
2032 or lecture presentations at scholarly conferences or other institutions;
2033 grant proposal, research writing and submission to external agencies;
2034 procurement of external funding through grants; research projects that
2035 may include undergraduate or graduate student involvement.
2036

2037 4. Scholarship of application
2038

2039 The scholarship of application utilizes new or integrative knowledge in
2040 solving consequential problems facing individuals, institutions, or
2041 society. Such scholarship bridges creative research and service through
2042 citizenship that, beyond simply doing good in the community, applies
2043 professional activity within a field of study to solve problems
2044 confronting communities of people. While addressing known problems,
2045 such application of creative and scholarly work may also generate a new
2046 understanding through a dynamic interaction of theory and practice.
2047 Examples may include but are not limited to:
2048

2049 Publications of findings related to applied research, presentations or
2050 poster sessions at conferences, participation in panels or symposia; grant
2051 proposal, research writing and submission to external agencies;
2052 procurement of external funding through grants, the application of
2053 research and expertise to community or organizational projects.
2054

2055 *Based on the work of Ernest L. Boyer, *Scholarship Reconsidered:*
2056 *Priorities of the Professorate* (The Carnegie Foundation for the
2057 *Advancement of Teaching*, 1990).
2058

2059 **See Glassic, Huber, Maeroff, *Scholarship Assessed: Evaluation of the*
2060 *Professorate* (The Carnegie Foundation for the Advancement of
2061 *Teaching*, 1997).

c. Service and Student Support*

Faculty members must demonstrate their service in support of the University's mission to enroll and retain students, ensure student success, and provide a comprehensive and exceptional experience. This service is provided in support of students and student organizations, to the University community through departmental/school and Faculty Senate support, and through contribution to one's professional community.

- Student Advisement
- Student tutoring and/or mentorship
- University Seminar instruction
- Recruitment and retention of students
- 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/school approved service and student support activities
- 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 Faculty Senate committee
- Significant participation in university, college or department/school committees/teams

*This is an indicative, not exhaustive list.

vii. Tenure and Promotion Procedure

a. 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. All faculty members will, however, be required to comply with the "Steps for Applying for Tenure" and the "Qualitative Criteria."

1. A tenure-track faculty member wishing to apply for tenure shall complete the application form, which is available in the Office of the Provost, with appropriate documentation reflecting the faculty

2108 evaluation criteria outlined in Chapter II of this Handbook and the
2109 department/school faculty evaluation documents. The faculty member
2110 will deliver these materials to the department chair/school director in
2111 accordance with the calendar prepared by the Provost.
2112

2113 2. The department chair/school director shall make this documentation
2114 available to all tenured members of the department/school.
2115

2116 3. Failure to meet a deadline by the faculty member shall result in the
2117 termination of the process. Failure to meet a deadline by the
2118 administration will not affect the application.
2119

2120 b. Tenure-Track Faculty Employed After July 1, 1992
2121

2122 Faculty who are eligible for tenure and promotion or promotion outside of
2123 tenure initiate this process by completing and submitting the application form
2124 which can be obtained from the Office of the Provost along with guidelines for
2125 the documentation required for the tenure and/or promotion procedure. The
2126 form, along with the appropriate documentation, must be submitted to the
2127 department chair/school director in accord with the University calendar
2128 established by the Provost. The Faculty Advisory Committee on Tenure and
2129 Promotion, the Faculty Welfare Committee, and the Provost's office will jointly
2130 offer sessions and information to guide faculty members in the preparation of
2131 applications.
2132

2133 If the applicant for tenure and/or promotion is a department chair/school
2134 director, the Associate Provost will take over the role held by the department
2135 chair/school director in this process.
2136

2137 c. Departmental/School Committee Procedure
2138

2139 The department chair/school director will make an applicant's tenure and
2140 promotion material available to a departmental/school committee composed of
2141 all full-time faculty holding at least the title/rank to which the candidate aspires
2142 and who have completed at least two years of service at Northwest.
2143

2144 The committee will review and discuss the materials provided and the members
2145 will vote individually on the promotion decision.
2146

2147 The department chair/school director will secure a written secret ballot for
2148 tenure and promotion from all members of the departmental/school committee.
2149 The department chair/school director will convey those assessments and
2150 recommendations along with their written assessment and recommendation to
2151 the Associate Provost in accordance with the calendar established by the
2152 Provost.
2153

d. Associate Provost's Recommendation

The appropriate Associate Provost shall give a written assessment and recommendation to the Provost in accordance with the University calendar established by the Provost.

e. Associate Provost for Graduate Studies' Recommendation

In the case of graduate faculty, the Associate Provost for Graduate Studies will forward their endorsement or non-endorsement of the Associate Provost's recommendations to the Provost.

g. The Faculty Advisory Committee on Tenure and Promotion

The Provost serves as chair of this committee. This committee will act in accordance with the guidelines for tenure and promotion in this chapter. For committee structure and procedure, refer to the [Committee on Tenure and Promotion](#) section.

h. Provost's Recommendation

The Provost will present all written recommendations, including their own, and the vote of the Faculty Advisory Committee on Tenure and Promotion to the President. If the vote of the tenured faculty of the department/school and the recommendations of the department chair/school director, Associate Provost(s) 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.

i. President's Recommendation

The President will convey to the Board of Regents all of the recommendations for tenure and promotion from faculty and administrative units including their recommendation.

j. Timeline Requirement

Failure to meet the established submission deadline by the faculty member will result in termination of the process. Failure to meet a deadline by the administration does not affect the application.

k. Notification

The discussions of the Faculty Advisory Committee on Tenure and Promotion shall remain confidential as allowed by law; however, the committee vote will

2200 be transmitted to the applicant upon request to the Provost. All candidates will
2201 be notified of the decision of the Board of Regents.

2202
2203 In cases of denial of tenure

- 2204
- 2205 • In cases of denial of tenure and promotion, this report of the committee
- 2206 vote is final communication.
- 2207
- 2208 • In cases of denial of promotion, however, the candidate will receive an oral
- 2209 as well as written letter from the Provost concerning the reason for denial
- 2210 along with suggestions for correcting the situation that led to denial.
- 2211

2212 j. Failure to Receive Tenure

2213

2214 A faculty member who is not granted tenure or who fails to apply for tenure by

2215 the end of the specified time will be offered a terminal one-year non-renewable

2216 contract after which employment with the University will be terminated.

2217

2218 E. Faculty Hearing Committee Procedures

2219

2220 The purpose of the Faculty Hearing Committee is to ensure the consistent, fair, and valid

2221 application of the rules and regulations related to tenure, promotion, suspension, and

2222 termination pertaining to any tenure-track or tenured faculty member during the contract

2223 period. The Faculty Hearing Committee provisions do not apply to term or non-tenure track

2224 faculty.

2225

2226 i. Definitions

2227

2228 During Faculty Hearing Committee procedures:

2229

- 2230 a. Faculty means any member of the University's tenure-track or tenured faculty.
- 2231
- 2232 b. Action means any binding decision relating to the promotion, tenure,
- 2233 termination or suspension during the contract period of the complainant.
- 2234
- 2235 c. The contract period means the agreed upon term of the period of employment.
- 2236
- 2237 d. Committee means the Faculty Hearing Committee.
- 2238
- 2239 e. Complaint means an allegation that a faculty member's employment rights
- 2240 and/or eligibility have been adversely affected procedurally due to a violation,
- 2241 misapplication or misinterpretation of the University's rules related to
- 2242 promotion, tenure, and termination or suspension during the contract period.
- 2243
- 2244 f. Complainant means any faculty initiating a complaint under this process.
- 2245

- 2246 g. Legal counsel means a person who is licensed to practice law in the State of
2247 Missouri.
2248
- 2249 h. Day means a day during which the University is in teaching session, as defined
2250 by the academic calendar.
2251
- 2252 i. Review means to re-examine with a capacity to transmit a finding of fact,
2253 conclusion and/or recommendation to the Board of Regents. The Board of
2254 Regents has final right of review in all personnel actions.
2255
- 2256 j. Rule means any policy contained in Chapter 2 of the Faculty Handbook related
2257 to promotion, tenure, termination, or suspension of tenure-track or tenured
2258 faculty during the contract period.
2259
- 2260 k. University means Northwest Missouri State University in all of its subdivisions
2261 and extensions.
2262
- 2263 l. Party means the complainant, the Provost, and/or the administrator who is the
2264 focus of the complaint.
2265
2266

2267 ii. Limitations
2268

- 2269 a. The availability and/or utilization of the appeals procedure shall not be
2270 construed as abridging the rights of faculty to exercise constitutional or
2271 statutory rights.
2272
- 2273 b. In no way shall a faculty's status with the University be adversely affected
2274 because they utilize these procedures.
2275
- 2276 c. All proceedings provided for in this section are confidential subject only to the
2277 need of the complainant and the University to comply with the processes
2278 specified herein and to present evidence in other hearings or proceedings. All
2279 proceedings shall be conducted in private and all records will be open only to
2280 the parties except as otherwise required herein or by law as currently in effect
2281 or hereafter amended.
2282
- 2283 d. Any formality of procedure, including specification of times of performance,
2284 may be revised and/or waived by mutual consent of the parties, subject to the
2285 approval of the Faculty Hearing Committee.
2286
- 2287 e. Nothing contained herein shall preclude the informal disposition of complaints
2288 by stipulation or by agreed settlement where such resolution is consistent with
2289 university rules.
2290

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.

iii. Appeals to the Faculty Hearing Committee 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 tenure, promotion, suspension, or termination during the contract period of tenure-track and tenured faculty. Issues related to the non-renewal of faculty contracts are not subject to these appeal procedures. Neither are issues pertaining to the promotion, suspension, or termination of term or non-tenure track faculty.

a. Pre-Hearing Procedures

1. The pre-hearing process is not applicable in matters concerning termination or suspension during the contract period.
2. The first step in the resolution of a complaint shall be a personal conference with the supervisor taking the action that is the object of the complaint.
3. Should the complainant remain dissatisfied after this conference, a written statement of dissatisfaction may be filed within ten academic days with the same supervisor, who shall respond in writing within ten academic days after receiving the written complaint.
4. Should the complainant be dissatisfied with the supervisor's written response, the complainant may within ten academic days after receiving the response file a copy of the supervisor's response and a copy of the written statement of complaint with the Office of Human Resources and the Provost, who shall respond in writing within ten academic days.
5. In those instances where the complainant alleges that the rules and regulations related to tenure and promotion contained in this chapter 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 after being notified. Complaints regarding termination or suspension during the contract period must begin with the formal proceedings.

b. Formal Proceedings

1. Formal proceedings begin with the filing of a written formal complaint with the University's EEO Officer in which the complainant specifies their reasons for dissatisfaction with any binding decision relating to the promotion, tenure, termination or suspension during the contract period of the complainant.
2. Within ten academic days a Faculty Hearing Committee (hereinafter referred to as "Committee") of five members will be established for reviewing each complaint that is filed.
3. 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 themselves. 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.
4. The EEO Officer will notify the committee and transmit to them copies of all correspondence between the complainant and the complainant's supervisors.
5. The members of the Committee will elect a chair. The EEO Officer will serve as the secretary of each Committee but will not vote.
6. The Committee shall first seek a resolution of the matter by conciliation and/or such other means, as it may deem appropriate.
7. 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.
8. In a formal hearing, the parties directly affected may be represented by counsel, at their expense.
9. 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

2383 regardless of which party first called the witness to testify and to rebut
2384 the evidence against the witness. A complainant who does not testify
2385 on their own behalf may be called and examined as if under cross
2386 examination.
2387

2388 10. Unless the Committee rules it wholly irrelevant, repetitious, or
2389 privileged, evidence to which an objection is made shall be heard and
2390 preserved in the record, together with any cross examination and any
2391 rebuttal.
2392

2393 11. All parties have the right to obtain witnesses and present evidence. The
2394 University shall cooperate with the complainant in securing witnesses
2395 and in making available specifically identified and relevant
2396 documentary and other evidence requested by the complainant or the
2397 Committee to the extent not limited by law.
2398

2399 12. Employees of the University may be requested to give testimony under
2400 oath or affirmation. Any such witness shall be entitled to representation
2401 at the hearing, including legal counsel at their expense, or by a person
2402 of their own choosing.
2403

2404 13. The Committee shall be responsible for making a verbatim transcript,
2405 electronically or otherwise, of the hearing.
2406

2407 14. The Committee's powers shall be limited in the following respects:
2408

2409 1. It shall have no power to alter or amend the provisions of the
2410 Faculty Handbook.
2411

2412 2. It shall have no power to create policy for the University or the
2413 faculty but will confine the deliberations and findings to the
2414 procedural issue(s) presented.
2415

2416 15. The report of the Committee shall be rendered in writing and delivered
2417 to the parties within ten academic days of the close of hearings. The
2418 report shall state the findings of fact, conclusions, and a recommended
2419 disposition. A copy will also be given to the Board of Regents.
2420

2421 c. A party may appeal the findings, conclusions, and recommendations of the
2422 Committee to the Board of Regents within five days of the Committee's
2423 delivery of its report. The Board of Regents will review the record of the
2424 Committee and may provide the party an opportunity to be heard by the Board
2425 of Regents in writing, by oral argument or both. The Board of Regents may,
2426 upon reviewing the record of the Committee and any additional information
2427 submitted by the parties, affirm, modify or reverse the decision of the

2428 administrator(s) being challenged. The decision of the Board of Regents shall
2429 be final.



NORTHWEST

MISSOURI STATE UNIVERSITY

Employee Handbook for Student Employees

**Approved by the Board of Regents
October 2020**

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

TABLE OF CONTENTS

SECTION	PAGE
CHAPTER 1 INTRODUCTION	4
11 Welcome.....	4
1.2 At-Will Employment.....	4
1.3 Policy Changes	4
CHAPTER 2 GENERAL POLICIES AND PROCEDURES	6
2.1 Equal Employment Opportunity.....	6
2.2 Harassment	7
2.3 Consensual Amorous Relationships	9
2.4 Disability and Reasonable Accommodation.....	10
2.5 Illegal Drug and Alcohol Policy.....	123
2.6 Smoke-Free Campus.....	137
2.7 Solicitation.....	18
2.8 Employment of Relatives.....	188
2.9 University Closings.....	188
2.10 Workplace Violence and Threats.....	19
2.11 Weapons	20
2.12 Workplace Surveillance and Searches	20
2.13 Driver Requirements	20
2.14 Information Technology	20
2.15 Children in the Workplace	21
2.16 NCAA Regulations.....	21
CHAPTER 3 EMPLOYMENT POLICIES AND PROCEDURES	22
3.1 Eligibility to Work	22
3.2 Employment Applications	22
3.3 Orientation	23
3.4 Background Checks and Criminal Convictions	23
3.5 Job Postings	24
3.6 Dual Employment.....	24
3.7 Personal Data Changes.....	24
3.8 Employee Performance Evaluations.....	24

3.9	National Student Employment Week.....	25
3.10	Separation from Employment	25
3.11	Exit Procedure and Property Clearance	26
3.12	Confidentiality	26
CHAPTER 4 CLASSIFICATION AND COMPENSATION		28
4.1	Earning Classifications	28
4.2	Career Pathing Program	29
4.3	Workweek and Work Hours	29
4.4	Work Scheduling	30
4.5	Meal and Rest Periods.....	30
4.6	Payroll.....	30
CHAPTER 5 LEAVE BENEFITS		32
CHAPTER 6 BENEFITS		33
6.1	Workers' Compensation.....	33
6.2	Uniforms	33
6.3	Keys, Equipment and Other University Property	33
CHAPTER 7 EMPLOYEE CONDUCT		34
7.1	Conduct.....	34
7.2	Personal Appearance.....	34
7.3	Attendance.....	34
7.4	Disciplinary Action.....	35

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.

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 graduate assistants are contained in the Graduate Assistant 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:

William Sabio
Assistant Vice President in Student Affairs
Title IX and Equity
25 North Complex
Tel: 660-562-1476
Email: wsabio@nwmissouri.edu

Krista Barcus
Assistant Vice President, Human Resources (Deputy Employee Coordinator)
125 Administration Building
Tel: 660-562- 1128
Email: kbarcus@nwmissouri.edu

Kori Hoffmann
Assistant Vice President of Student Affairs / Student Engagement and Development
(Deputy Student Coordinator)
Student Union, Room 2290
Tel: 660-562-1535
Email: khoff20@nwmissouri.edu

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

William Sabio
Assistant Vice President in Student Affairs
Title IX and Equity
25 North Complex
Tel: 660-562-1476
Email: wsabio@nwmissouri.edu

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

William Sabio
Assistant Vice President in Student Affairs
Title IX and Equity
25 North Complex
Tel: 660-562-1476
Email: wsabio@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/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 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, 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 employees should be made to supervisors or to 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 and the Office of Equity and Accessibility are 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. The Office of Human Resources will work together with the Office of Equity and Accessibility and will immediately contact the EEO Officer with each request.

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 Policies 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 who exhibit signs of impairment will be assessed using reasonable suspicion and may be asked to report to a testing facility for drug/alcohol testing.

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.

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 <https://revisor.mo.gov/main/OneChapter.aspx?chapter=631>

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.

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.

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 Assistant 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 Assistant 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 Assistant Vice President of Human Resources, the Assistant Director of Wellness Services - Counseling, and University Police Chief shall also be charged with reviewing incidents of aggression to identify ways in which similar incidents can be prevented. The Assistant 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 Wellness Services (660-562-1348).

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. The requirement for driving must be indicated in the student employment job description. 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-passenger 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 technology policies, which can be found on the University's Information Systems website at:

<https://www.nwmissouri.edu/compserv/technology-policies.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 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.

2.16 NCAA Regulations

Contact the Athletics Department for information regarding the employment of a student-athlete.

CHAPTER 3

EMPLOYMENT POLICIES AND PROCEDURES

3.1 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 semester 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 semester, regardless of the session/s of enrollment. A student may work during the entire semester, 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 semester of coursework. A student must notify Student Employment of these circumstances prior to the beginning of their last semester.

Official beginning and ending dates for all academic periods are published annually in the University Catalog or online at <http://www.nwmissouri.edu/academics/calendar.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 semester of coursework. If pre-registration is not complete, the student shall communicate their intent to enroll by notifying Student Employment.

3.2 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 or on 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 <https://www.uscis.gov/i-9>. This form shall be completed by every newly hired student employee prior to or on 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.
- The second section requires presentation of identification that establishes identity and eligibility to work.
- A list of documents that may be presented may be viewed at <https://www.uscis.gov/i-9>.
- 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 two hours 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 or on the first day of employment. Departments will provide their employees with a more specific orientation concerning the department and the employee's position.

3.4 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 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.

3.5 Job Postings

University system-wide vacancy announcements of student employment opportunities are available online on the University's website.

3.6 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.

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, 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 and student employment supervisors to the University community.

Recognition

Each year awards shall be given for the following:

- Northwest Award of Excellence Student Employment Team of the Year
- Northwest Award of Excellence for Reliability
- Northwest Award of Excellence for Quality of Work
- Northwest Award of Excellence for Initiative
- Northwest Award of Excellence for Professionalism
- Northwest Award of Excellence for Uniqueness of Contribution
- Northwest Award of Excellence Student Employee of the Year
- Northwest Award of Excellence Student Employment Supervisor of the Year

Nomination forms are distributed in the spring of each year.

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

Student employees graduating during the fall, spring or summer semester may work through the day of commencement. Their employment is terminated upon graduation.

Enrollment Revision

Student employees who withdraw or drop enrollment below six credit hours during any time of the semester 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. Employees 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 acknowledged by the student employee at the time employment paperwork is completed.

CHAPTER 4

CLASSIFICATION AND COMPENSATION

4.1 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.
- LUMP SUM 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.
- 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 wages once employment is secured and wages are earned. Continuing students are awarded federal work-study by reapplying for Financial Assistance. 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.

4.2 Career Pathing Program

All hourly student employees, earning a wage level of 1, 2, 3 or 4 (those paid an outlying wage rate are ineligible), have an opportunity for an 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 online at <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 semester (credit is granted for a full semester if a student employee begins employment later in the semester but still completes three training sessions for that semester).
2. A student employee must attend at least 3 of 8 personal and professional development opportunities offered per semester (student employees 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 semester) 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.

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 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 employee may work a maximum of 20 hours per week during the fall and spring semesters while classes are in session. A student employee may work up to 20 hours a week during the summer semester sessions they are enrolled and classes are in session and up to 40 hours a week during the summer semester sessions they are not enrolled if they have been enrolled in six credit hours in any session of the summer semester. A student employee 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 employee exceed 40 hours per week.

Hour Limits for International Students

According to the U.S. Department of Homeland Security, U.S. Immigration and Customs Enforcement, international student employees are limited to a maximum of 20 hours per week during the fall, spring and summer semester while classes are in session. An international student employee may work up to 40 hours per week or the equivalent of an eight –hour workday during the summer semester when not enrolled in classes (as long as they are pre-enrolled in the upcoming fall semester for a minimum of six credit hours) and during official University breaks. At no time shall an international student employee 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.

4.4 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.

4.5 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.

4.6 Payroll

Student employees are paid once per month following the month work was performed. Student employee time sheets must be submitted and approved by their supervisor per the deadlines established and communicated by the Payroll Office. Payday for student employees is on the 25th day of the month or prior to, if the 25th is a holiday or weekend. Employees receive payment by

direct deposit and they must complete the Payroll Enrollment Form prior to or on the first day of 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 student employees. The following procedures are established to pay student employees:

Time Sheet Guidelines for Student Employees

- Electronically record work times accurately through 'CatPaws' Web Time Entry at the beginning and end of each working shift.
- Submit electronic timesheet to supervisor by the deadline.

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 semester is verified with the University Registrar. Students enrolled in fewer than six credit hours per academic semester 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 leave requests 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, they become 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 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. 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.

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 Northwest Missouri State University improve. A note documenting the incident and the discussion will be sent to the Office of Human Resources.

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 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. 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.



Policy Name:	Alcohol on University Property
Effective Date:	September 22, 2017
Last Revision Date:	N/A
Last Review Date:	February 1, 2022
Approving Authority:	Board of Regents
Responsible Office:	Student Affairs
Category:	Campus Health and Safety

Purpose

To provide the standard policy and proper procedure to possess alcohol on University property.

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, 1 and 25 (Visitors Tailgate).
- 4) Northwest Campus Dining may provide alcohol for purchase at the Bearcat Tailgate Zone in the Raymond J. Courter College Park Pavilion prior to home football games. No alcohol will be sold after the scheduled kick off time.
- 5) Possession and/or consumption of alcohol is prohibited outside of the designated tailgating lots (Lots 25, 60, 62, 63, and Lot 1 (visitors tailgate) with the exception of the suites at Bearcat Stadium and the Raymond J. Courter College Park Pavilion.

- 6) Anyone possessing and/or consuming alcohol shall possess valid photo identification establishing that they are 21 years of age or older and comply with a request to show such identification when requested by law enforcement or game security personnel.
- 7) Kegs, party-balls, multi-quart containers, and bulk-dispensing of alcohol are prohibited.
- 8) Glass containers are prohibited. Aluminum and plastic containers are recommended for the safety of all fans.
- 9) 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).
- 10) Drinking games (included but not limited to beer pong) or other designed efforts that may promote excess drinking are 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 any time.
- 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 they are 21 years of age or older if requested by law enforcement, game security personnel or university official.
- 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 beverages at a greater than normal rate of speed (including but not limited to funnels or beer bongs).
- 9) The sale of alcohol at any point within the suites is strictly prohibited.
- 10) Alcohol may not be shared between suites.
- 11) All patrons must be in possession of a suite ticket or a game day suite access pass to access the suite level prior to and during the game.

Supplying Suite with Alcohol

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.

No alcohol may be brought in to the 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 game day 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 J.W. Jones Student Union and single specific events as approved by the President (or their designee):
 - a) 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.e., possess a valid liquor license,
 - b) adhere to all applicable laws and regulations concerning alcohol,
 - c) obtain all appropriate and necessary liquor permits and pay all charges associated with obtaining those permits,
 - d) provide all qualified, trained personnel necessary for dispensing and controlling alcoholic beverages at the event, and
 - e) 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 food service.
- 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.

Full-Time University Employees Required to Live on Campus

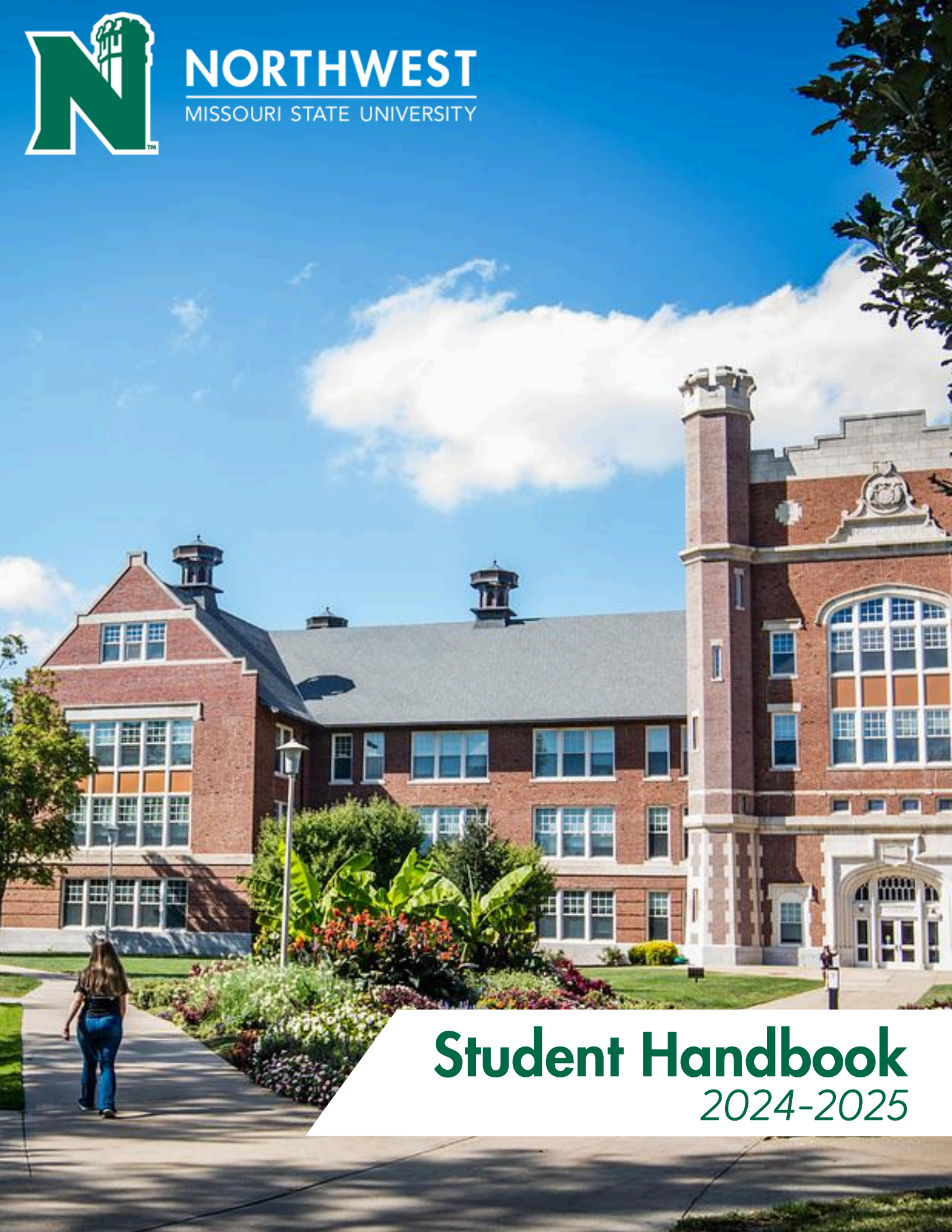
- 1) Full-time University Employees required to live in on-campus housing as a condition of employment may possess and consume alcohol in their University provided living quarters.
- 2) Employees must be over the age of 21 and not consume alcohol in the presence of undergraduate students living on campus or any student the age of 21.
- 3) Kegs and other common bulk containers are not allowed at any time.
- 4) Employees may not be 'on duty' or 'on call' when consuming alcohol.
- 5) Employees may not provide alcohol to undergraduate students or residents of the buildings they supervise.
- 6) Failure to use alcohol responsibly may result in disciplinary action up to and including termination of employment.

Appendix E

Northwest Missouri State University Student Handbook



NORTHWEST
MISSOURI STATE UNIVERSITY



Student Handbook

2024-2025

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 and any of its contents at any time in the future. The Handbook itself will be generally evaluated and updated yearly. As such, individual offices and the university itself may update policies, procedures, facilities, services offered, etc., which may not be reflected in this handbook. In such situations, the updated policies, procedures, etc., are in effect and will be given precedence.

The University's Mission

Northwest Missouri State University focuses on student success - every student, every day.

Our Vision

We will be THE university of choice for a comprehensive, exceptional student experience.

Our 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

Calendars and Important University Dates

Academic Calendar

For the most current and accurate information regarding academic dates, please follow this link: <https://www.nwmissouri.edu/academics/calendar.htm>

Events & Activities Calendar

For the most current and accurate information regarding scheduled university events, programs, activities, etc., please use the following link:
<https://www.nwmissouri.edu/events>

Registrar's Calendar

For the most current and accurate information regarding dates relating to registration, adding, or dropping courses, please use the following link:
<https://www.nwmissouri.edu/registrar/calendar.htm>

Financial Calendar

For the most current and accurate information regarding financial dates from the Student Account Services Office, please use the following link:
<https://www.nwmissouri.edu/studentaccounts/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:
<https://www.nwmissouri.edu/studentaccounts/financialdates.htm>

Room and board

For details on refunds related to housing, and food plans please refer to the same link listed above: <https://www.nwmissouri.edu/studentaccounts/roomcosts.htm>

Tuition & Fees Information

For the most recent and accurate information pertaining to tuition & fees please follow this link: <https://www.nwmissouri.edu/studentaccounts/tuitionandfees.htm>

Finance Procedures

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 set up in the Payment Center, it will be posted within two business days. If not, then refunds will be mailed to the student's local address. During the summer, refunds will be mailed to student's permanent address. Mailed refunds will take a week or longer to receive.

Determination of Return of Title IV Financial Aid

To view the University's policy on return of Title IV financial aid please follow this link:
<https://www.nwmissouri.edu/studentaccounts/billing-and-payments.htm>

Billing

A monthly billing statement is produced with amounts due on or before the 15th of the following month. All bills are emailed to the student's University email account. Students will receive their fall billing statement in mid-July and their spring billing statement in mid- December. Full payment must be made on or before the due date to avoid finance charges. For more information, visit

<https://www.nwmissouri.edu/studentaccounts/billing-and-payments.htm>

Installment Plans & Finance Charges

All students are enrolled in a payment plan once their bill is generated. Any unpaid billed balance on the 16th of the month will incur a 1% finance charge.

Payment Schedule

For information regarding installment due dates please see

<https://www.nwmissouri.edu/studentaccounts/billing-and-payments.htm>

Financial Assistance

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 Petitions

Petitions regarding financial matters will be heard by the Financial Petition Committee and require a petition. The petition form, which must be completed by the student, except in special circumstances, can be found at this link:

<https://www.nwmissouri.edu/studentaccounts/PDF/StudentFinancialAppe.pdf>

Miscellaneous Fees

Check the web at <https://www.nwmissouri.edu/studentaccounts/> for a listing of miscellaneous fees that could be charged to your account.

Academics: General Information

Current policies can be reviewed in the [Policy Library](#). Links are provided below.

Academic Course Load

<https://www.nwmissouri.edu/policies/academics/Academic-Load.pdf>

Attendance

Please refer to the following link to view the University's policy for attendance:

<https://www.nwmissouri.edu/policies/academics/Attendance.pdf>

Course numbering

Please refer to the following link to view the University's policy for course numbering:
<https://www.nwmissouri.edu/policies/academics/Course-Numbering.pdf>

Credit unit

<https://www.nwmissouri.edu/policies/academics/Credit-Unit-and-Program-Length.pdf>

Incomplete grade

<https://www.nwmissouri.edu/policies/academics/Incomplete-Grade.pdf>

Academic Discipline Codes

Department Codes are first in a course listing. For example, in the course number 10-111, 10 designates the Department of English and 111 represents the course number. The table below shows all current department numbers:

Accounting	51	Modern Languages	14
Agriculture	03	Management	54
Art	13	Marketing	55
Biology	04	Mass Media	20
Chemistry	24	Mathematics	17
		Military Science	42
Communication	29	Music	19
Computer Science & Information Systems	44	Nanoscale Science	48
Criminology	46	Nursing	01
Economics	52	Philosophy	39
Education: Curriculum & Instruction	62	Physical Science	40
Education: General/Educational Leadership	61	Physics	25
Emergency and Disaster Management	36	Political Science	34
English	10	Psychology	08
Finance	53	Public Health	59
Foods & Nutrition	47	Radiology Sciences	49
Geography	32	Recreation	45
Geology	27	School Counseling	68
Health Science	49	Science Education	28
Health/Physical Education	22	Sociology	35
History	33	Theatre	43
Humanities	26		
Inter-College/University Seminar	77		
International Studies	80		

Standard Grading System

<https://www.nwmissouri.edu/policies/academics/Grading-Undergraduate.pdf>

Academic Forgiveness

<https://www.nwmissouri.edu/policies/academics/Academic-Forgiveness.pdf>

Grade Appeal Procedure

<https://www.nwmissouri.edu/policies/academics/Academic-Petitions-Process.pdf>

Pass/fail Grading System

<https://www.nwmissouri.edu/policies/academics/Pass-Fail-Option.pdf>

Honor Roll

<https://www.nwmissouri.edu/policies/academics/Honor-Roll-and-Graduation-Honors.pdf>

Code of Academic Integrity

<https://www.nwmissouri.edu/policies/academics/Academic-Integrity.pdf>

Academic Probation, Suspension and Dismissal

<https://www.nwmissouri.edu/policies/academics/Academic-Probation-Suspension-and-Dismissal.pdf>

Academic Petitions Process

<https://www.nwmissouri.edu/policies/academics/Academic-Petitions-Process.pdf>

Academic Recovery Plan

In the event that you have been suspended or find yourself on academic probation, please visit the University's Academic Recovery Plan website, linked here:

<https://www.nwmissouri.edu/academics/recovery/index.htm>

Changing Your Class Schedule

<https://www.nwmissouri.edu/policies/academics/Adding-Dropping-Withdrawals.pdf>

To add a closed class, or request permission to override a prerequisite, you will need to go to the Registrar's website to Forms & Petitions to fill out an Add, Closed Class or Prerequisite Override Request Form. You will be required to log into the Dashboard with your network username and password. Once logged in, you will need to complete the form which requires the approval of the instructor and/or department chair/school director. The form gets routed to the instructor and Department Chair/School Director. You will need to monitor the form and check your email to ensure the form is progressing, and is approved.

Graduate students must see the Graduate Office before adding or dropping courses.

Calculating Your Grade Point Average

<https://www.nwmissouri.edu/policies/academics/Grade-Point-Calculation.pdf>

Superseding Courses to Improve GPA

<https://www.nwmissouri.edu/policies/academics/Superceding-Grades-Repeating-Courses.pdf>

Reading Your Course Schedule

Knowing how to read a course schedule will be important to know when making a change or designing your schedule for the next semester.

Below is an example of a semester course schedule.

CRN	Camp	Course	Sec	Cr	Title	Time	Days	Ses	Inst Code
11430	NW	08103	03	3	Gen Psychology	0100-0150	MWF	1	Hendrix, R
10636	NW	20120	01	3	Intro Mass Media	0300-0350	MWF	1	Offutt, J
11781	WO	13102	03	3	Art Appreciation	ARR	ARR	1	Watkins, V
10648	NW	29102	06	3	Fund Oral Comm	0900-0950	MWF	1	Durbin, L
10526	WO	10111	14	3	Composition	0800-0915	TR	1	Ryan, B
11831	NW	71101	01	1	University Seminar	0100-0150	TR	1	Fisher, J

Starting from the far left:

- CRN, an acronym for Course Reference Number, is a unique number for registration purposes only. This number may change from semester to semester.
- Camp is short for Campus Designation, which explains to which of Northwest's campuses the course is tied. (Example: NW=Maryville Campus; WB=Web-Based Course; WO=Online Only course; KC=Kansas City Center; OP=Online Professional) Students designated as "online only" do not take courses on the physical campus and therefore must enroll in courses designated as WO campus. Student taking a mixed selection of in-person and online classes will instead enroll in courses bearing the "WB" campus designation for their online courses.
- Course is short for Course Number. The first two digits of the Course Number (not to be confused with the aforementioned CRN) indicate the academic department of the course, while the last three indicate the specific course being taken within the department.
- Sec stands for the Section Number. When a class is offered more than once in a semester. For example: American Historical Survey might be offered three times this semester, twice by Professor A on a MWF schedule from 10am – 11am, or at 2pm – 3pm, or once by Professor B on a TTH schedule from 9:35am-10:50am. The two digit section number is used to distinguish these courses from each other, since they will have the same CRN, Campus Designation, and Course Number. In our example, Professor A will have sections 01 & 02, while Professor B is teaching section 03.
- Cr means Credit Hours and indicates how many semester hours of credit the

listed course is worth.

- The Title Column is where you will find the Course Title, which will often be abbreviated from its full version.
- Time, quite simply, indicates at what time the course meetings will be held.
- Days will refer to which days of the week the course meetings will take place. Typically these will be either MWF=Monday, Wednesday, and Friday; or TR=Tuesday & Thursday. In some cases, such as labs or evening classes there may be only a single day of the week listed, typically abbreviated with the day's first letter.
- Ses is abbreviated from Session. Each semester at Northwest is divided into two sessions or blocks. Most classes will take a full semester and therefore both sessions, however some courses are offered as block courses may only take place during the 1st Block or the 2nd Block. These will be denoted as such.
- Inst Code stands for Instructor Code. This is, quite simply, the name of the instructor leading that particular course.

Campus Life

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. For additional information regarding this tradition and what is planned for this upcoming year, please visit:

<https://www.nwmissouri.edu/getinvolved/familyweekend/>

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. For information about this year's Homecoming festivities, please follow the link below:

<https://www.nwmissouri.edu/getinvolved/homecoming/>

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.

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 is located on the third floor of the Student Union in The Carnahan Student Senate Chamber. 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:
<https://www.nwmissouri.edu/studentaffairs/ssenate/>.

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 organizations 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) serve as a designated & duly elected official RHA representative for your hall; (2) serve as a general member of the organization.

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. Additional information can be obtained from members any Residential Life Staff Member or the RHA Executive Office, which is located in The Station.

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 approximately 150 student organizations that fit into twelve different categories:

Academic/Major-Specific	Identity-Based	Service/Volunteer
Events & Event Planning	Multicultural	Sport Clubs
Governing	Performing	
Greek Fraternities & Sororities	Political	
Honor Societies	Religious/Spiritual	

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.

The Office of Student Involvement also hosts Student Organization Fairs within the first few weeks of each semester. For upcoming Fair dates, check Bearcat Link, or you can contact the OSI at osi@nwmissouri.edu.

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: <https://www.nwmissouri.edu/getinvolved/sac/>

Involvement in SAC is open to all Northwest students. Located in the Office of Student Involvement and meeting every Thursday @5pm in the Union.

Late Night Events with SAC

Late Night events are held across campus throughout the Fall and Spring trimesters. The Late Night and Weekend Programming Committee of Student Activities Council selects a variety of activities during the academic year which includes comedians, movies, and events like bowling, Late Night at the Rec, 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, beverages, and giveaways included as a bonus.

Fraternity and Sorority Organizations

Since 1927, Fraternity and Sorority Life (FSL) 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 Fraternity or Sorority member help students develop and grow into outstanding community and civic leaders.

At Northwest, there are fifteen (inter)nationally recognized and award-winning fraternal 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 FSL Community dedicated to the standards of scholarship, leadership, service, and brotherhood which serve as the guiding values of the council and 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, Phi Sigma Kappa, Pi Kappa Alpha, Sigma Phi Epsilon, Sigma Tau Gamma, and Tau Kappa Epsilon.

National Pan-Hellenic Council (NPHC)

The National Pan-Hellenic Council is the official coordinating agent for the nine historically African American fraternities and sororities, also known as the Divine 9. 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 organizations 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 Fraternity Inc., Delta Sigma Theta Sorority Inc. (currently inactive), Phi Beta Sigma Fraternity Inc., Omega Psi Phi Fraternity Inc., and Sigma Gamma Rho Sorority Inc. (Newly Reactivated).

Panhellenic Council (Panhel)

Panhellenic Council is the administrative and governing body that unites five of the six women's organizations 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 events, service projects, educational programs, and formal recruitment. Panhel works to maintain high scholastic and social standards to strengthen the bonds of friendship and sisterhood throughout the member organizations.

Current Panhellenic chapters include Alpha Delta Pi, Alpha Sigma Alpha, Phi Mu, Sigma Kappa and Sigma Sigma Sigma.

For more information on Fraternity and Sorority Recruitment please visit the following link: <https://www.nwmissouri.edu/fsl>

The FSL Office is located in the Office of Student Involvement, for any other questions regarding Northwest Fraternity and Sorority 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 valuable experience to apply to the post-college careers.

- Agencies <https://www.nwmissouri.edu/getinvolved/service/agencies.htm>
- Alternative Spring Break <https://www.nwmissouri.edu/getinvolved/service/asb/>

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 and Leadership Certificate transcript, also available in Bearcat Link.

<https://nwmissouri.presence.io/>

For more information please contact the Office of Student Involvement 660.562.1226 or you can email Service & Engagement at osi@nwmissouri.edu.

Leadership Development

The Northwest Leadership Certification program consist of an array of leadership experiences that are thoughtfully designed to help you foster your leadership development. This program is open to all NW students, self-paced and is completed in 18-24 months.

The Four Components of the Certificate are:

- **Scholarship** – Develop your own personal model of leadership by assessing your personality traits and values and comparing various leadership models,
- **Application** – Increase your personal efficacy by building relationships, explore your strengths and values and gain knowledge through interactive experiences and develop an appreciation for cultural diversity
- **Servant** – Demonstrate civic responsibility and get the opportunity and to develop professional relationships within the community
- **Mentoring** – Gain guidance on career-related topics such as networking, interviewing and internships.
- **Apply to be an Involvement Ambassador** - As student leaders, just like you, we're excited to help you develop into a strong leader and learn the foundation of Leadership based on the four workshops, assist with getting involved in organizations and clubs, and provide trainings to enhance your career ready skills and turn opportunities into remarkable success.

Northwest Leadership offers the following leadership opportunities: Involvement Ambassadors, the Four Leadership Workshops: Emotional Intelligence; Decision making; Resiliency, Grit, Innovation and Multiplicity of Effect; Leadership, Team Building, Trust & Motivation, Officer Transition Training for Organizations, and Service & Engagement.

To be a part of the next leadership experience, contact the Office of Student Involvement at 660-562-1226 or visit the following link:

<https://www.nwmissouri.edu/getinvolved/leadership/>

Ploghoft Diversity & Distinguished Lecture Series

The Ploghoft Diversity Lecture series features speakers and events that broaden the educational perspectives of Northwest teacher candidates and inform all students about the issues facing the education of students from diverse environments. It is funded through the generosity of Dr. Milton and Zella Ploghoft of Athens, Ohio. Dr. Ploghoft, a 1949 Northwest alumnus, is professor emeritus at Ohio University, and Mrs. Ploghoft completed her elementary and secondary education at Horace Mann Laboratory School at Northwest.

Distinguished Lecture Series 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 Distinguished Lecture 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:

<https://www.nwmissouri.edu/getinvolved/lectures/>

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 660-562-1977.

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 660-562-1606 for more details, or visit: <https://www.nwmissouri.edu/recreation/>

MOERA (Mozingo Outdoor Education and Recreation Area)

MOERA is situated on 300+ acres on Mozingo Lake and operated by Northwest Missouri State University. MOERA offers recreation and team building programs for Northwest students and the greater community.

Our fleet of canoes and sit-on-top kayaks can hold up to 20 participants at a time on Mozingo Lake.

Ground courses, climbing walls, and high-level obstacle courses offer recreation and team building opportunities for groups of various sizes, experience, and abilities.

Trap-shooting programs are available on a competition-style 3 house trap-shooting range, able to host 15 participants at a time.

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: <https://www.nwmissouri.edu/recreation/FitnessCenter/index.htm>

Esports

Whether you are a competitive gamer, a casual gamer, or have never played a video game before, we aim to provide a community for every student. We empower students in their pursuit of a customized and enriching academic journey, fostering an environment where they can shape their own student experience. With this commitment, we aim to nurture and cultivate our students' leadership potential, ensuring their seamless transition into leadership roles within their respective industries upon graduation. We develop our students through Competitive, Club, Casual, Careers, Classroom, and Community experiences. Located on the third floor of the J.W. Jones Student Union, NW Esports Lab offers students a unique opportunity to engage in gaming and access high-tier gaming PCs. Each PC is equipped with top-of-the-line gaming hardware, ensuring smooth performance during gameplay. For more information visit <https://www.nwmissouri.edu/esports/index.htm>

Sport Clubs

Over fifteen different clubs exist to meet students' competitive nature. These include but are not limited to bowling, golf, colorguard, baseball, cricket, fishing, basketball, trapshooting, wrestling, rugby, soccer, and horse riding/equine education.

Peer Education

Northwest Peer Educators are students who educate other students through University 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 660-562-1348.

Safe Ride Home

The Safe Ride Home Program is a student operated transportation system that safely transports Northwest students within the city limits of Maryville.

The Safe Ride Home Program offers the Safe Ride Home Shuttle and the Safe Ride Home RideShare Service.

➤ Safe Ride: Shuttle

The Safe Ride Shuttle picks up and drops off Northwest students at specific stops or locations on campus and in the community upon request. The Safe Ride Home Shuttle includes retail and business locations for running errands and transporting merchandise. The hours of operation and routes are posted on the Northwest Missouri State University website.

➤ Safe Ride: Late Night Taxi

The Safe Ride Home Rideshare transports students and their guests to and from residences and points of interest, such as entertainment venues and local establishments, by request late at night. The Safe Ride RideShare is for student transportation only, not retail locations or merchandise. Guests may ride only when escorted by a Northwest student.

The following information is required when requesting a ride through the Safe Ride Home program:

1. Student Name	4. Current Location
2. Northwest ID Number (919#)	5. Destination
3. Contact Cell Phone Number	6. 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

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, Student Account Services and Cashiering, Financial Aid, Registrar's Office, and Career Services...to name a few.

Admissions-Operations Office

The Admissions-Operations Office, located on the second floor of the Administration Building, processes all applications for undergraduate admissions. Staff members are knowledgeable concerning dual credit, transfer credits, transcript evaluations, residency determination and admission procedures and standards. They will be very happy to assist you with your academic endeavors.

Student Account Services Office

The Student Account Services Office is located on the first floor of the Administration Building. The Student Account Services Office is responsible for billing, payment arrangements, and parking permits. Inquiries concerning student billing, installments, payment options, refunding dropped courses and account refunds should be directed to 660-562-1583 or bursar@nwmissouri.edu. Individuals seeking information about the University may call 660-562-1212.

Career Services

Career Services, located on the first floor of the Administration Building, provides students and alumni with profession-based career development and exploration by providing personalized coaching and extensive online resources. Staff members in the centralized office provide resume and cover letter critiques along with career exploration, job and internship search strategies and interview preparation. They also operate the Career Closet where individuals can shop for career attire for free. Walk-in appointments are welcome and encouraged.

Career Services plans and hosts a variety of events throughout the year to further student development and provide opportunities to connect with employers.

Career Services Events include:

- Career Day
- Meet the Pros Panels
- Mock Interview Days
- Exploring Majors and Minors

Registrar's Office

<https://www.nwmissouri.edu/registrar/>

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. The office provides services to students receiving Federal Title IV funds, 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 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 available on the web page for the Office of Scholarships and Financial Assistance.

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. Most positions pay \$10.30 per hour but may vary. The program coordinator's office is located in the Human Resources Office, 125 Administration Building.

TRIO Student Support Services

Northwest Missouri State University's TRIO Student Support Services (SSS) is a federally funded program serving first generation and/or low-socioeconomic students as well as students with disabilities. The program supports student success through individualized academic, financial, career, and personal coaching to increase retention and graduation rates and to foster a sense of belonging at Northwest. SSS assists its students in successfully completing their undergraduate education. SSS participants benefit from program resources, activities, professional staff, and peer mentors. Professional staff and peer mentors engage participants in conversations and recommend opportunities based on individual abilities and needs. For information: <https://www.nwmissouri.edu/trio/sss/> || 660-562-1862 || sswebp@nwmissouri.edu

Veterans' Affairs Office: School Certifying Official

The University's School Certifying Official (SCO) for Veterans' Affairs works from the Office of Scholarships and Financial Assistance and 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 exams are administered by the Assessment Office which may be required

for undergraduate admissions, course waivers, University graduation requirements and professional licensing or certification. These tests include the ACT, SAT, CLEP, Praxis, Major Field Tests, ACAT, Assessment of Core Proficiencies, and exams required for educator certification. For information, view our website at <https://www.nwmissouri.edu/assessment/>, or contact us at 660-562-1452 or oaia@nwmissouri.edu.

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 Shop, Campus Dining Office, Student Engagement Center (including the Office of Student Involvement, Office of Diversity & Inclusion, and Wellness Education & Prevention), and Student Affairs (including the Vice President's Office, Residential Life, Auxiliary Services and ID Operations) and third floor includes various meeting rooms, which can be reserved.

To reserve a meeting room go to <https://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, and B.D. Owens Library. All on-campus dining locations accept Dining Dollars, cash, credit and debit cards. 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 Slices – Pizza & Such, Mix – A Salad Experience, Sizzle – Grill & Griddle, Simple Servings – Allergy-Friendly Fare, Spoonful – Hearty Bowls, Bliss – The Sweet Spot, Spouts – Vegan & Vegetarian, Twists – Pasta Kitchen, Stacked – Deli Case, and U-Cook Kitchen. 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, Qdoba and McAlister's. Order from our App and get Mr Beast Burger, Buddy V's Cake Slice, Pardon My Cheesesteak and Mariah's Cookies. 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: the Office of Student Involvement; Wellness Education and Prevention; and the Office of Diversity and Inclusion.

Student Affairs Office

Housed in the Office of Student Affairs are the offices of the Vice President of Student Affairs and Assistant Vice-President of Student Affairs-Auxiliary Services.

Residential & Auxiliary Services Office

This office houses the central office team of the Residential and Auxiliary Services Staff, processes the Bearcat Card (Student ID), meal plans, on-campus room contracts, and university 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 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 <https://www.nwmissouri.edu/studentaffairs/auxiliary>

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 provides 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 and staff. The library's robust online catalog returns search displays with resource summaries and availability/location of articles, 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, zoom, and phone. The library's very popular "Help with Research" program provides learners the opportunity to receive personalized research assistance.

The library building houses approximately 121,150 print resources. Nearly 67,000 periodicals are available in electronic format. Approximately 328,600 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 are requested online through the B.D. Owens Library catalog and arrive for pick up at the library. Other interlibrary loan service are available for materials not available within the MOBIUS consortium.

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 and the University's instructional technology needs, the Student Success Center, which offers free tutoring and academic support across the curriculum, and the Writing Center, which offers writing across the curriculum tutoring, and the International Involvement Center, which provides essential services to international students and study abroad programs.

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.

Special Collections and Archives

The Special Collections area includes many rare volumes of the *Missourian*, 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 at 660-562-1520.

Curriculum Materials

Curriculum Materials, which include the elementary and secondary education textbooks with corresponding teacher guides, and the Juvenile Collection, which includes a large collection of children and young adult books, 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 available for check out at the Library Services Desk includes external hard drives, digital voice recorders, digital cameras, notebooks, DVD players, etc. Curriculum Materials are located within the Juvenile Collection and in digital format through the library's web page.

Departmental Library

The Horace Mann Laboratory School Library supports the Horace Mann School. The collection includes a wide range of books and audiovisual items found in a model elementary library collection.

Starbucks

Starbucks Coffee, conveniently located in Novel Grounds of B.D. Owens Library, offers brewed coffee and specialty drinks, gourmet bakery items, parfaits, sandwiches and more. Novel Grounds is the place to get work done on your laptop or enjoy great conversation, all over your favorite Starbucks drink.

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. More information can be found on the Student Success Center website: <https://www.nwmissouri.edu/studentsuccess/support/si.htm> or by visiting the SSC on the 2nd floor of B.D. Owen's Library.

Academic Success Coaching

Academic Success Coaching is a one credit course offered to students who choose to take it for additional support, and may be required for students in academic recovery, along with an additional course. The course provides academic support through

mentoring, coaching and building skills such as:

- Studying
- Notetaking
- Setting Goals
- Time Management

The coaches work with students to discuss progress and perform regular grade checks for all participants.

Student Athlete Success Programs

The Student Athlete Success Program (SASP) is designed to provide an environment in which student athletes can be academically successful. The program provides tools through regular mentoring that develop academic skills, time management skills, and organizational skills needed for athletes to be successful students. Regularly progress and grade checks help hold each student accountable for their academic performance and meeting the NCAA eligibility and compliance guidelines.

Writing Center

Located on the first 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.

Mathematics and Statistics Homework Help and Tutoring

There is support for most Mathematics core courses through the Department of Mathematics and Statistics and through the Student Success Center. A schedule can be found at <https://www.nwmissouri.edu/math/mathlab.htm>

International Involvement Center

The International Involvement Center (IIC), located in Owens Library 108, houses the International Affairs and Study Abroad offices. The IIC works collaboratively to serve all students at Northwest by advancing international knowledge and intercultural competency. You can contact the International Involvement Center at intlprog@nwmissouri.edu or 660-562-1367.

International Affairs

The International Affairs office provides immigration advisement and support for international degree-seeking and exchange students. The staff monitors international student enrollment and updates SEVIS in order to be compliant with Department of Homeland Security regulations. They also assist students with applying for immigration benefits such as CPT and OPT. In addition, the International Affairs office collaborates with academic and service units to provide intercultural training and positive campus climate creation.

Study Abroad

The Study Abroad office helps students identify the study abroad program best suited to meet their academic and cultural interests. Studying abroad is one of many academic options that Northwest students from all academic areas are invited to experience. Whether a faculty-led, short-term, semester, or academic year-long program, students have the opportunity to earn Northwest credit abroad, while gaining exposure to a new educational system and culture. Students broaden their horizons by traveling to an international location to study with local citizens and/or international students to experience global living. Study Abroad advisors link students with academic advisors, financial aid counselors, and other student service providers to plan a rewarding interaction and educational experience.

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:

- Buffalo Wild Wings
- Meeting Rooms
- Public meeting space
- Residence Hall Association (RHA) office and meeting space
- Textbook Services

The Station houses three meeting rooms, available by reservation. These areas can be reserved as a whole room 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.

University Wellness Services

University Wellness Services, located on the northwest corner of campus in the Wellness Center, delivers comprehensive health and wellness care to Northwest students. Wellness Services provides a multitude of services for students, including Wellness Education and Prevention services; Counseling services; and Outpatient Clinical Services. 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 own health. True health must consider the individual as an integration of mind, body, and spirit. Wellness Services is committed to inclusion and diversity. Our staff welcomes all students and strives to serve as a safe space for each student at Northwest. Wellness Services does not 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, except online-only); (3) Meningococcal Vaccination received after the age of 16 (required for students living on campus or in Fraternity and Sorority Life Chapter Houses); and (4) Tuberculosis Screening (required for all students) and/or Targeted Testing (required for certain students who are from or have visited high-incidence countries, , and/or have a known exposure to Tuberculosis). Details on how to satisfy these requirements can be found at <https://www.nwmissouri.edu/wellness/resources/patients/before-you-arrive.htm>

Clinic Services

Wellness Services provides outpatient clinical health care to Northwest students, and is staffed with a Physician, Nurse Practitioners and RNs. Wellness Services sees students with a variety of health issues, ranging from routine sore throats or flu symptoms, to more urgent care problems, and also provides screenings and immunizations in an effort to protect the campus from the spread of communicable diseases. The clinical staff at Wellness Services also engage students through collaborative outreach programming, educating students on all aspects of wellness. Wellness Services strives to assist students with maintaining optimal health by focusing on holistic care, patient education, and follow-up.

Wellness Services will bill all insurance plans (except out-of-state Medicaid) for clinic services provided to Northwest students. Students will be financially responsible for lab, procedure, and injection charges not covered by insurance, as well as medications prescribed by Wellness Services providers. Students without insurance will be responsible for the entirety of these lab, procedure, injection, and medication costs (students do have the option to purchase their medications at a pharmacy). As a benefit of being a Northwest student, Wellness Services does not collect co-pays or bill students directly for office visit charges not covered by insurance—making us the most affordable and convenient healthcare provider for Northwest students.

Counseling Services

Wellness Services is staffed by Licensed Mental Health Professionals who are dedicated to assisting each student, as well as the broader campus culture, with achieving success and reaching their full potential. These professionals provide individual, couples, and group counseling services to Northwest students at no additional cost. Additionally, Wellness Services engages students through outreach activities—including workshops, presentations, trainings, Peer Wellness Coaching, and collaborative events.

Wellness Education and Prevention

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. The Wellness Education and Prevention staff members also play a vital role in campus compliance initiatives involving alcohol and other drugs, Clery Act, and suicide prevention.

Though it is a part of our University Wellness Services department, more information about Wellness Education and Prevention programming can be found where it is located, in the Office of Student Involvement, located in the Student Engagement Center on the second floor of the J.W. Jones Student Union.

Bystander Intervention Program

Wellness Services oversees Northwest's Engage Violence Prevention program, which is focused on helping students to become engaged community members in situations of potential harm (including stalking, sexual assault, partner violence, mental well-being, alcohol & other drugs, and bias & discrimination). This program includes training, educational campaigns, and other engagement opportunities for Northwest students. For more information, contact Wellness Services at 660.562.1348, or at health@nwmissouri.edu

Though it's a part of our University Wellness Services department, more information about the Northwest Engage Violence Prevention program can be found where it is located, in the Office of Student Involvement, located in the Student Engagement Center on the second floor of the J. W. Jones Student Union.

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 a daily campus tour and collect information about the University, from admissions requirements to career choices, as well as information about financial assistance, scholarships, and extracurricular activities. 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, recreation facilities, residence halls, academic buildings and classrooms, the library and much more. A Recruitment Coordinator 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 and academic department visit days. 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.

Mail & Printing Services

Mail & Printing Services, located in the Support Services Building, is a contract postal unit that offers USPS services and a wide array of printing services for Northwest and the surrounding community.

USPS Services

Stamps and envelopes are available for purchase. Priority and Express mailers along with boxes in a variety of sizes are also available.

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. Mail & Printing Services only handles USPS letter mail and services. All other carriers such as FedEx, Airborne, UPS, and DHL, in addition to USPS packages, are handled through Central Receiving, located next door to Mail & Printing Services. For questions regarding packages please contact Central Receiving at 660.562.1508 or visit <https://www.nwmissouri.edu/housing/current/services/student-packages.htm> for information about student packages. Residence hall mail is delivered Monday through Friday. To help Mail & Printing Services expedite your mail, please give your complete address to all persons who will be corresponding with you throughout your university stay.

Printing Services

Printing or copying services include printing in color or black and white in a variety of sizes, colors, and paper types, as well as lamination, cutting, binding, and folding. Quotes and special orders are available upon request. Turnaround time is one business day. Hours of operation are 8AM to 5PM Monday through Friday. You may contact Mail & Printing Services at 660.562.1109 or visit the website: <https://www.nwmissouri.edu/services/purchasing/mailcopy/>

University Police Department (UPD)

The University Police Department is located in the Support Services building on College Park Drive. The UPD is operational 24 hours a day, 365 days a year. For emergencies and non-emergencies, call University Police at 660.562.1254.

For more information, visit the website at www.nwmissouri.edu/police.

Parking and Traffic on Campus

The University Police Department enforces violations of the Missouri general motor vehicle laws and University parking and traffic policies that occur on campus property. Traffic and parking enforcement is conducted 24 hours a day, 7 days a week, 365 days a year.

A vehicle is defined as a self-propelled, electric and/or gas-powered means for transportation for use upon a roadway. Vehicles must adhere to state and campus regulations. A parking permit is required to park a vehicle on campus.

Unlicensed motorized vehicles (mopeds, scooters, electric bicycles, etc.) are allowed on campus streets and in parking lots except for personal ATVs and UTVs. Personal ATVs and UTVs are not allowed on campus property. **Unlicensed motorized vehicles (including scooters, electric bicycles, etc.) must be registered and permitted.**

Temporary and visitor parking permits are available at the University Police Department 24/7. The Northwest parking and traffic policies are available at www.nwmissouri.edu/police. Contact the University Police Department at 660.562.1254 or police@nwmissouri.edu for questions regarding permits, citations and policies on campus.

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, and 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 Michael L. Faust Center for Alumni & Friends located to the south of campus on College Avenue.

Facility and Building Hours

Building/Facility	Hours of Operation	Contact Number
Accessibility and Accommodations	Monday – Friday 8am – 5pm	660.562.1873
B.D. Owens Library	https://www.nwmissouri.edu/library/hours.htm	660.562.1192
University Police	Always open	660.562.1254
Cashiering Office (Administration Building)	Monday – Friday 8am – 4pm	660.562.1578
Foster Fitness Center	https://www.nwmissouri.edu/recreation/Hours.htm	660.562.1708
Olive DeLuce Fine Arts Building	Monday – Friday 7am – 12am Saturday 7am – 5pm Sunday 12pm – 12am Summer Hours: M-F 8am – 5pm	660.562.1315
Wellness Services	Monday – Friday 8am – 5pm	660.562.1348
J.W. Jones Student Union	Open Daily from: 7am – 12am Summer Hours: M-F 8am – 5pm	660.562.1430

		After 5pm: 660.254. 0175
Registrar's Office (Administration Building)	Monday – Friday 8am – 5pm	660.562. 1151
Text Book Services (The Station)	Monday – Friday 8am – 5pm	660.562. 1150
Student Rec Center	https://www.nwmissouri.edu/recreation/Hours.htm Closed during MIAA doubleheader basketball games. Call the listed number for hours during breaks and intersession.	660.562. 1606
Student Success Center	Monday – Friday 8am – 5pm	660.562. 1726
International Involvement Center	Monday – Friday 8am – 5pm	660.562. 1367
Campus Dining (Various Locations including: the Union, the Library, and the Station)	Click Here for Hours	660.562. 2555
Title IX & Equity	Monday – Friday 7:45 am – 4:45 pm	660.562. 1873

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, 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.

Bearcat Equity

Bearcat Equity is the university response to any report of bias or discrimination. If you have experienced a bias or discrimination, both on and off campus, please report the concern utilizing the following reporting form:

https://cm.maxient.com/reportingform.php?NorthwestMOStateUniv&layout_id=3 or by emailing equity@nwmissouri.edu. The objective is for the entire Northwest community to feel welcome, included, and comfortable being whoever they are!

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 Assistant Vice President for Title IX and Equity. Contact information can be found here: <https://www.nwmissouri.edu/titleixequity/>

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.

Accessibility and Accommodations

The federal Americans with Disabilities Act (ADA) provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities, and the provision for reasonable accommodations. Individuals protected include persons who have a physical or mental condition substantially impairing "major life activities." Additional information about accommodations for a documented disability can be found here: <https://www.nwmissouri.edu/titleixequity/> or email ada@nwmissouri.edu

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.

Primary Documents

The 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 the Student Rights and Responsibilities Coordinator, 660.562.1226. Any questions concerning the policies and procedures within the Code should be directed to the Student Rights and Responsibilities Coordinator, 660.562.1226.

The Northwest Policy Library

The handbook does not contain all policies at Northwest. For a more complete listing, visit the policy library as well as the handbook and the student code of conduct.

<https://www.nwmissouri.edu/policies/>

Student Handbook Policies

Academic Integrity

Please refer to the following link to view Northwest Missouri State University's policy for [Academic Integrity](#)

Alcohol and Drug Policy

Please refer to the following link to view Northwest Missouri State University's alcohol and drug policy: <https://www.nwmissouri.edu/policies/personnel/Illegal-Drug-and-Alcohol-Policy.pdf>

Accommodations for Students with Disabilities

Students with documented disabilities who require accommodations should apply for accommodations through Title IX and Equity, Accessibility and Accommodations. For more information, please visit: <https://www.nwmissouri.edu/titleixequity/>, or email ADA@nwmissouri.edu. Please note that an Emotional Support Animal is a living accommodation requiring the same accommodation process.

Northwest Disability Accommodations Syllabus Statement

Students in this course who need disability accommodations should present a copy of their Northwest accommodation approval letter from Title IX and Equity, Accessibility and Accommodations to the instructor during private office hours as early in the term as possible. Additional information can be found at:

<https://www.nwmissouri.edu/titleixequity/>.

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

<https://www.nwmissouri.edu/studentaffairs/absence.htm>.

Preferred Name Procedures

Northwest Missouri State University recognizes the need of campus community members to identify themselves by a name different than their legal name. Therefore, Northwest Missouri State University has developed procedures to accommodate any student, staff or faculty member who may choose to identify, within the university community, with a preferred first name that differs from their legal name. Please consult the full procedure online: <https://www.nwmissouri.edu/policies/academics/Preferred-Name.pdf>

Information Technology (Campus Computing) Policies

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: <https://www.nwmissouri.edu/compserv/technology-policies.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, their 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 information security policy at: <https://www.nwmissouri.edu/policies/technology/Information-Security.pdf> 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: <https://www.nwmissouri.edu/policies/technology/Mass-Email.pdf>

Information Security Policy:

Please refer to the following link for Northwest Missouri State University's Information Security Policy:

<https://www.nwmissouri.edu/policies/technology/Information-Security.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:

<https://www.nwmissouri.edu/policies/operations/Demonstrations-and-Picketing.pdf>

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 Assistant Vice President of Student Affairs- Student Engagement and Development (AVP), 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 AVP 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. Please refer to the following link to view Northwest Missouri State University's policy for mandated risk assessments:

<https://www.nwmissouri.edu/policies/student/Mandated-Risk-Assessment.pdf>

Involuntary Withdrawal and Readmission

Information regarding the University's involuntary withdrawal and readmission policy can be found at <https://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):

<https://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-and-Privacy-Act.pdf>

Hazing

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 by any student organization. Please see the University's Hazing Policy for more information <https://www.nwmissouri.edu/policies/student/Anti-Hazing.pdf>

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.

All activities sponsored by student organizations, including Fraternity and Sorority Life 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 Office of Student Involvement 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 permits at the Cashiering Office in the Administration Building. Rules and regulations governing parking on campus are located online at

<https://www.nwmissouri.edu/police/parking> and in print at University Police.

Towing and Immobilization Policy

Information regarding the University's policy on towing and immobilization can be found at <https://www.nwmissouri.edu/policies/operations/Vehicle-Towing-and-Immobilization.pdf>.

Skateboards, Rollerblades, Bicycles, Hover boards, etc.

Skateboard, rollerblade, bicycle, and hover board 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 hover boarding 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. Hover boards 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).

Title IX Sexual Harassment (includes sexual assault, dating violence, domestic violence, stalking)

The University is committed to providing a learning, living, and work environment that is safe, comfortable, and free of sexual harassment. Sexual harassment is a violation of Title IX, as well as Northwest policy. All faculty, staff, and students are subject to our Title IX process for a reported allegation. Sexual harassment is not acceptable within the University, whether it is in an academic, employment, residential, or social situation. Please see the University's [Title IX](#) webpage for more information.

If you are the recipient of sexual harassment:

1. If you feel safe and capable, tell the offender clearly and directly that the behavior 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 Title IX and Equity Office, Wellness Services, the Human Resources Office, or the Student Affairs Office can help you.
3. Document the incident, 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 resident director
 - Your instructor or supervisor
 - The offender's supervisor, department chairperson or dean
 - The Counseling Services Director: University Wellness Center, 660.562.1348
 - AVP for Title IX and Equity as referenced in the University's [Title IX](#) webpage or by emailing titleix@nwmissouri.edu. The Title IX and Equity Office can take corrective action and provide supportive measures.

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 about Title IX and 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: <https://www.nwmissouri.edu/titlexequity/>

Smoking

Please refer to the following link to view Northwest Missouri State University's policy on smoking: <https://www.nwmissouri.edu/policies/personnel/Smoking.pdf>

Lactation

Any student needing access to a lactation room while on campus may utilize the lactation room in the Administration Building. The room may be accessed by going to the Human Resources Office on the first floor of the Administration Building and they can assist with locating and utilizing the room.

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. There are special considerations for solicitation in and around the Residence Halls; please consult the [Residential Life Handbook](#) at this link. 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:

<https://www.nwmissouri.edu/policies/personnel/Firearms-and-Weapons-on-Campus.pdf>

Photo and Video Recording 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 Policy

To begin the poster approval process:

1. Student Organizations recognized by Student Senate can have their event approved through Presence 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.
- 8.

Regulations:

1. No posting on walls, doors, or windows.
2. No postings permissible in the bathrooms, except with express permission of the 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 Policy

1. Organizations must be registered and recognized by Student Senate and registered in Presence 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.

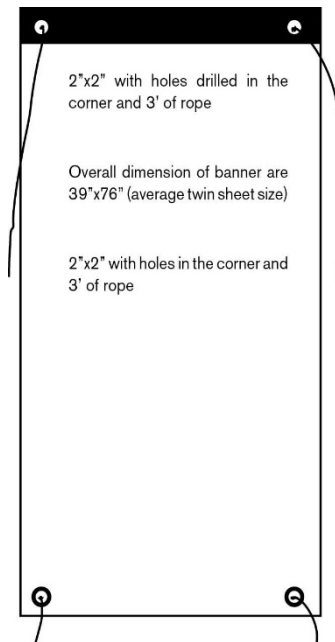
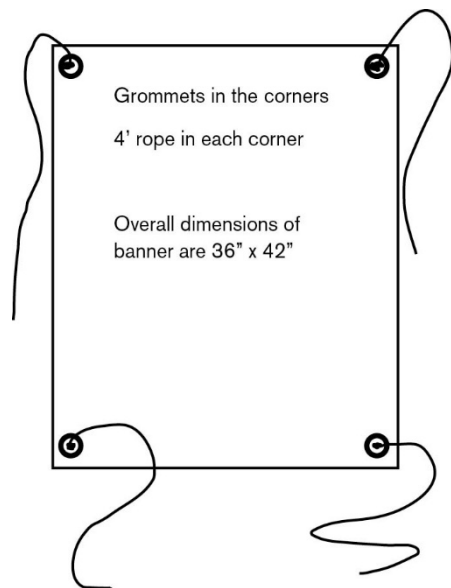
Conditions of Approval:

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 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 of the Banner Policy will be handled according to University Posting Policies.

Examples of Banners:



The Student Conduct Process

When a student violates a policy or procedure they will be required to participate in a conduct process first to determine if an allegation amounts to a violation or misconduct. And if so, then to determine what steps must be taken in order to bring the student back into good standing with the university's conduct expectations. Below are some components of that process:

Hearing Committees

The following Hearing Committees have been formed to hear cases based on where the violation took place, the severity of the violation, and which committee, in the opinion of the Student Rights and Responsibilities Coordinator 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 Class A violations referred to them by the Student Rights and Responsibilities Coordinator, or designated Residential Life professional, 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 Resident 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 Resident Director may, at their 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 Resident 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 Resident Director to have a hearing.

Student-Faculty Discipline Committee

This committee is composed of four faculty/staff members and four students with a non-voting chairperson appointed as outlined in the By-Laws of the Constitution of the Student Government Association. The Committee may hear Class B violations and those cases in which dismissal from the University could be the sanction recommended. It may also serve as an Appeal Committee for Hall Discipline Committee. The Committee may impose all disciplinary actions outlined in the Student Code of Conduct. The Student Rights and Responsibilities Coordinator serves as the committee advisor to the Student-Faculty Discipline Committee. All actions of the Committee shall be taken with approval by a majority of the members present at a meeting in which at least six voting 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.

For more information please visit our website:

<https://www.nwmissouri.edu/studentaffairs/> looking specifically to the Student

Resources tab for documents relating to the conduct process including sanctioning guidelines.

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, 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. 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. This behavior may also be a possible Title IX violation.

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. Such interactions may also be a possible Title IX violation.

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, living, and work environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual harassment. The University considers sexual harassment and gender discrimination in all its forms to be a serious offense. Sexual harassment constitutes a violation of the University's Title IX policy and will not be accepted. The Title IX and Equity Office is committed to the following

- 1) to provide equitable supportive measures and remedies 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 harassment, relationship violence, and prevention.

For more information, please see the University's [Title IX](#) webpage.

Assistance is Available

If you have been subjected to sexual harassment or sexual 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: 660.562.1245.
2. Support services during weekdays (8 a.m.–5 p.m.)
 - Wellness Services, 660.562.1348
 - Title IX and Equity, 660.562.1873 or titleix@nwmissouri.edu
 - Student Rights and Responsibilities, 660.562.1226

* University Police can be reached 24 hours a day (660.562.1254 or 911 from on campus), and a North Star Sexual Assault Advocate can be reached by calling University Police at any time. Assistance is also available from Maryville Public Safety (660.562.3209 or 911 from off-campus). Incidents occurring off campus, in Maryville should be reported to Maryville Public Safety. 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 any action. You can decide what you would like to do at any time..

3. Seek medical assistance at once.
Mosaic Emergency Department's phone is 660.562.2600. 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 manage the trauma of sexual 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](#).

Title IX Process

A victim of sexual harassment, sexual assault, dating violence, domestic violence, or stalking has the right to seek resolution, and options/policy are available on the [Title IX webpage](#).

Sexual misconduct cases addressed through the University Title IX process will follow the procedures outlined in the University's Title IX Sexual Harassment Policy.

More Assistance Available

Every effort will be made to accommodate the victim of sexual harassment/violence with interim measures, including adjustments to housing assignment and academic schedules when such options are reasonably available. The Title IX Coordinator should be contacted for assistance at titleix@nwmissouri.edu. Additional contact information is listed in the Title IX webpage linked above.

Alcohol and Drug Abuse Education

All members of the Northwest community 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:

- The content of this policy.
- The extent and nature of the abuse problem, including national and Northwest statistics, as well as social, personal and health risks.
- 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).
- Referral information on available counseling, rehabilitation, and self-help groups.
- Penalties to be imposed for violation of this policy.

Assessment

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:

- An appraisal of the environment for subtle causes of alcohol and drug abuse;
- Surveys of campus awareness, attitudes and behaviors regarding the abuse of alcohol and other drugs;
- The collection and use of alcohol and other drug-related information from police and security reports;
- The collection and use of summary health and counseling client information;
- The collection and use of summary data from drug-related disciplinary actions.
- Northwest uses the Missouri College Health and Behavior Survey (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.
- 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 660.562.1348 for off-campus referrals.

On-Campus

Information and assistance are available through the Wellness Services and University Police. 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.

Students may schedule appointments with 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 – 12:15 p.m., Wesley Center (Northwest campus)
- Mondays – 6 p.m., 1st United Methodist Church, 102 N Main, Maryville
- Wednesdays – 6 p.m., 1st Presbyterian Church, 211 S Main, Maryville
- Thursdays – 12:15 p.m., Wesley Center (Northwest campus)

Narcotics Anonymous (NA) Meetings

Narcotics Anonymous is a community-based association of recovering drug addicts.

- Tuesdays – 6 p.m., Countryside Christian Church
- Thursdays – 6 p.m., Countryside Christian Church
- Saturdays – Noon, Countryside Christian Church
- Sundays – 6 p.m., 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 – 5:30 p.m., MOSAIC, Maryville
- Saturdays – 9 a.m., MOSAIC, Maryville

Health Information

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 telangiectasia's (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

Wellness Services

Counseling Services staff can work with students impacted by crime. Counselors can be contacted to respond to emergency situations and can also provide ongoing care to students. Students needing assistance outside of Wellness Services' office hours have multiple resources available to them, including online tele-counseling service, contacting University Police at 660.562.1254, the Suicide and Crisis Lifeline at 988, the North Star Advocacy Center hotline at 866.382.7867, or by dialing 911 in the event of an emergency. In addition, Wellness Services' Wellness 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 outpatient clinical care, counseling services, and wellness education and prevention. Services include crisis response care, preventive health promotion services, women's health clinical care, and individual and group counseling services.

Wellness Services staff provide educational programs on topics such as personal safety, bystander intervention, alcohol responsibility, healthy relationships and promoting a respectful campus climate.

Campus Safety & Security

Emergency Procedures

Planning and preparation is the best defense in emergency, disaster and crisis situations. Being prepared prevents injuries, saves lives, reduces fear and anxiety, and increases the speed of response and recovery. Emergency procedures are posted prominently in campus buildings, are accessible on the Northwest Crisis Manager app and located at <https://www.nwmissouri.edu/police>.

Notifications

Northwest communicates emergency, disaster and crisis information through the indoor alarm and voice public address system, outdoor alarm and voice public address system, text messaging (Bearcat Alert), University website (Campus Alert), University email, and/or official Northwest social media accounts. For more information on notification processes, refer to the Combined Annual Security Report and Fire Safety Report at www.nwmissouri.edu/police.

Fire

When an indoor fire alarm is activated, identify the closest exit, and evacuate the building. If there is smoke or fire present and no alarm, alert others in the nearby area by activating a fire alarm pull station while evacuating and contact the University Police Department at 660.562.1254.

Thunderstorm

Be aware of severe storm forecasts. If thunder roars, go indoors. The safest location is inside a building when lightning is in the area. A Thunderstorm Watch means severe thunderstorms are likely to occur. Remain alert for approaching storms. A Thunderstorm Warning means a severe storm has been reported by spotters or indicated by radar. Warnings indicate imminent danger to those in the path of the storm.

Tornado

Monitor tornado notifications. When the indoor or outdoor tornado warning sirens are activated, seek shelter. In areas where a tornado shelter is not available, the safest location is an interior room without windows on the lowest level of a building. Northwest tests the outdoor warning system at 11 a.m. each Wednesday, weather permitting. A Tornado Watch means tornadoes are possible. Remain alert for approaching storms. A

Tornado Warning means a tornado has been sighted or indicated by weather radar. Take shelter immediately.

Winter Weather

Be aware of the weather forecast and plan for food, water, clothing and heat source needs in the event of a power outage. Watch for signs of frostbite including the loss of feeling and white or pale appearance in extremities such as fingers, toes, ear lobes, and the tip of the nose. Watch for signs of hypothermia including uncontrollable shivering, memory loss, disorientation, incoherence, slurred speech, drowsiness, and apparent exhaustion. If symptoms are detected, get medical help immediately.

Extreme Heat

Monitor the temperature. The combination of high temperatures and high humidity is dangerous. During severe heat and heat emergencies, stay indoors, stay hydrated and limit exposure to the sun. Heat Cramps are muscle pains and spasms due to heavy exertion. Heat Exhaustion occurs with exertion in a hot, humid place where body fluids are lost through heavy sweating resulting in a form of mild shock. Heat/Sun Stroke, a life-threatening condition, is when the body's temperature control system, which produces sweat to cool the body, stops working. Seek medical attention immediately.

Earthquake

Be aware of earthquake notifications. If indoors, take cover under sturdy furniture or against an inside wall. "Drop, Cover and Hold On" until the shaking stops. This means DROP down to the floor, take COVER and protect your head and neck with your arms, and HOLD ON to the sturdy piece of furniture you are under until the shaking stops. If outdoors, stay there. Move away from buildings, streetlights and utility wires.

Flooding

Be aware of flooding in the area and don't drive through standing or moving water. Report building flooding to the residential life staff.

Hazardous Materials

Follow directions and instructions provided by local authorities. Seek medical treatment for unusual symptoms immediately.

Campus Closings

Northwest communicates the closing of campus to students via Bearcat Alert text messaging, Northwest email and official social media accounts.

Security on Campus

Northwest campus security and safety requires the active cooperation, assistance and support from the entire campus community, including you.

University Police

Located in the Support Services Building on College Park Drive, the University Police is staffed by state certified and trained police officers with the authority to maintain order,

preserve peace, investigate crimes and make arrests. The department enforces federal, state and local laws as well as University regulations 24 hours a day, 365 days a year.

The University Police supports public disclosure of policy and openness on matters of public interest through ongoing dialogue, mutual respect, fairness, and the courteous treatment of persons in the campus community. Review systems are in place to ensure personnel are flexible, independent thinkers and tolerant of diverse thought and behavior.

Crime Prevention

The key to preventing crime is awareness and reporting. See something, say something. At Northwest, areas including University Police, Residential Life, Wellness Services, student organizations, etc. work together to assist students and employees with education and resources. Prevention efforts focus on personal safety. For more information on crime prevention at Northwest, refer to the Combined Annual Security Report and Fire Safety Report at www.nwmissouri.edu/police.

Education

The University Police Department provides prevention programming such as self-defense upon request on campus, including in the residential halls. Request a prevention program at police@nwmissouri.edu.

Reporting

Report incidents to the University Police at 660.562.1254. University Police is in the Support Services Building on College Park Drive. Dispatchers and police officers are available at University Police 24 hours a day, 365 days a year to speak with you. The Office of Student Affairs assist students who are victims of a crime with changes in academic and living arrangements.

The University protects the confidentiality of victims. Only those with a need to know for purposes of investigation, victim resources or the conduct process will know the involved individuals' identities. To report anonymously, submit a Concerning Behavior Report on the Northwest website at www.nwmissouri.edu/login. Reference the Combined Annual Security Report and Fire Safety Report at www.nwmissouri.edu/police for more information on confidential and anonymous reporting.

Access and Security of Facilities

During business hours, Northwest (excluding residential halls) facilities are open to students, employees, and guests. During non-business hours, access to Northwest facilities is by an issued key, key fob or the University Police Department. The University Police Department is open and accessible 24 hours a day, 365 days a year.

Residence halls are secured 24 hours a day requiring key fob access to the facility and a key to access the rooms. All keys and key fobs are coded to prevent facility and room identification from lost or stolen keys. Keys should not be shared with others. Key

duplication is not permitted.

Security cameras are located at the entrances of residential halls. Blocking or propping residential hall doors compromises security and is prohibited by policy. Violations of the policy may result in disciplinary action. Telephones are located within residence hall entryways for emergencies. Dial 1254 or 911 to contact the University Police Department.

The University Police Department patrols the campus 24 hours a day, 7 days a week. Residential Assistants are on duty in each residence hall and make periodic rounds of the facility. Student Security patrols facilities, including residence halls, in the evening to assist residents and employees with reporting security concerns. Reference the Combined Annual Security Report and Fire Safety Report at www.nwmissouri.edu/police for more information.

Lighting

The quantity and effectiveness of campus lighting is surveyed periodically by a committee of students and employees. Report malfunctioning lights to Facility Services at 660.562.1181 or facserv1@nwmissouri.edu during business hours, or to the University Police Department at 660.562.1254 or police@nwmissouri.edu after business hours.

Grounds

University facilities and landscapes are maintained by Facility Services to minimize hazardous conditions. Report safety concerns to Facility Services at 660.562.1181 or facserv1@nwmissouri.edu during business hours, or to the University Police Department at 660.562.1254 or police@nwmissouri.edu after business hours.

Security, Safety and Statistics

An informed campus community is a safety conscious community. Visit the Northwest University Police Department webpage at www.nwmissouri.edu/police to access the Combined Security and Fire Report 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. It provides information on the University’s security arrangements, policies and procedures; programs that provide education on topics such as alcohol and other drugs, sex offense awareness, and the prevention of crime; and procedures the University will take to notify the campus community in the event of an emergency. The purpose is to provide information that will help make informed decisions relating to personal safety and the safety of others. <https://www.nwmissouri.edu/police>.

Residential Life Staff

The Residential Life staff provides a continuous multi-level presence in the residence halls. The staff consists of a director, two coordinators, six resident directors and over 50 student staff. They are charged with creating an educational living and learning community in a clean and safe environment.

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 Fraternity and Sorority Life advisors. The Maryville Police Department provides law enforcement services to off-campus residences, however, recognized fraternity and sorority organizations and activities recognized by the University authority are held accountable to Northwest policies and procedures. 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.

Anonymous Reporting

Northwest will also maintain methods of anonymous reporting of unsafe, potentially harmful, dangerous, violent, or criminal activities, or the threat of such activities (in compliance with MO Senate bill 52). Northwest's University Police Department monitors anonymous reports 24/7 through an electronic form of reporting, available at <https://www.nwmissouri.edu/police/forms/reportconcern.htm>. The University Police Department is also available by phone on a 24/7 basis, at (660) 562-1254. In the case of an emergent situation, please contact University Police or call 911 immediately.

Northwest also utilizes other anonymous reporting systems that are not monitored continuously, and are not to be used for emergent situations, or situations involving

suicide or the threat of suicide. These systems include Maxient, Northwest Success 360, and Northwest's interdisciplinary Behavioral Intervention Team.

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

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 North Star Advocacy Center hotline at 866.382.7867, the National Suicide and Crisis Lifeline at 988, or by dialing 911 in the event of an emergency. In addition, Wellness Services' Wellness 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 outpatient clinical care, counseling services, and wellness education and prevention. Services include crisis response 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.

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 Use

- 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.

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 or 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 or 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:** Nonforcible 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. <https://www.nwmissouri.edu/police>

Miscellaneous

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.

Feral Cats on the Northwest Campus

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 (660.562.1254).

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.

Regional Recreation

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.

Make a Plan to Vote

The University is committed to instilling the values of civic learning and democratic engagement (CLDE) in students so that they may readily engage with their communities and the issues facing them. Below is critical information on how students can create a plan to vote.

Register to Vote

The Higher Education Act Reauthorization of 1965 requires that all colleges and universities supply each student with a Voter Registration Application Form. Students can find information and documents specific to their state by using this link:

<https://www.eac.gov/voters/register-and-vote-in-your-state>

College students have the right to register to vote in the district they attend school, or may vote by absentee in their home district, but only one or the other. If you wish to vote in Nodaway County (Maryville), you are eligible to do so. To register in Missouri/Nodaway County, use the following link to get started:

<https://s1.sos.mo.gov/elections/voterregistration/>

If you are already registered somewhere else, you can submit the Missouri Voter Registration Application above to change your address and allow you to vote in Maryville. To do so, check the box that says “Address Change.”

Once you have completed a registration form, you must print and mail or deliver it to the Nodaway County Clerk’s Office. The address for the clerk’s office is:

403 North Market Street Room 211
Maryville, MO 64468

Understand Your Options

Most people will choose to vote in person on election day, but there are other ways to vote. Out-of-state students or students who are not registered in Nodaway County are typically entitled to cast an absentee ballot (otherwise known as “voting by mail”) by virtue of being absent from their home jurisdiction on election day, though this may vary state to state. It is important to check your state’s specific criteria.

In Missouri, you may request an absentee ballot from your local election authority (i.e. Nodaway County Clerk) in person, by mail, or by email.

Here is the form to request an absentee ballot:

<https://www.sos.mo.gov/CMSImages/ElectionGoVoteMissouri/AbsenteeBallotRequestForm.pdf>

For questions or assistance regarding voter registration, please contact the Student Rights and Responsibilities Coordinator in the Office of Student Involvement at osi@nwmissouri.edu or 660.562.1226

Know Your Rights and Responsibilities

It is your right to vote in Missouri if you are a.) a citizen of the United States, b.) a resident of the State of Missouri, and c.) 17 years and 6 months old (but must turn 18 by Election Day).

It is your responsibility to bring the correct photo ID with you to the polls. Different states have different regulations for acceptable forms of voter ID.

It is your responsibility to arrive at the polls on time on election day, or to submit absentee ballots before the deadline. Missouri polling places are open from 6 AM to 7 PM. It is your right to cast your vote if you are in line before or at the closing time of 7 PM.

It is your responsibility to know your voting location and be properly registered in that jurisdiction.

In Missouri, it is your right to receive assistance when voting, if needed. Those with limited mobility may choose to vote “curbside” or outside the polling place. Additionally, all polling places must have accessible voting systems for individuals with disabilities. You may choose to bring an assistant to help you vote if you are unable to do so because of physical disabilities.

If you witness or suspect election crimes, you may report them to your state election office, a local FBI office, a local U.S. attorney’s office, etc. For more information about election crimes visit <https://www.usa.gov/voter-fraud>.

Appendix F

Student Code of Conduct



Policy Name:	Student Code of Conduct
Effective Date:	August 1, 2012
Last Revision Date:	December 14, 2020
Last Review Date:	February 1, 2022
Approving Authority:	Board of Regents
Responsible Office:	Student Involvement
Category:	Student Affairs

Purpose

To ensure students understand the policies and expectations set for them as a student, this document contains the code of conduct and policies a student must follow during their time at Northwest.

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 they have been a victim of another student’s misconduct, the student who believes they have 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](#).

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.

Proscribed Conduct

Community Values

The University is committed to creating and sustaining an environment in which all members of our community are welcomed, respected, supported, and free from illegal discrimination and harassment. As stated in the University’s discrimination and harassment policies and this Code, the University prohibits discrimination and harassment by or against any faculty, staff member, student, applicant for admissions or

employment, customer, third-party supplier or any other person (collectively the “University community”) because of their race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class (collectively “protected statuses”).

Students at Northwest Missouri State University have the same rights and protections under the constitutions of the United States and the state of Missouri as other citizens. These rights include freedom of expression, press, religion, and assembly. As members of the University community, students have the right to express their own views and must also take responsibility for affording the same right to others. In accordance with the University’s policies prohibiting discrimination and harassment and state and federal law, the following conduct is prohibited and may be disciplined pursuant to this Code. This applies to conduct that occurs in any form, whether in person, online, by phone, or through any other medium.

- 1) **Using or making a genuine, “true threat” to use force or violence.** The Supreme Court of the United States has ruled on a number of occasions that the First Amendment allows government to prohibit the making of a “true threat,” which the Court has defined as a statement “where the speaker means to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.” *See Virginia v. Black*, 538 U.S. 343, 359 (2003). Therefore, behaviors such as assaulting or threatening to assault an individual or group is never appropriate. These kinds of behaviors are serious matters and may violate state or federal law, or both.
- 2) **Conduct that is unlawful or violates the University’s policies prohibiting discrimination and harassment.** This includes, but is not limited to, bullying, physical threats, and incitement. Incidents of alleged misconduct may be referred to the Equity Office if the alleged conduct may be a violation of the University’s Title VI Non-Discrimination and Anti-Harassment Policy or the University’s Title IX Sexual Harassment Policy.
- 3) **Conduct that materially and substantially disrupts the functioning of the University.** In determining whether conduct meets this standard, the University will consider evidence that the conduct is (a) unconnected to any legitimate educational purpose and (b) made with the purpose and effect of causing a material disruption of an individual’s participation in the University’s educational program and activities. In determining whether conduct meets this standard, the University may, in its discretion, consider evidence that the conduct is connected to a well-founded expectation of disruption—especially one based on past incidents arising out of similar speech.
- 4) **Hate Crimes.** A hate crime is a traditional criminal offense like murder, arson, invasion of privacy, or vandalism with an added element of bias toward a federally protected class of people. For the purposes of collecting statistics, Congress and the Clery Act collectively define hate crime as a “criminal offense against a person or property motivated in whole or in part by an offender’s bias against a race, ethnicity, gender, religion, economic status, national origin, disability, age or sexual orientation.” Northwest will refer all complaints of hate crimes to University or external police.
- 5) **Retaliation** against any person who reports or assists in making a complaint of discrimination or harassment.

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 their 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 their 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.

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 physical violence 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 Computer 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 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.

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 their 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.

Amnesty Provision

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:

- 1) Contact appropriate officials (UPD, other law enforcement, etc.) to report the incident and request assistance
- 2) Provide names and contact information to appropriate officials
- 3) 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.

Student Conduct Code Procedures

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 their 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. 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.

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.

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

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
 - 1) 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 they were the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

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.

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.

Interpretation and Revision

- 1) 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.
- 2) The Student Code should be reviewed no less than every five years under the direction of the Student Conduct Administrator.

Appendix G

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.

Northwest Missouri State University
800 University Dr.
Maryville, MO 64468

Dr. Lance Tatum
Typed Name of Chief Executive Officer


Signature of the Chief Executive Officer

10/25/2024
Date

44-6000301
IRS Employer Identification Number

660-562-1110
Telephone Number

ltatum@nwmissouri.edu
E-Mail Address