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HANNIBAL-LAGRANGE UNIVERSITY

*The Hannibal-LaGrange University Handbook and Planner are produced for the use of students, faculty, and staff of the HLGU community. Any questions concerning the information published with this Handbook should be directed to the Dean of Student Development*

*Hannibal-LaGrange University makes every effort to ensure that the material included in this Handbook is accurate, information is sometimes subject to changes that are not included in the Handbook. A complete and updated Handbook is kept by the Dean of Student Development and is considered to be the most complete copy at any given time. Please note that dates, policies, and procedures are subject to change without written notice. Any major changes to the Handbook mid-year will be distributed to the student body by way of chapel announcements, email, and/or campus notices.*

## ***PRESIDENT'S WELCOME***

Dear HLGU Student,

Welcome to Hannibal-LaGrange University. Please be assured that we are here to help you succeed. We look forward to the day when you will complete your degree and receive that coveted diploma.

During the coming days I look forward to getting to know you individually. Let me encourage you to choose to get involved while you are a student at HLGU. You'll find that your experience here will be a much richer and more rewarding experience for you if you do. Get involved in the activities outside the classroom as well as those in your classes. Our hope is that your life is enriched academically, socially, and spiritually while a student at HLGU.



Again, welcome to HLGU. We're glad you're here. Let us know how we can help you succeed, and may God bless you during your stay.

Sincerely,

A handwritten signature in black ink that reads "Woodrow Burt". The signature is written in a cursive style.

Woodrow W. Burt, Ph.D.  
President

## ***THE SCARLET AND THE BLUE***

HLG our Alma Mater,  
HLG we will be true,  
Every son and Every daughter  
To the scarlet and the blue.

HLG we'll not forget thee  
Thru the flight of many a year;  
Always shall sweet mem'ry hold thee  
As a treasure, ever dear.

From the northland to the southland  
In thy halls we meet today;  
Thy broad campus is our homeland  
And our love is thine always.

HLG our Alma Mater,  
HLG we will be true,  
Every son and every daughter,  
To the scarlet and the blue.

## ***OUR MISSION***

The mission of Hannibal-LaGrange University is to provide an excellent liberal arts education in a distinctively Christian environment, thus preparing students for both personal and career effectiveness.

## **STUDENT DEVELOPMENT & STUDENT LIFE**

### **STUDENT DEVELOPMENT**

Student Development is the acquisition of personal, academic and vocational skills through experience and training. It creates opportunities for students to develop through participation in curricular and co-curricular activities by encouraging them to take control and responsibility for their own life-long learning. It is an active process of continual self-reflection in which students become aware of their potential abilities and are able to articulate their abilities to others.

We have a unique goal in that we focus primarily upon assisting students to develop their cognitive, spiritual, social and physical potentials as they pursue their baccalaureate degree. We contribute to Hannibal-LaGrange University's mission of preparing students for leadership and involvement in an increasingly diverse, technologically sophisticated and complex global society. Student Development carries out this mission by:

- Maintaining an atmosphere which provides fertile ground for spiritual maturation.
- Offering co-curricular programming which encourages students' academic growth.
- Promoting and celebrating the rich cultural differences found at HLGU.
- Responding to the needs of students as they grow spiritually, academically, and socially.
- Assisting students in responsible decision making.
- Presenting leadership opportunities and offering leadership training.
- Providing an atmosphere which supports wellness in all aspects of life.



**Kyle  
Brennemann**

### **Student Development Mission Statement**

To provide Training and Teaching that instills life qualities and builds character required to be successful in life.

What we do to accomplish this:

- Make ourselves available to students, not only during office hours, but beyond.
- Welcome students coming to us with a problem.
- Empower students to become adults, by teaching them to be involved in solving their own problems instead of relying on others to do it for them.
- Respect students' privacy yet not always guarantee confidentiality.
- Expect students to take responsibility for their own actions.
- Are here to support students and to help them become useable vessels for God's service.
- Promoting a Christian community among the resident students through our people and platforms.

## **INTRODUCING Hannibal-LaGrange University**

As a co-educational, biblically-based Christian institution in a covenant relationship with the Missouri Baptist Convention, Hannibal-LaGrange University seeks at every point to give Christ the preeminence and is guided by the following vision, mission, and purposes:

The Vision of Hannibal-LaGrange University is to become one of the foremost Christian institutions of higher education in Missouri and the surrounding region.

The Mission of Hannibal-LaGrange University is to provide an excellent liberal arts education in a distinctively Christian environment, thus preparing students for both personal and career effectiveness. The Purposes of Hannibal-LaGrange University are:

1. To exercise a stewardship of learning that embraces all of its constituents, including students, prospective students and their families, faculty, staff, administrators, trustees, alumni, donors, churches, and the local community.
2. To provide a strong educational experience, built upon a core of general education courses, offering associate, baccalaureate and masters degrees in liberal arts and professional areas, for both traditional and non-traditional students.
3. To maintain high standards of academic and personal excellence in a biblically-based Christian environment, thus encouraging the highest development of the total person --intellectually, physically, socially, and spiritually.
4. To regard all persons as beings created in God's image and therefore equal in value and worthy of respect.
5. To promote the life of service in keeping with the example of Jesus Christ and with the university motto *Scientia ad Serviendum* (Knowledge for Service) by challenging students to participate in service-learning and mission projects.
6. To serve additional needs of the community through continuing education, community education, cultural enrichment, activities for young learners, and participation in community endeavors.

*That in all things Christ might have the preeminence. (Colossians 1:18)*

### **INTRODUCTION**

It is assumed that students come to Hannibal-LaGrange University with a commitment to standards of behavior consistent with the Christian faith and life.

By accepting admission to Hannibal-LaGrange University, each student assumes responsibility to abide by the rules and standards of conduct of the university as well as by all city, state, and federal laws.

The regulations and standards of this handbook apply to all students who are enrolled at HLGU and any guest(s) they may bring to campus. Students are responsible for informing their guests of university policies and assuring that they behave within the guidelines of established policy.

### **STANDARDS OF CONDUCT**

Students are expected to cooperate in the promotion of high moral ideals and are held responsible for the standards relating to student life as outlined in this Student Handbook.

All Hannibal-LaGrange University students are expected to follow the conduct policies set forth in this handbook. Unfamiliarity with institutional regulations or rules does not excuse a violation. Attempting, abetting, or being an accessory to any prohibited act set forth in this handbook shall be considered the same as a completed violation. These regulations are not designed to define prohibited conduct in exhaustive terms.

# Academics & Attendance

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## **ACADEMICS**

A most significant part of student life at college is spent in the classroom. The principal objective should be to acquire knowledge and to develop wisdom and skill in the use of knowledge.

### **ACADEMIC ADVISEMENT**

Full-time HLGU students are assigned an academic advisor. The advisor will assist in planning course schedules and should be consulted regarding any academic problems that might arise.

### **CLASS ATTENDANCE**

The fundamental policy of Hannibal-LaGrange University on class attendance is: **REGULAR AND SUCCESSIVE ATTENDANCE IS EXPECTED OF ALL STUDENTS ENROLLED IN ALL LECTURE, LABORATORY AND SEMINAR COURSES.**

Each faculty member is to determine the specific details for administering the class attendance policy in the classes taught by that instructor. These expectations shall be stated in writing and distributed to class members at the beginning of the semester or term. This statement is to be kept on file in the Office of Academic Affairs.

Absences for university-related events that have been approved ahead of time in writing by the Vice President for Academic Affairs will be excused. However, the student is responsible for material missed.

Each faculty member sponsoring any event that will necessitate students missing classes will submit to the Vice President for Academic Affairs one week in advance of the event a list of students expected to participate. Any conflict that arises in the implementation of this program is to be resolved by the instructor, the chair of the department involved, and the Academic Dean.

### **DROPPING COURSES**

Students wishing to drop a course during a semester must secure a "Add/Drop Class Form" from the Registrar's Office. The form must be returned to the Registrar's Office with all required signatures within five working days. Failure to properly complete the procedure for dropping a course will result in an "F" being entered on the transcript. See the university catalog for dates to drop a course and for refund policies.

### **FINAL EXAMINATION**

Students who have three final examinations scheduled for the same day may get one of the examinations changed to another day. The request to change the examination time should be made to the instructor at least one week prior to the beginning date of final examinations. Under normal conditions the examination in the middle time period will be the one changed.

### **GRADE REPORTS**

Faculty members will give students feedback throughout a course so they can track their progress. A student who is unclear as to their grade at any time should ask the course instructor for clarification. Students may check the student portal for final grades.

### **TARDINESS OF THE INSTRUCTOR**

When an instructor is tardy for class, the class is expected to remain ten (10) minutes before it is dismissed, unless the instructor has made other arrangements and so notified the class. In the event that the instructor does not appear at the end of this time limit, the class is expected to sign a roll and be dismissed. Following this procedure will insure that no student is marked absent, but failure to follow this procedure may result in students being assigned an absence.

### **GRADUATION PROCEDURES**

Before making any plans to graduate, students must do the following:

#### **Registrar's Office**

1. Submit an application to the Registrar for a "Request for Transcript Check" at least TWO FULL SEMESTERS before the expected graduation date to the Registrar.
2. Submit an application for graduation at least ONE SEMESTER before the expected graduation date. *See the university catalog for deadlines to submit the application.*
3. Receive a written statement from the Registrar verifying the semester for graduation and the requirements still to be met.
4. Applicants for graduation should make certain that their personal name in the campus computer system is exactly what they wish to appear on the diploma.
5. Graduates should make certain that the Registrar's Office has their correct home mailing address. Graduation photographs and their diploma will be sent to the address on file.

**Graduation Fee**

There is a graduation fee of \$100 for undergraduate and \$125 for graduate that must be paid in the Registrar's office.

**Cap and Gown Measurements and Graduation Announcements**

For May and December graduation, orders for cap and gown (including measurements) and graduation announcements are ordered online. There is a \$10.00 charge to fill the order for those who do not order their cap/gown for graduation by the deadline but want to walk.

**Education Majors** - File placement papers with Education Department by April 1st for May graduation and by November 1st for December graduation.

**All Other Graduates** - File resume with the Office of Retention and Career Services by April 1st for May graduation and by November 1st for December graduation.

**HONOR CODE POLICY****Honor Code Rationale**

Hannibal-LaGrange University is a biblically based Christian institution; therefore, those associated with the university are expected to behave in such a way as to demonstrate integrity both personally and academically. Included among HLGU's purpose statements is the following: *"To maintain high standards of academic and personal excellence in a biblically based Christian environment, thus encouraging the highest development of the total person intellectually, physically, socially, and spiritually."* The foundational premise for every aspect of the university's life and work is based upon Col. 1:18, *"That in all things Christ might have the preeminence."*

**Honor Code Statement**

Hannibal-LaGrange University values academic excellence, and therefore entrusts the university community with the responsibility to uphold certain ethical principles as they relate to truth, fairness, integrity, and honesty in the academic setting. Students pledge their dedication to support the university's Honor Code by their willingness to attend Hannibal-LaGrange University.

As members of the Hannibal-LaGrange University community, students pledge to demonstrate respect for the university's mission and purpose. Each student's continuation at Hannibal-LaGrange University is contingent upon his or her living within the Honor Code.

All departments and academic disciplines at Hannibal-LaGrange University support and uphold the Honor Code. However, certain departments or academic disciplines implement their own academic policies in addition to the Honor Code. Instructors may incorporate stricter policies as part of their individual class requirements as well.

**Academic Integrity**

Faculty members have a responsibility to evaluate student progress in learning and to evaluate student work for assigning course credit. Academic integrity on the part of the student requires an honest effort on all assignments, exams, presentations, products, and performances that are part of graded course elements. "Honest effort" means doing one's best, but also not doing better than one's best through unfair means.

Through its outcomes assessment program, the university measures student learning in order to improve instruction. Student cooperation and honest effort on assessment activities are vital to the effectiveness of the outcomes assessment program. By giving an honest effort on surveys, exams, or other activities that are used for assessment purposes, students contribute in meaningful ways to the integrity and value of their education.

**Cheating**

Cheating may be defined as using for oneself or sharing with others any unauthorized resources for assignments or tests. Cheating includes, but is not limited to, such things as sharing with other students information that will give those students an unfair advantage on a test; copying from another student's test; possessing or using any unauthorized resources during a test; sharing work on an assignment when it is not allowed; text messaging for tests or in-class assignments; and using the same assignment for two or more classes.

**Plagiarism**

In academic writing such as essays, reports, and research papers, students are required to make use of ideas and information written by others. Using or referring to the work of others must be done with academic integrity by carefully documenting the source of all material not original with the student. Plagiarism refers to using another person's ideas or work without acknowledgment or credit and thus, presenting them as if they were one's own. Plagiarism includes, but is not limited to, such things as failure to use quotation marks when using another person's exact wordage (written or spoken); failure to footnote one's own paraphrase of another person's wordage (written or spoken); copying material from

the Internet and claiming that as one's own; and obtaining another person's paper or assignment and submitting that as one's own work. Academic conventions specify the ways others' works and ideas are to be cited, and students are to engage diligently in learning and using those conventions. Hannibal-LaGrange University's curriculum includes instruction in the principal styles of academic writing, including MLA (Modern Language Association), APA (American Psychological Association), Turabian, Chicago Manual of Style, and CSE (Council of Science Editors).

#### **Student Responsibilities**

- 1) Students are responsible for upholding the Honor Code in all aspects of their academic pursuits at HLGU.
- 2) Students are responsible for acquainting themselves fully with HLGU's Honor Code. Ignorance is not considered to be a valid excuse for violating the Honor Code.
- 3) Students are responsible for understanding the expectations of their instructors for class assignments and seeking further clarification if the expectations are not clear.
- 4) Students are responsible for understanding what constitutes plagiarism and cheating and to refrain from partaking in such activities.
- 5) Students are to submit their work and their work only for class assignments.
- 6) Students are not to hinder others in their academic pursuit by depriving them of resources or sabotaging their work.
- 7) Students are to cooperate with outcomes assessment activities, giving honest and sincere effort to represent accurately their knowledge and skills.
- 8) Students are encouraged to report a fellow student's violation of the Honor Code; however, they are not required to do so.

#### **Consequences for Honor Code Violations**

- 1) The penalty for cheating on any assignment or exam is a grade of "0" for that work.\*
- 2) Penalties for plagiarism should match the level of the offense. For submitting a paper that was mostly or entirely written by someone else, the penalty is a grade of "0," and the offense is to be reported to the Academic Affairs Office. When a paper is submitted that has incomplete or incorrect documentation of others' works, the instructor should grade the paper according to whatever standards have been set forth for the assignment and guide the student in correct documentation. In such cases, no report needs to be filed.
- 3) A second offense in the same course will result in failing the course.
- 4) A student who assists another student to cheat in the same course will be penalized with a grade of "0" for the assignment.
- 5) If a student assists another student or students to cheat in a course in which he or she is not enrolled, that student will be subject to a minimum penalty of disciplinary probation or a maximum penalty of dismissal.
- 6) Offenses will be reported to the Academic Affairs Office. Upon a second reported offense of any kind, the student will be placed on academic probation for the subsequent semester. Upon a third offense, the student will be dismissed from the college.
- 7) Students may appeal a penalty by requesting a hearing before the Division Chair. A written report of the hearing and decision will be filed with the Vice President for Academic Affairs. Students or faculty members involved can appeal the Division Chair's decision by requesting a hearing before the Vice President for Academic Affairs.

\*It should be noted that to receive a "0" on a major assignment or exam in most courses will affect the student's grade for the course.

#### **Honor Code Pledge**

"As a student enrolled in Hannibal-LaGrange University,

I pledge to uphold the principles set forth in the school's Honor Code.

I pledge to act with honesty and integrity inside and outside the classroom, showing personal dignity and respect for the rights and freedoms of others at all times in both word and deed.

I pledge to work hard, giving my best efforts to represent my own work in all class requirements, and encouraging others to do the same.

I pledge never to misrepresent my work nor give or receive unauthorized assistance.

I pledge to participate when required in the university's outcomes assessment activities, giving honest and sincere efforts to represent accurately my knowledge and skills.

I pledge to maintain academic integrity, and to act honestly, responsibly, and with honor in all areas of campus life, helping to make my college experience one in which I can take pride.

I accept responsibility to maintain this Honor Code on and off campus at all times."

## WITHDRAWAL FROM THE UNIVERSITY

Students withdrawing from the university during a semester must secure a withdrawal form from the Registrar's Office. No refund for room and board will be given after the first day of classes. Students will receive grades of "F" in their current enrollment if this process is not correctly carried out. When processed correctly, the transcript will state W, WP or WF. The university reserves the right to administratively withdraw a student from the university who has ceased attending classes.

## ADMINISTRATIVE WITHDRAW

Hannibal-LaGrange University reserves the right to administratively withdraw a student from the university who has ceased attending classes.

In becoming a college student, a person makes serious commitments of time, effort, and money. Among those commitments is the expectation to attend class and participate in assigned activities. A student who is not attending enrolled classes is advised to withdraw from the university, but if the student fails to do so, the university reserves the right, at the discretion of designated university officials, to administratively withdraw the student. Administrative withdrawal is only to be used when extenuating circumstances prevent a student from withdrawing and when efforts to communicate with the student have failed to result in either the student's return to class or a student-initiated withdrawal. Administrative withdrawal is only to occur after the refund period has ended, thus no refunds will be made on the basis of administrative withdrawals. This policy is not intended to remove from students the responsibility to drop courses or withdraw from the university when they need to do so, but allows the university to withdraw a student when necessary. If the University administratively withdraws a student who had no circumstances that prevented a student-initiated withdrawal, the resulting grade will be that earned by a student—often an F.

## HLGU STUDENT EMAIL

HLGU Student email accounts are available for all enrolled students. These email accounts have single sign-in capability and may be accessed through the HLGU Student Portal. HLGU Student Email will be the official means of university communication effective August 31, 2010. University administrators will use this mode of communication to send important university enrollment and registration information, safety announcements, and campus calendared events to all enrolled students. Regulations regarding student email are covered in the Computer Use Policy. Students are responsible for reading HLGU email regularly. For more information regarding HLGU Student Email accounts, contact the Office of Computer Services.

## WEATHER RELATED CLOSINGS

In situations where inclement weather may affect the normal operation of HLG, students may call the campus switchboard for recorded messages. Also radio or television announcements may be heard on the stations listed below. The university will try to have this information on the air between 6:00 and 6:30 a.m. for daytime classes and between 4:30 and 5:00 p.m. for evening classes.

Call Letters	Frequency Channel	Station Site	Call Letters	Frequency Channel	Station Site
KRRY	100.9 FM	Quincy	WGCA	88.5 FM	Quincy
KGRC	92.9 FM	Quincy	WGEM	1440 AM	Quincy
KHMO	1070 AM	Hannibal	WGEM	105 FM	Quincy
KJFM	102.1 FM	Louisiana	WQCY	99.3 FM	Quincy
KWWR	96 FM	Mexico	WTAD	930 AM	Quincy
KXEO	1340 AM	Mexico	KHQA-TV	Channel 7	Quincy
KRES	104.7 FM	Moberly	WGEM-TV	Channel 10	Quincy
KICK	98 FM	Quincy	KIRK	99.9 FM	Kirksville
KWIX	1230 AM	Moberly	KZZK	105.9 FM	Quincy
WCOY	99.5 FM	Quincy			

or by texting HLGU ALERT to 68247

## CHAPEL

**University Chapel** is viewed as a vital and distinctive part of the HLGU experience. Chapel helps define who we are and what we stand for as a Baptist, church-related, and evangelical institution of higher education.

The purpose of chapel is to provide a forum for corporate worship, spiritual encouragement, and educational and cultural enrichment for the HLG family. Chapel is designed to foster a positive atmosphere of spiritual life on campus but is not intended to serve as a substitute for church attendance or affiliation. Distinguished visitors, speakers, musicians, and other outstanding individuals are invited for these programs, which convene at 10 a.m. every Wednesday in the Roland Fine Arts Center, Parker Theatre. See the printed Chapel Schedule, available at the beginning of each semester, for scheduled speakers.

Chapel at Hannibal-LaGrange University is a time for personal, corporate and spiritual reflection. It serves as a reminder for students, staff, faculty and administration of our central purpose at HLGU. It is also a time that we offer our services, worship and attention to our Lord and seek Him as He expects and Commands.

Attendance is recorded by scanning student ID cards as students enter the Parker Theater. In the event that the card reader is not reading a student's ID, the student may present their card to have their number written down prior to entering the theatre. This occurrence should be rare and the student should have their card replaced immediately. Students who arrive at Chapel later than 10:10 a.m. will not receive credit. Students who depart from a chapel service prior to the official conclusion will not receive credit for chapel.

## CHAPEL ATTENDANCE REQUIREMENTS

Chapel attendance is required for all full-time, main campus students. In order to graduate from Hannibal-LaGrange University with an undergraduate degree, the student must accumulate seven (7) chapel credits or the student must accumulate one (1) chapel credit less than the number of fall/spring semesters enrolled as a full-time student at HLGU. (See chart below.)

Eight (8) or more semesters require seven (7) chapel credits  
Seven (7) semesters require .....six (6) chapel credits  
Six (6) semesters require .....five (5) chapel credits  
Five (5) semesters require .....four (4) chapel credits  
Four (4) semesters require .....three (3) chapel credits  
Three (3) semesters require .....two (2) chapel credits  
Two (2) semesters require .....one (1) chapel credit

To earn a chapel credit, the student must conclude the semester with no more than five (5) chapel absences or the student must receive an approved chapel exemption. If a student has earned the required seven (7) chapel credits they are not required but encouraged to attend chapel. Students with seven (7) chapel credits do not need to fill out a request to be exempt from chapel.

1. Students are expected to earn a chapel credit each fall/spring semester prior to their senior year and one semester their senior year.
2. Full-time students (enrolled for 12 hours or more) who are 24 years of age or older are not required but are encouraged to attend chapel. Students who turn 24 during a semester are required to fulfill chapel requirements for that semester.
3. Full time commuter students attending an evening program are not required but encouraged to attend chapel.
4. Part time students (enrolled for 11 hours or less) are not required but encouraged to attend chapel.
5. Full time commuter students (students 23 and younger) who have a Wednesday 8:00 a.m. or 9:00 a.m. class are required to stay for chapel at 10:00 a.m.
6. Residential students are required to attend chapel regardless of work schedule either on campus or off campus.
7. Students who accumulate seven (7) chapel credits regardless of age are not required but encouraged to attend chapel.

Exemptions from chapel are uncommon and therefore handled on an individual basis by the Dean of Student Development. Exemptions are for one semester and, therefore, require reapplication at the beginning of each semester. The application deadline is October 1 and February 1.

Exemption forms are available in the Student Development Office. A minimal number of exemptions will be granted each semester. Students who are denied chapel exemption may appeal the decision by writing a letter of appeal to the Dean of Student Development. The appeal will be reviewed by university administration; the decision of the administration will be final. Exempted students will receive chapel credit for the semester they are exempt.

Students who fail to follow these guidelines are subject to disciplinary notice and/or disciplinary probation.

**CHAPEL BEHAVIOR**

Students are expected to show courtesy and respect to persons on the platform and those around them. Students who choose not to abide by the chapel behavior guidelines are subject to disciplinary action, which can include, but is not limited to not receiving chapel attendance credit. Specifically, students are expected to comply with the following chapel behavior guidelines:

1. Students are not to wear caps or hats during times of prayer in chapel.
2. Students are not to converse, read, study or use electronic devices during chapel.
3. All students should stand when the congregation is asked to stand.

**CHAPEL ANNOUNCEMENTS**

Submit chapel announcements to the Dean of Student Development the Monday prior to the chapel date you want your announcement to be made.

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## UNIVERSITY HOUSING

Living on campus at HLGU is a tremendous part of the overall college experience and a significant component of the educational process. When a student enrolls at HLGU the student then becomes a citizen of an academic community that is likely different from any in which he/she has previously lived. The residential community provides the student with opportunities to grow spiritually, interpersonally, and academically. It also allows the student to develop and learn self-discipline in organizing time for study, work and social activities.

Each residence hall is under the direct supervision of the Dean of Student Development and the Associate Dean of Residential Life. The Resident Directors (RDs) and the Resident Advisors (RAs) are responsible for maintaining order, interpreting and enforcing university regulations within the housing units and for inspecting and protecting university property.

### Single Students

Single students who are under 21 years of age at the beginning of the semester for which they enroll and who are not living with a parent or guardian are required to live in a dormitory unless they are living with one of the following relatives: grandmother, grandfather, married aunt, married uncle, married brother, or married sister. Single students age 21 and older who choose to live off-campus independently, apart from parents, grandparents, a married aunt or uncle, or a married sibling, will not be eligible for performance, athletic, or denominational scholarships. International students are required to live in campus housing.

Residential housing at Hannibal-LaGrange University is intended for full-time students between the ages of 17 and 26. An exception to this maximum age policy would be those students who are recruited by the institution to represent the institution in athletic or performance activities. A younger or older student may petition the Admissions Committee for a possible exception, but exceptions for those over the maximum age will depend on housing availability. Students who are pregnant or have any medical condition that puts the student or other students at risk may be asked to leave the residence hall to secure a healthier living environment. Other exceptions to this policy may be made by the Admissions Committee.

### Assignments/Agreements

All students must submit the proper Housing Application form to the Office of Student Development and pay a housing deposit of \$100 in order to receive a housing assignment. The housing assignment given is for ONE FULL ACADEMIC YEAR. Upon signing the housing application the student agrees to abide by all Standards of Conduct stated in the student handbook.

### Deposit

A housing deposit of \$100 must be paid before the student is allowed to move into university housing and must be maintained during the student's stay. It is refunded (minus damage charges) when the student releases his/her housing for reassignment and presents a "Housing Withdrawal Form". The Associate Dean of Residential Life must receive requests for a refund within 30 days after the housing is vacated, or the deposit will be forfeited.

### Contract Period

The contract period begins the first day of the semester and ends at 10 AM the day after finals. No refund will be given for room and board after the first day of classes. Departure time for graduating seniors is no later than 3 PM the day of commencement. Students remaining beyond the departure time must have permission from the Dean of Student Development and will be assessed a charge of \$35 per day. Items left on the premises at the termination of the contract period become the property of Hannibal-LaGrange University.

### Private Rooms

Private rooms are allowed on a space-available basis at an additional cost. Students requesting private rooms must sign a Private Room Contract indicating their intention to assume financial responsibility for the cost of the private room for the semester for which it is signed.

*At times students are unexpectedly left without roommates at the beginning of new semesters, during the semester or in between semesters. These students have three options:*

1. Stay in the room without a roommate and pay the additional private room fee.
2. Look for a roommate from among other students who do not have a roommate. Consult with your Resident Director for a list of potential roommates.
3. Make a written request to the Resident Director to assign them with someone who does not have a roommate.

Failure on the part of the student to exercise one of the above options within the time specified by the Residential life staff will result in the student being charged the private room fee for that semester.

***Some exceptions may be made for private room charges for the following reasons:***

1. If a student's roommate leaves school or moves out of the room after the third week of the semester, he/she will not be charged the private room fee for the rest of that semester as long as he/she remains in the same room and is willing to take a roommate at the university's discretion.
2. If the student is willing to move in with another roommate and one is not available.
3. If there are roommates available, but both students are unwilling to move, both students will be assessed a private room fee. The Office of Student Development reserves the right to make the final decision in such a case.
4. If the student fails to find a roommate and refuses to sign a Private Room Contract, the student will receive written notification that they have been assessed a private room fee.

**Room Changes**

Residents may request room changes through the Resident Director if major difficulties arise within the unit. Residents must remain in the assigned room for the first two weeks of the semester. If after that time they still feel the necessity to change rooms, they must submit a "Room Change Request Form" and a \$25 non-refundable fee to the Resident Director. All room changes must be made before the fourth week of the semester. No room changes will be made after this. The Associate Dean of Residential Life will give final approval.

The university reserves the right to make adjustments in room assignments if it is deemed to be in the best interest of the university or residents to do so. This may require the student to pay for a private room. The resident(s) involved will be notified and given the opportunity to discuss the reason for the proposed change.

**UNIVERSITY BREAKS**

Students are not allowed to stay in HLGU housing during Christmas break. All students who plan on staying during the open breaks of Fall, Thanksgiving, Easter, and Spring will be required to notify the Residence Life Staff two weeks prior to the break. All policies and standards of conduct in the student handbook apply during breaks.

**FALL, THANKSGIVING, SPRING, AND EASTER BREAK**

Campus housing is not closed during Fall, Thanksgiving, Spring, or Easter break. While students are encouraged to spend this time with family and friends in relaxation from academic pursuits, any student who wishes to stay on campus will need to inform the Resident Director two weeks prior to the start of the break. Limited food service is available to students during these breaks. The cafeteria will be closed and there will be no food service on Thanksgiving day and Easter Sunday.

**CHRISTMAS BREAK**

Campus housing is closed during Christmas break. Students are not allowed to stay in housing during the closed period of time. If a department needs housing for university related activities, approval must be obtained through the Student Development Office. Students will not be allowed in campus housing during the scheduled eight day campus shut down.

**DEPARTMENTS USING CAMPUS HOUSING DURING BREAKS**

Departments which plan events during closed campus times are encouraged to make scheduling and travel arrangements so that resident students would not need to stay in the residence at the beginning, during, or end of the closed campus times. The procedures below should be followed in order to make arrangements for students to stay in residence:

1. Contact the Associate Dean of Residential Life at least 30 days before the closed campus time begins.
2. Provide a schedule of dates and times students will need to be in the residence during closed campus times.
3. Provide the Associate Dean of Residential Life with the names of students involved.
4. Expect to be paired up so that the fewest number of rooms will need to be utilized.
5. The Associate Dean of Residential Life will provide the on-call Resident Director with a list of approved housing stays.

**HOUSING POLICIES**

**Residential Housing Meetings**

Residential Housing meetings are scheduled and posted in the Student Handbook calendar. Attendance is required of all Resident Students. If a resident cannot attend, the resident is to inform his or

her Resident Director one week prior to the meeting. It is the students responsibility to be aware of any meeting that is posted on the school calendar. Appropriate disciplinary action may be taken if a resident does not attend or fails to obtain an excuse from the Residence Director. Appropriate discipline may include, but is not limited to, a \$25 fine.

#### **Check-In/Check-Out**

Upon checking into the assigned residential housing unit, each student will receive a "Room Condition Form." The student should verify the condition of the room and the contents before signing the form. The signature of the student indicates that the student accepts the room in the stated condition. Students are held responsible to leave the room in the condition stated on the form.

All students who live on campus are required to pay dorm dues in the amount of \$20 at the time of check in. Students will be asked to inspect their room/apartment before signing their check-in form.

At the end of each semester and prior to leaving for school breaks or vacations, residents must check out with an RA or RD or make prior arrangements with their RD. Please be sure to note the time and procedures to check in and out of residential housing. Fines will be imposed on individuals who do not secure permission from their Resident Director. Failure to properly check-out of university housing will result in a Level One infraction subject to a fine. Examples of improper check out include, but are not limited to the following:

1. Room not cleaned, \$50 cleaning fee.
2. Key not returned, \$25 per key.
3. Failure to follow check out procedures, \$100 improper check-out fee.
4. Failure to check out by specified time, late check-out charge will apply.

Students are responsible for signing up for a time to check-out at each break.

#### **Room Checks**

Room checks are to be held once a week. Each wing or apartment complex will decide the day and time for room checks to be held. A list of what is expected will be left in the room. When three or more items are amiss a \$20 fine per person will be assessed. If the same item is missed for three consecutive weeks, a fine will be issued. If a fine is issued, the room will be checked again. Arrangements may be made with the Resident Director to work off the amount owed under their supervision.

Each resident will be issued one "free check pass" per semester. This may be used at anytime during the semester. The resident must submit the "free check pass" to the RA before room checks in order to use the pass.

#### **Expectations for Residence Hall Rooms:**

- empty trash
- clean bathroom thoroughly (Memorial and Fletcher only)
- make beds
- pick up floor and vacuum
- dust

#### **Expectations for Apartment-style Housing Units:**

- empty trash
- clean kitchen (i.e. clean frig. of expired food & condiments, sweep and mop floors)
- clean bathroom (sink, toilet, shower, floors)
- straighten all common areas
- vacuum
- make beds
- dust

#### **Room Keys**

A \$20 deposit will be collected when a student moves into a housing unit. If the key is lost, misplaced, or stolen, another \$20 must be submitted to obtain a new key. Resident Directors may charge students a \$5 fine for each time they are asked to unlock a room after the third time in a given semester.

#### **Inspection of Property**

Officials of HLGU reserve the right to inspect and/or search any University-owned building or property, including residence halls and individual rooms within such halls, without prior notice for purposes of maintenance, fire prevention and safety, or detection of a suspected violation. Resident Directors and Resident Advisor may also inspect rooms for housekeeping purposes or for unregistered guests.

A room search for security or regulatory purposes may be made only by authorization of the President or the Dean of Student Development. (Another administrator of the University may provide authorization if neither the President nor the Dean of Student Development is available.) The search must be conducted by a full-time employee of the University in the presence of a witness who must be an employee of the University or law enforcement official. If at all possible, the student should be

present during the search.

#### **Deliberate Damage to Property**

Deliberate damage to property (whether personal property or University property) is considered a violation of student conduct policy and will result in appropriate disciplinary action.

#### **Responsibility for Possessions**

The university cannot assume responsibility at any time for the private property of its residents and is not liable for loss or damage of any article of personal property for any cause anywhere on the premises of the campus.

Students are issued keys to their rooms upon moving into the residence and are responsible for their possessions. It is highly recommended that doors be kept locked at all times when residents are not in their rooms. It is advisable to label all possessions, including books, CDs, clothing, toilet articles, etc. Residents should never leave personal items such as purses and book bags unattended anywhere on campus. Residents should check their family insurance policy to make certain that items brought to school are covered.

#### **Personal Property Insurance**

If a resident wishes to have personal property insurance, he or she may be covered by their parent's home policy, or take out an insurance policy through an insurance company. HLGU is not responsible for lost, stolen, or damaged items in students' rooms or in the residence halls.

#### **Equipment Furnished and Needed**

Resident students need to furnish the following items: linens, blankets, pillow, bedspread, desk lamp, and mattress cover. Students will need to supply cleaning supplies and paper products in the campus apartment-style housing units (Becky Thatcher, Mary Wiehe, Prince House, Pulliam Street Apartments, and Quads.) Students in Memorial and Fletcher will need to supply cleaning products. Stereo equipment and televisions are permissible as long as they are not disturbing to the roommate or neighbor. Other items may be brought to add to the attractiveness of the rooms, but the Resident Director must approve all other large pieces of furniture. No 3-person sofas or personal loft systems.

Electrical appliances that have an exposed burner are not allowed in individual rooms, but may be used in the kitchen. Such items would include: hot plates, toaster ovens, George Foreman Grills and coffee pots. No halogen lamps or space heaters will be permitted. Because of the danger of possible fires, candles and incense are prohibited in housing units.

Refrigerators/microwaves designed for use in the rooms may be rented from the Residential Life staff. Furnishings are placed in the rooms for the best possible utilization for that particular room. No furnishings are to be moved from the rooms. Fines will be imposed for moving furniture out of the rooms. Beds are not to be stacked or elevated except bunked with the matching bed in the room. All area rugs must have bound edges. Structural modifications may not be made to any campus housing units. Fines to repair any damage will be assessed.

Residence Halls are equipped with kitchen facilities. The kitchens are for the residents' use. Students assume responsibility for cleaning it when finished. The kitchen should be cleaned and vacated by 11 PM. If the kitchen is not kept clean, it will be closed up for a period of time.

Laundry facilities are provided in the housing units. Residents are to assume the responsibility for cleaning up after themselves in the laundry areas. It is suggested that they do not leave clothes unattended in the machines or the laundry area. Clothes left in the laundry areas and machines overnight will be picked up and turned into lost and found. Tennis shoes should not be placed in the dryer late at night or early in the morning.

Several bike racks are provided on campus. Please chain any bikes to bike racks. Bicycles will not be permitted in any residential housing unit.

Because of health hazards, no pets are allowed in college housing units. The only exception will be fish in aquariums of 5 gallons or smaller.

#### **Room Decorations**

Decorations may include materials that are in good taste according to the university's Christian philosophy. These may not include decorations of alcoholic beverages and containers, or lewd and obscene materials and pictures. Spray snow may not be used as decoration on any surface in university housing. The Associate Dean of Residential Life will make final rulings should a student disagree with the Resident Director's request to remove such items. If such items are not removed and taken home, a member of the Residential Life staff may confiscate items and the student will be able to pick them up at the end of the semester. Decorations may only be hung on picture rails, command hooks or with white poster putty. Students will be charged for any damage done to the wall because of decorations.

#### **Visitation in Residence Halls and Apartment-Style Housing Units**

Visitation in the Residence Hall lobbies is allowed during scheduled lobby hours. Open houses are scheduled throughout the year and may vary for different units. Students may entertain guests of the opposite sex during these times. Those wishing to participate must leave room door all they way open in the residence halls and the overhead lights on and window blinds open in the apartment-style housing units during the entire time. The Resident Director must approve the use of lobbies for meetings, parties and outside groups.

Members of the opposite sex are not allowed to visit residents' rooms except during scheduled open houses announced and publicized by the Student Development Office. A violation of the visitation policy will result in disciplinary action.

<b>OPEN LOBBY HOURS:</b>	11:00 a.m. – 11:00 p.m.
<b>FEMALE OPEN DORM HOURS:</b>	
Every other Monday of each month	6 – 10 p.m.
<b>MALE OPEN DORM:</b>	
Every other Thursday of each month	6 – 10 p.m.
<b>ALL OPEN DORM:</b>	
Every Saturday	6 – 11 p.m.
<b>APARTMENT-STYLE HOUSING OPEN HOURS: <i>Public areas only - Living Room &amp; Kitchen</i></b>	
Daily	4 – 11 p.m.

#### **Quiet Hours**

Quiet hours are from 10 PM until 9 AM. Please show respect to your roommate(s) and those who live around you. All residents should observe and respect quiet hours to allow students to rest or to study without being disturbed. Residents should be aware and responsible to keep the noise to a reasonable and prudent level all the times (not just during quiet hours).

#### **Curfew**

OPENING	6:00 a.m.
CLOSING	1:00 a.m.

After the closing hours, students are not to loiter on the grounds or in vehicles. Students who have earned less than 24 credit hours must be in their Residence Hall by 1:00 a.m. and must not leave before opening time unless approved by the Associate Dean of Residential Life, Dean of Student Development, and/or the Resident Director. Residents working at a job that requires them to come in late must present a schedule in advance to the Resident Director. Commuters and visitors not spending the night must vacate the campus when the Residence Halls close.

#### **Guests in the Residential Units**

Student residents are allowed to have six “guest nights” each semester at no charge. Each guest spending the night will count as one “guest night.” There will be a \$35 per night charge for each guest after the six “guest nights” are used. Guests may not stay more than two consecutive nights. The student must be present and is responsible for the conduct of their guests and for payment of their lodging. Guests must abide by the university policies and regulations

Guests must be registered with the Resident Director or Resident Advisor before closing time for the Residence Hall. Guests who are not registered will be charged \$35 per night. Each guest will be issued a Guest ID when they register. This ID card must be used to enter the Residence Hall after hours. Guests must be accompanied by their host to enter housing units after Residence Hall closings.

Babysitting in any Residence Housing units is not permitted. Children under the age of 12 are not allowed to stay in any Residential Housing unit unless accompanied by a parent. All guests must be the same gender as the resident.

Students desiring to sleep in another room should check in with their Resident Director so as to be located in case of an emergency. If staying in a different housing unit, student should check in with their Resident Director.

#### **Public Safety**

After closing times, only Public Safety officials, the Resident Director, or the Resident Assistant may open the door for anyone to enter the dormitories. Students arriving late must call Public Safety for entrance into the Residence Halls. Public Safety will complete a report to be given to the Resident Director and Associate Dean of Residential Life. After calling, an officer will meet residents at their Residence Hall and let them in after seeing their ID card.

The Public Safety cell phone number is 573-248-6268

#### **Residence Hall Doors**

All doors are locked at all times. The propping open of the outside access doors will result in a

Level One violation and fine. All entries and exits must be made through the front door. Entry must be made by contacting Public Safety.

Unauthorized entry to, presence in, or exiting/entering through windows or through side/back doors, and being in a restricted area of the Residence Hall without permission is prohibited and will be dealt with accordingly. Students who assist others in unauthorized entry to, or exit from the Residence Hall, and students who fail to properly register guests will be subject to the same restrictions and fines.

#### **Maintenance and Housekeeping Procedures**

When something in the residents' rooms or the residence needs repair, contact the Resident Director or the Resident Advisor immediately. A work request will then be submitted to the Physical Plant. All requests are placed in order of importance. Maintenance will not enter the women's housing facilities until after 10:00 am unless it is an emergency.

**Trash pick-up** is provided Monday through Friday. Please set all trash out by the street no earlier than 7:30 a.m. and no later than 9:00 a.m.

#### **Illness**

Good health and hygiene are always important and particularly so in a residence hall where infectious diseases may spread rapidly. Residents should report illness promptly to the Resident Director. For a serious illness that requires immediate attention, residents are encouraged to visit the Ambulatory Care Clinic or make an appointment with a local doctor or go to the emergency room at the regional hospital. Residents should contact their Resident Director before going to the emergency room, if at all possible, so the Director will be aware of the situation. Students are financially responsible for all bills incurred from doctors, hospitals, and medications. It is required that all full-time students be medically insured and to provide the Business Office with a photocopy of their current health insurance card. Health insurance will be provided for students who do not have proof of being insured; the cost of this insurance will be charged to their accounts.

Students may be asked to return home during such illnesses that are contagious or when a student needs special care. The Associate Dean of Residential Life's decision will be final in this matter.

#### **Leaving the Residence**

It is the responsibility of the resident student to notify residence staff, parent(s), and/or others related to the departure about an overnight or extended leave. The following information is suggested: Correct name, destination (name of person staying with), phone number (if no phone number, include address), date, and time leaving and returning.

#### **Summer Housing**

Students wishing to stay on campus during the summer must either take classes or have a job, and apply for housing in the Student Development Office. Summer housing is charged by the month. Meals are not served. Charges will be assessed as long as the student and/or belongings occupy the room. Items left on the premises at the termination of this contract become the property of Hannibal-LaGrange University. All policies and standards of conduct in the student handbook apply during summer housing. All policies and standards of conduct in the student handbook apply during summer housing.

#### **Telephone**

Local telephone service is provided in each room or apartment. Voice mail is also provided for each extension as a part of the telephone service. Students must bring their own telephone to have access to the voice mail. If long distant access is needed students will need to purchase long distant calling cards.

It is very important that students have phone in their rooms. This is the way offices on campus and professors have of getting in touch with residents. Please bring a phone and use it to check voicemail.

#### **TV/Cable**

Premium movie channels such as HBO, Cinemax, and Show Time are not permitted, nor are the viewing of R-rated (or adult-rated) VCR movies, DVD movies, or M-rated video games. Residential staff are authorized to remove or shut off questionable material at their discretion.

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## **ALCOHOL AND DRUGS**

As a Christian university supported by the Missouri Baptist Convention, Hannibal-LaGrange University takes the position of abstinence from the use of alcoholic beverages both on and off campus. The University alcohol policy prohibits consumption, possession, or distribution of alcoholic beverages on or off campus. Whether a student has violated this policy's prohibition against use of alcohol or illegal drugs may be determined by circumstantial evidence such as the aroma or smell of alcohol or drugs, or alcohol paraphernalia either in the room or on the student's person, or conduct suggesting that the student is under the influence of such substances. In addition to being considered a violation of the Standard of Student Conduct, Missouri state law prohibits any person under twenty-one (21) years of age to possess and/or use alcoholic beverages.

Alcohol and other drugs can cause serious harm. Absorbed into the blood stream and transmitted to virtually all parts of the body, even moderate doses can reduce physical coordination and mental alertness, making certain activities such as sports and driving dangerous. Larger doses of alcohol can cause staggering, slurred speech, double vision, sudden mood swings, and unconsciousness. In addition, binge or long-term heavy drinking, as well as drug abuse may result in respiratory arrest and death, and increase one's risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, irreversible brain damage, and psychological and/or physical addiction.

Violation of this policy may result in any sanction deemed appropriate by the University, including, but not limited to, fines, required participation in a drug or alcohol treatment or rehabilitation program (at the student's expense), suspension, or expulsion. HLGU may refer any violation of the law to the proper law enforcement authorities.

If a student feels they have a drug or alcohol dependency they may seek help and direction from the Residential Life staff without fear of retribution. Alcohol and drug dependency does not give students an excuse to violate the university's alcohol and drug policy.

Alcoholic beverages, alcoholic beverage containers, illegal drugs or drug paraphernalia are not allowed in any area of the campus for any reason (decorations, recycling, etc.), including privately owned vehicles parked on the campus. If such items are discovered, they may be confiscated by the Residence Life personnel or Public Safety personnel by following related guidelines noted in the Student Handbook. Empty containers may also be considered as reasonable cause to search for additional alcoholic beverages or containers that may be directly or indirectly related to the empty containers.

## **DRUG POLICY**

HLGU takes the position of abstinence regarding the use, possession and/or distribution of illegal or controlled substances. HLGU students are prohibited from using and/or possessing any illegal or controlled substance as well as drug paraphernalia unless prescribed by a physician. If the Administration of HLGU determines to their satisfaction that a student has violated this policy the student will be placed on Disciplinary Suspension for two semesters (Fall and Spring or vice versa) and the student's parents will be notified. The suspension begins from the day that HLGU discovers the violation and takes disciplinary action. If the student violates this policy a second time they will be placed on Disciplinary Dismissal and will be prevented from attending HLGU at any time in the future. The actions of HLGU are not based upon or in any way limited by actions, or lack thereof, of the legal system.

Hannibal-LaGrange University prohibits:

- The intentional use of any solvent that could be inhaled, sniffed or "huffed" to cause a high. If a student is found to be in violation of this policy subsequent disciplinary action will occur.
- Use and possession of "K2". "K2" is believed to produce high that is similar to marijuana. A student found to be in position of or under the influence of "K2" will be subject to disciplinary action.
- Misuse of over the counter (OTC) and prescription drugs. If the university determines that a student has violated this policy subsequent disciplinary action will occur.

### **Random Drug & Alcohol Testing**

Hannibal-LaGrange University reserves the right to administer random drug testing throughout the school year.

The following guidelines are in place to conduct random drug & alcohol screenings. These screenings will be performed by HLGU, or its designee. The consequences for positive results are as follows: First Positive Screen:

- Following a student's first positive confirmed drug test, the student will be notified by the Director of Athletics or Dean of Student Development of a two semester (Spring and Fall or vice versa) Disciplinary suspension. The student cannot represent the institution in any activity including student organizations, performance groups, or athletic teams beginning with the date of

the screening result.

- In order to gain readmission to the University a student must have an evaluative counseling session. This session and any follow-up session(s) will be paid by the student.
- The student must agree to undergo random drug & alcohol screens over the next consecutive twelve months – paid for by the student.

Second Positive Screen:

If a second positive screen occurs at any time following a positive screen, an immediate re-test will be administered at the expense of the student. The student/athlete will be put on Disciplinary Dismissal from HLGU. Reinstatement is possible only after counseling is successfully completed and twelve months of screens are successfully passed. The student pays for all counseling & drug screens.

The REFUSAL to participate in the screening or provide a sample within the one (1) hour time allotment will be considered a positive test and will include all of the sanctions of a first positive screen. As part of testing, a student may be asked to take a urine, saliva, and/or breathalyzer test to detect illegal drugs, non-prescribed drugs, alcohol, narcotics and/or steroids at such times and places as directed by an official Representative of Hannibal-LaGrange University. **The drugs or drug-classes TO BE TESTED for include, but are not limited to, the following: ALCOHOL, STIMULANTS, ANABOLIC AGENTS, DIURETICS, STREET DRUGS, PEPTIDE HORMONES AND ANA-LOGUES** (A complete listing of drugs in each category listed above can be found on the NCAA website [www.ncaa.org](http://www.ncaa.org) or a copy may be obtained from the athletic department). Random testing can be conducted on all students.

**BREAKING A CITY, STATE, OR FEDERAL LAW**

All students are expected to abide by the laws of the local, state, and national governments and are subject to judicial action at the hands of the university and/or law enforcement agencies. Formal charges, complaints or indictments by government entities are not prerequisite for university action under this section.

In all cases of violation of university rules and regulations, or actions in violation of local, state or federal laws, Hannibal-LaGrange University reserves the right to proceed with its own disciplinary action independent of governmental charges or prosecution.

**BREACH OF PEACE**

Breach of peace is defined as an action which disrupts the peace or endangers the safety, health, rights, or life of any person, and an activity which incites others to such actions. Students who engage in such activities will be subject to disciplinary action. Disruption of the functional processes of the University by individuals and/or organizations will not be permitted.

Students are prohibited from engaging in water fights, egg throwing, the shooting of fire works, and other activities that are disruptive, damaging, and potentially harmful. Those who help organize or participate in such activities will be in violation of university regulations and may expect disciplinary measures to be taken.

**APPEARANCE**

Appearance guidelines reflect the mission of Hannibal-LaGrange University to represent a distinctively Christian environment. While certain types of clothing may be appropriate for one occasion, they may not be appropriate for all occasions. The university reserves the right to ask students to leave and change clothes.

The following guidelines are to assist students with their clothing selections:

FORMAL/SEMIFORMAL – Regular-, three-quarter-, and full-length evening dress or formal pantsuit for women; tuxedos, suits, suit jacket, shirt and tie, and slacks for men.

BUSINESS CASUAL – Dresses, blouse and skirt or slacks for women; shirts with collars, tie (optional), and slacks for men. PLEASE NOTE. Inappropriate attire for Business Casual occasions includes: jeans, tennis shoes, flip-flop sandals, t-shirts, sweatshirts, athletic wear, shorts, sweatpants, wind suits, stretch pants, Capri pants, split skirts, extremely short skirts, leggings, stirrup pants or tight pants.

SCHOOL DRESS – Moderate-length dresses, skirts, or shorts are appropriate. Slacks, jeans, shirts, sweaters, sweatshirts, t-shirts, Capri pants, blouses, and split skirts are also appropriate.

PLEASE NOTE INAPPROPRIATE ATTIRE AND BODY ART: Tight fitting or revealing clothes, exposed undergarments, swimwear, clothing displaying alcoholic beverages, tobacco, profane language, suggestive or derogatory phrases, symbols or pictures, sleep wear (except in housing units), athletic practice or game clothing (except in the Sports Complex or Athletic Fields) are inappropriate attire and should not be worn. Body art that displays alcoholic beverages, drug paraphernalia, tobacco, profane

language, pornography, suggestive or derogatory symbols must be covered. Sleep wear must not be worn in public areas during open lobbies and open visitation. Blouses, tops, and shirts must be of sufficient length to cover the belt line. Skirts and dresses which are not mid-thigh/fingertip length or longer are inappropriate attire and should not be worn. Shirts and footwear must be worn on campus and in all college facilities, including public areas in housing units.

#### **BULLETIN BOARDS**

Notices, announcements, and advertisements to be placed on university bulletin boards must be cleared through the Student Development Office or department in charge of the respective bulletin board. All posted materials must be dated. Posted materials without the proper approval are subject to removal from the bulletin boards.

The Dean of Student Development approves the off campus distribution of advertising posters by students representing university organizations.

#### **TROJAN NEWS NETWORK (TNN)**

TNN is available on the University campus via US Cable channel 4. TNN provides 24/7 news and information to the HLGU community. TNN provides daily schedule as well as upcoming events and organization meeting times. TNN also provides news packages and replay of sporting events and even student produced movies and videos. For information regarding posting information on TNN contact the Dean of Student Development.

#### **CAMPUS COMPUTER & INTERNET ACCESS**

Access to campus computer and internet resources is available to HLGU students who, after reading the HLGU Computer User Policy, sign the Computer User Statement of Agreement and return it to the Office of Computer Services. The student's network access will be activated and a user folder will be created. This folder can be used to store the student's work instead of relying on portable storage devices.

Students may pick up a copy of the HLGU Computer User Policy in the Office of Computer Services located on the second floor of the Burt Administration Building.

#### **DANCING**

Hannibal-LaGrange University does not sponsor dances on or off campus, nor does the university allow dancing at any university-sponsored event. Student organizations, performing groups or athletic teams may not sponsor dances on or off campus.

#### **STUDENTS WITH DISABILITIES**

Unlike the secondary education process, post-secondary students with disabilities are responsible for self-disclosure and initiation of request for reasonable accommodations. Therefore, students must register their request with the institution's designated SSD Coordinator, the Associate Dean of Academic and Career Services. Once registered, students are not obligated to use approved accommodations.

Special accommodations, such as the scheduling of classes, request for assistive resources or support, or the arranging of housing in accessible facilities requires advanced planning and adequate time to prepare. Therefore, it is imperative that students with disabilities, who have been accepted for admission, identify themselves at least two months prior to beginning their first semester at the university. Students are also responsible for informing the SSD Coordinator of any accommodation changes. Approved accommodation requests must be current and are not retroactive.

Failure to disclose before admittance, does not forfeit a student's right to request accommodations at a later date. However, the University is not obligated to provide accommodations or services to those students who do not disclose their disabilities.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day HLGU receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests to identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask HLGU to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by HLGU in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom HLGU has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or appeals committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hannibal-LaGrange University to comply with the requirements of FERPA.

FERPA Revisions - Effective Aug. 7, 2000, Hannibal-LaGrange University may notify the parents of any student under the age of 21 if the student violates any college alcohol or drug policy. In cases involving crimes of violence or non-forcible sex offenses, HLGU may release the "final results" from a campus proceeding once it is concluded and need not wait on any appeals process. All such records produced on or after October 7, 1998, may be revealed. The University need not depend upon referral to a criminal court to establish that records may be released. The "final results" include the accused student's name, along with a general description of the violation alleged, and nature and duration of the sanction imposed. Victim and witness information remains confidential. These revised rules do not mandate the disclosure of these records but merely define what records are permitted to be disclosed under FERPA. State public records, laws, and university policies will govern the actual release of the records.

### **EMOTIONAL, BEHAVIORAL & PSYCHOLOGICAL PROBLEMS**

The university has limited resources in dealing with students who have serious emotional, behavioral or psychological problems. Students may voluntarily seek out and submit to professional evaluation, counseling, or treatment without disciplinary action being taken. Students are responsible for following treatment or therapy recommendations and are financially responsible for all services. Participation in a program or counseling may not, however, be used as an excuse for continued violation of the university's policies.

If a student receives university-appointed disciplinary action requiring professional counseling, evaluation, treatment, random alcohol or drug testing, the Associate Dean of Residential Life will assist the student with identifying available community services. The student must comply with the following requirements:

1. The student will sign a release to the service provider permitting an exchange of information with the Associate Dean of Residential Life.
2. The student will cooperate with the service provider.
3. The student will assume FINANCIAL RESPONSIBILITY for all services.
4. Further violation of university policy will subject the student to disciplinary action.
5. If it becomes evident that progress is not being made or the likelihood of progress is slim, termination of student status may result.

### **FOOD AND BEVERAGES**

Food and drink should be consumed in Snack Shack and cafeteria, unless other areas are approved by an appropriate university official. Food and drinks consumed in the classroom are up to the discretion of the instructor.

Food and drinks are not permitted in the computer labs, Roland Fine Arts Center's gallery and theatre.

### **FORGERY**

Forging another person's name on checks or any other documents is prohibited and will result in disciplinary action.

### **GAMBLING**

Gambling is defined as playing a game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays. Gambling is not permitted on campus, at university-related events, or by individuals representing the university.

### **GRIEVANCE PROCEDURES**

There are orderly procedures by which students may be heard concerning a just grievance. Procedures are outlined in three broad areas:

#### **Procedure for Grade Related Reviews**

When students feel that a grade does not reflect the quality of their academic work, they must follow the general procedure listed:

1. Ask the instructor to review the record and explain how the grade was determined.
2. If, after this review, there is still reason to believe the grade is unjust, a request in writing to review the case should be given to their advisor and the chair of the division. This request must be submitted prior to the official midterm date of the subsequent term. If one faculty member is both advisor and chair, another member of the division may be asked by the students' advisor to review the case with the advisor.
3. Students wishing to pursue the appeal should submit a written request for a hearing before the Vice President for Academic Affairs. In some cases, the Vice President for Academic Affairs may submit the matter to the Academic Affairs Committee and a student representative may be asked to participate in this hearing.

#### **Procedure for Review of Instruction**

Students are requested to evaluate the quality of instruction on a semester basis. This evaluation is completed on the student portal when the student checks the final grade for the course.

When students wish to register dissatisfaction with regard to the quality of instruction or to the performance or lack of performance of an instructor, they should follow the general procedure listed:

1. Register their complaint with the instructor, if they feel that it can be done. If they feel that they cannot, they may proceed to step two.
2. Register the complaint with the department chair. If they feel the matter has not been satisfactorily resolved, then express the complaint to the division chair.
3. If the matter still has not been satisfactorily resolved, take the complaint to the Vice President for Academic Affairs. It is preferable to do this in writing.

### **HARASSMENT AND HAZING**

**ALL HAZING IS PROHIBITED.** Hazing is defined as "to harass by exacting unnecessary, disagreeable, or difficult activity; to harass by banter, ridicule or criticism; to play abusive or humiliating tricks on." Physical hazing is any action designed to inflict discomfort, pain, or harm upon a person or subject such person to humiliation or degradation.

The offense shall include actions performed by one or more person upon another person and actions which one or more person force or require another person to perform. The offense shall include physical abuse of any kind or the requirement of any physical activity of an unusual, dangerous or harmful nature. Strenuous exercise or calisthenics, walking or running long distances, or any other prolonged activity calculated to cause fatigue, including the deprivation of sleep for prolonged, abnormal periods is prohibited. Personal servitude, which includes all activities that do not benefit the university, organization or club as a whole, is considered to be hazing.

The offense shall also include the administration or requirement of taking or receiving any stimulant, narcotic, or other drug, including alcohol or tobacco in any form, ointment, internally or externally, or distasteful or obnoxious substances of any kind. The offense shall also include the deprivation of freedom of a person or abduction of a person either by physical restraint or by threat.

The specifying of the above examples of physical hazing shall in no way limit the general meaning of the term as defined above.

### **LOST AND FOUND**

When an item is lost or found it should be brought or reported to the Student Development Office located on the first floor of the Burt Administration Building. Any unclaimed items remaining at the end of each semester become the property of HLGU and will be disposed of.

## **MEMBERSHIP IN ORGANIZATIONS**

Membership in all university organizations is limited to current HLGU students only. Students shall only belong to university organizations that have been approved through the Student Development Office and the Administrative Committee. Membership in any secret organization may constitute a sufficient reason for disciplinary action.

## **PORNOGRAPHY**

Pornographic materials are prohibited on campus. Prohibited activities include viewing, possession, purchase or distribution of any pornographic materials in any form (magazines, photos, CD-ROM, games, computer games, Web sites, etc.). Computer Services has a complete policy available for the appropriate use of the Internet and university computers. (See Computer User Policy)

## **PUBLIC DISPLAYS OF AFFECTION**

Students of HLGU are expected to maintain a high level of decency. This includes not lying down with or sitting on the lap of the opposite sex. The interpretation of any PDA will be left up to the HLGU staff or faculty member who sees the offense. PDA of any kind is prohibited in rooms and during Open Dorms.

## **RESPECT FOR PROPERTY OF OTHERS**

The theft, vandalizing, or defacing of another person's property or possessions is strictly forbidden. The university is not responsible for items stolen, defaced or vandalized.

## **RIOTS, MASS DISTURBANCES, AND DISORDERLY CONDUCT**

When a group of students gather in a manner that could result in damage to public or private property or injury to persons, or in such a manner as to interfere with the orderly operation of the university, they will be asked to disband. Noncompliance will be cause for disciplinary action.

Use of profane or obscene language and other actions not conducive to Hannibal-LaGrange University standards are not permitted on campus or while representing the university.

## **STANDARD OF SEXUAL CONDUCT**

Hannibal-LaGrange University upholds the traditional biblical view that it is God's intent that heterosexual union is the only acceptable expression of sexuality and must be reserved for marriage. This expression of a self-giving love is viewed as a gift from God. All members of the university community should abstain from behavior which may lead to a violation of God's standards on sexual activities. Misuses of God's gift will be understood to include, but will not be limited to, sexual abuse, sexual harassment, sexual assault, incest, adultery, fornication, and sex outside of marriage as defined by the State of Missouri is prohibited.

### **Sexual Harassment**

Hannibal-LaGrange University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behaviors used to control, influence, or affect the well-being of any member of the university community.

A student who wishes to file a complaint may contact the Director of Public Safety.

## **TOBACCO**

Students are prohibited from the use of tobacco in any form on the campus of HLGU and while representing the university off campus. This position is supported by safety regulations, the findings of medical science, and the desire for a neat and clean campus.

## **VIOLATIONS COMMITTED ON AND OFF CAMPUS**

The university cannot protect students from judicial processes involving violations of federal, state, local or criminal laws. Civil authorities will deal with offenses. This could involve arrest, trial, conviction and penalties.

In the cases of the violation of university policies and regulations or of actions in violation of local, state or federal laws which affect the university, University of Hannibal reserves the right to proceed with its own disciplinary action independently of governmental charges or prosecution. The university is not obligated to await the outcome of governmental action before taking disciplinary measures.

## **WEAPONS**

Possession of a weapon whether open or concealed on campus or at a university-sponsored event are prohibited. Weapons are defined as any item used to intimidate, scare, or harm others. Possession of materials used to manufacture bombs or firearms are prohibited.

# Disciplinary Actions and Procedures

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## **DISCIPLINE**

Hannibal-LaGrange University's behavior guidelines and expectations are meant to reflect Christian values. Like any community, there are certain standards, requirements and responsibilities that help secure a safe environment that coincides with HLGU's mission. Students, by virtue of their enrollment, are seen as members of the community and are expected to accept and live in accordance with HLGU's guidelines and expectations. Students who choose to disregard these guidelines and expectations are subject to disciplinary action. Hannibal-LaGrange University is a caring school that promotes Christ-like forgiveness, grace and truth. Students are held responsible for their actions that conflict with HLGU's community expectations. Discipline is intended to serve the following purposes:

1. To uphold university guidelines and expectations.
2. To promote personal responsibility.
3. To be educative in redirecting student behavior.

Disciplinary matters involving students both on and off campus will be addressed in the following categorical manner:

Level I offenses (including alleged violations of non-suspendable residence hall offenses) will be referred to the Resident Director after one warning.

Level II offenses (including alleged violations of non-suspendable offenses, which may or may not have taken place inside a residence hall) are generally referred to the Student Infractions Peer Committee.

Level III offenses (including alleged violations of any potentially suspendable offense) are reviewed by the Discipline Committee or may be referred to the Student Infractions Peer Committee.

The following procedural process is applicable in cases resulting in official disciplinary action:

- Notice will be provided to the student charged with an alleged violation of student conduct policy.
- Following notification, the charged student will be granted a hearing.
- Following the hearing, the charged student will be informed of the outcome, including any imposed sanction(s).

## **STUDENT INFRACTIONS PEER COMMITTEE (SIPC)**

The Student Infractions Peer Committee consists of students who must be of sophomore, junior, or senior standing. A Student Development staff member serves as the committee's chairperson. Candidates are nominated by Residential Life Staff and are approved by the Dean of Student Development. Length of service is one academic year. Members are eligible to serve more than one term. The Student Infractions Peer Committee is authorized to hear and apply sanctions for any referred violation. The committee will decide to sustain the charge or absolve the alleged party. If the charge is sustained, the committee will have sanctioning authority. The decision of the committee is sent to the Associate Dean of Residential Life for official approval and communication.

## **DISCIPLINE COMMITTEE**

The Discipline Committee will consist of the Dean of Student Development, the Associate Dean of Residential Life (ADRL) and a select group of invited individuals who represent HLGU's faculty, staff, and administration. The function of this council is to hear Level III violations. Upon hearing allegations and reviewing evidence, the council will have authority to issue sanctions.

## **DISCIPLINARY APPEALS**

Level I violations: The Associate Dean of Residential Life serves as the first and final level of appeal for Level I violations. The student who wishes to appeal a decision must notify the ADRL in writing within five days of the date of the imposed sanction(s). The letter must state that the student wishes to appeal and it must include the grounds on which the appeal is based.

Level II violations: The Appeals Committee serves as the first and final level of appeal for Level II violations heard by the Student Infractions Peer Committee. The student who wishes to appeal a SIPC decision must notify the Dean of Student Development in writing within five days of the date of the imposed sanction(s). The letter must include an appeal request and must identify the grounds on which the appeal is based. The appeals procedure for Class II violations heard by the Appeals Committee, will follow the format in place for Class III violations (see the reference to Class III violations included next in the Disciplinary Appeals section of this handbook).

Level III violations: The student who wishes to appeal a decision at this level must notify the Dean of Student Development in writing within five days of the date of the imposed sanction(s). The letter must state that the student wishes to appeal and it must include the grounds on which the appeal is based (see the Grounds for Appeal section found elsewhere in this handbook). The Appeals Committee serves as the first level of appeal for level III violations. Level III violations initially heard by the Discipline Committee may be appealed to: The Appeals Committee consisting of faculty and staff members appointed by the Vice President for Academic Affairs and two students appointed by the SGA President. The President has the final level of appeal.

#### **GROUND FOR APPEAL**

General Policy: It is not the function of the appeals process to permit a rehearing of factual issues presented in the original hearing. The function of the appeals procedure is to regulate the procedural correctness and fairness of the judicial process. Disagreement with a decision or severity of sanction of a governing body is not grounds for an appeal. Thus, grounds for entertaining appeals are specifically limited to the following:

1. Irregularities in fairness that influenced the outcome of the original action. It is the burden of the party seeking relief to demonstrate that the original decision would more likely than not have been different had the irregularity or error not occurred.
2. Prejudice demonstrated against either respondent or plaintiff on the part of the Residential Life Staff, Student Infractions Peer Committee or Discipline Committee participating in the disciplinary action. This prejudice must be more than simple opposition to the appealing party's point of view. Evidence must show a significant conflict of interest, bias, pressure or influence that prevented a fair and objective hearing.
3. New and significant evidence discovered after the original hearing.
4. Disproportional sanction(s) extraordinary to the conducted violation. Requests for appeal will not be automatically granted and may be denied by the appeals board if one (or more) of the above conditions is not demonstrated.

#### **APPEALS COMMITTEE PROCEDURE**

Upon the receipt of an appeal request, the Dean of Student Development will notify the appropriate parties.

1. A representative of the Office of Student Development will present charges.
2. The accused will be given the opportunity to respond.
3. Questions by the Committee.
4. Summation by the representative of the Office of Student Development.
5. Discussion and decision by the Committee is in closed session. (The accused and the representative of the Office of Student Development may not be present.)
6. Notification of the Committee's decision to the student and the Office of Student Development within twenty-four (24) hours of the hearing concerning the committee's decision.

#### **SANCTIONS**

The following examples represent the types of discipline that may be imposed. One or more sanctions may be imposed for a particular violation.

**Official Reprimand**—This sanction serves to inform the student that the incident reflects behavior unacceptable to the community and is inconsistent with HLGU's regulations. The purpose of this sanction is to serve as a warning to the student that further violation is likely to result in more severe consequences which would become part of the student's disciplinary records.

**Suspended Fines**— This sanction allows the student to withhold payment unless the offense is repeated, in which case the student is held responsible for paying the fine for the original offense and for the repeated violation.

**Fines**— Fines are used as a deterrent for those who disregard residence hall regulations. Fines are separate from restitution.

**Restitution**—Students are obligated to compensate a party for any damage or loss of property for which they are responsible.

**Community Service**—Students may be required to perform community service hours either on or off campus as an appropriate response to the violation.

**Mentoring**—Habitudes is a four book series on leadership by Dr. Tim Elmore. The first of the four books deals with the art of leading yourself. This book is part of the mentoring process.

**Restrictive Sanction**—If it is believed by the Dean of Student Development that a certain restriction is an appropriate response to a violation, the student will be restricted accordingly for a specified period of time. Examples of restrictions that may be imposed include the following but are not limited to:

1. Restricting participation in a particular activity or activities.
2. Restricting the on-campus housing assignment (may require a housing adjustment).
3. Restricting off-campus living privileges (may require the student to remain in campus housing for an extended period of time or move from an off-campus residence to campus housing).
4. Restrictions in Internet usage.

**Disciplinary Notice**—This sanction places the student on official notice to the effect that the violation has become part of the student's disciplinary records and that any further violation is likely to result in the student being placed on the status of Disciplinary Probation or Suspension.

**Disciplinary Probation**—The imposition of this sanction affects the student's good standing with the University for the duration of the probationary period. Further violations that occur during the probationary period are likely to result in suspension or dismissal. Students placed on the status of Disciplinary Probation are ineligible to represent HLGU in any University-sponsored activity.

The Associate Dean of Residential Life or the Dean of Student Development will communicate with the affected student and with appropriate faculty/staff. The length of the probationary period imposed by Student Development will depend on the nature of the violation and the time frame of the semester.

**Probation with Suspended Imposition of Sentence**—This status enables an alternative recourse while stipulating that the student's status will be automatically be changed to Probation following a second offense or failure to complete all sanctions. (For further explanation, see the section on University Sanctions for Alcohol Policy Violation found elsewhere in this handbook.)

**Denial of Privilege to Re-enroll**—This sanction places the student on indefinite disciplinary probation, allows for completion of the current semester but prohibits enrollment for subsequent semesters without permission from the Admissions Committee.

**Suspension with Suspended Imposition of Sentence**—This status enables an alternative recourse while stipulating that the student's status will be automatically terminated following a second offense or failure to complete all sanctions.

**Suspension**—For a fixed period of time students may not remain on or visit the campus. They may not participate in any academic or other activity of the college either on or off campus during the period of suspension. Other restrictions may be imposed on students serving suspension and are individualized to allow for the particular needs of students and/or university.

**Dismissal**—Students are denied the right of any academic or other activities of the university and become ineligible to return to Hannibal-LaGrange University.

## STUDENT CONDUCT POLICIES

All Hannibal-LaGrange University students are expected to follow the conduct policies set forth in this handbook. Unfamiliarity with institutional regulations or rules does not excuse a violation. Attempting, abetting, or being an accessory to any prohibited act set forth in this handbook shall be considered the same as a completed violation. These regulations are not designed to define prohibited conduct in exhaustive terms.

### LEVEL I —VIOLATIONS

The following residence hall violations are considered level I offenses and are regulated by each residence hall in accordance with minimum and maximum guidelines established by the Office of Student Development.

1. Curfew violations.
2. Unauthorized entry to, presence in, or exit from the residence hall. Examples include entering or exiting through windows or through side/back doors after they have been locked, and being in a restricted area of the residence hall without permission.  
NOTE: This violation also applies to students who assists others in unauthorized entry to, presence in, or exit from the residence hall, and to students who fail to properly register guests.
3. Jeopardizing the security of the residence hall or the safety of the residents. Examples include propping outside access doors and violating the regulations stated in this handbook concerning fire hazards.
4. Uncooperative response to a legitimate request from a member of the residence hall life staff. Examples include requests involving inappropriate room displays and inappropriate behavior (including language) offensive to others. Harassment is prohibited.
5. Deliberate misuse of residence hall furnishings or facilities, including any related damage to the

- university property. NOTE: This violation also includes the unauthorized removal of screens.
6. Unapproved pets in the residence hall (automatic prior approval is granted only for pet fish).
  7. Loss of room key.
  8. Failure to abide by the procedures of the residence hall regarding room check.
  9. Failure to abide by the procedures of the residence hall regarding attendance at mandatory meetings.
  10. Failure to abide by the procedures of the residence hall regarding quiet hours.
  11. Failure to abide by the procedures of the residence hall regarding proper check-out.
  12. Unintentional damage to university property, property of another institution, commercial property, or private property. (Restitution will typically be required.)

The preceding list of residence hall (level I) violations will be addressed in the following manner:

1. A written warning will be issued by the Resident Advisor.
2. A second violation of the same offense will result in referral to the Resident Director.

Action may include:

- a. Absolve the student of the charge(s) relevant to the violation(s).
- b. Find the student to be in actual violation resulting in one of the following options (as determined by the Resident Director in consultation with the student)
  - i. Community service in the residence hall.
  - ii. Financial penalty (including restitution, fine, or suspended fine. Note: Residence Hall fines may not be issued arbitrarily or automatically and are limited to increments of \$10, \$20, \$40, or \$50, depending on the offense).

The student will be given a maximum of 72 hours to resolve the matter with the Resident Director, after which the matter will be referred to Student Development for action by the Student Infractions Peer Committee or the ADRL.

**NOTE:** If the student fails to make an attempt to resolve the matter within the 72 hour time frame, the level I violation becomes a level II violation resulting in a permanent record in the Student Development Office and the possibility of level II sanctions which would be in addition to any level I sanctions already imposed.

#### **Level II —VIOLATIONS**

The following are level II violations which, although, serious, are normally considered non-suspendable offenses that would not require the immediate alteration of student status:

1. Circumventing rules by fraudulent or deceitful means, including regulations pertaining to curfew, chapel and class attendance, and requirements for living on campus.
2. Defiance of the residence hall visitation policy (see visitation in resident halls within the Residence Life section of the Student Handbook).
3. Incurring debt for the University or a student organization without the approval of a University official.
4. Breach of housing contract terms and conditions including any excessive violation of a level I offense that does not reach the level of a level III offense.
5. Misuse of a student ID card.
6. Refusing to present student ID or other identification upon the request of an HLGU official.
7. The use of profanity and/or abusive language on campus.
8. Official university sponsorship of social dances on or off campus, including sponsorship by campus organizations.
9. Organized gambling activities on campus.
10. The intentional use or possession of pornographic materials including that which is accessible through computing resources, books, magazines, video tapes, and telephones. An initial violation may result in a warning from any University official; however, repeated violations will result in referral to the Student Development Office for appropriate action.
11. Violation of clothing guidelines. While a strict dress code does not exist, the guidelines for dress at Hannibal-LaGrange University are intended to reflect the standards of the University. Thus, any article of clothing considered inappropriate and in clear conflict with the standards of the University, should not be worn on campus. Clothing that advertises tobacco or alcoholic beverages or gives reference to immoral behavior is unacceptable. Students who are known to be in violation of the stated clothing guidelines are subject to disciplinary action by the Student Development Office.
13. Use of wheeled vehicles or devices (such as bicycles, skateboards, roller skates, and roller blades)

- inside campus buildings.
- 14. Excessive noise disturbance on campus.
- 15. Defacing property on or off campus.
- 16. Use of tobacco on campus.

The preceding list of class II violations will be addressed in the following manner:

1. A written incident report will be turned in to the Student Development Office for action by the Student Infractions Committee or the ADRL.
2. Action may include:
  - a. Absolve the student of charge(s) relevant to the violation(s).
  - b. Find the student to be in actual violation resulting in one or more of the following sanctions (see the section on sanction found elsewhere in this handbook)
    - i. official reprimand
    - ii. financial restitution
    - iii. community service
    - iv. educative sanction(s)
    - v. disciplinary notice
    - vi. restrictive sanction(s)
3. The Appeals Committee serves as the final level of appeal for Level II violations addressed by the Student Infractions Peer Committee.

### **Level III —VIOLATIONS**

Level III violations consist of unacceptable moral or ethical behavior; serious law violation(s); serious damage to property; or behavior that is harmful (or potentially harmful) to self, others, or the University. Therefore, the following level III violations are considered potentially suspendable offenses, depending on the severity of the incident.

1. Violation of federal, state, or local laws.
2. Intentional disruption or obstruction of any official university function.
3. Physical and/or psychological hazing or other abuse of any person on or off HLGU's campus (including, but not limited to, verbal abuse and physical or sexual assault and other physical altercations.)
4. Harassment of any kind directed toward another student, faculty, or staff member.
5. Obstructive or disruptive behavior that seriously hinders the normal college performance of another student, faculty, or staff member.
6. Failure to comply with the directions or instructions of a university official acting in performance of position-related duties (including, but not limited to, failure to comply with an official summons from the President or the Dean of Student Development.
7. Theft of any kind from students, faculty, staff, or persons outside the university community, including seizing, receiving, or concealing property with knowledge that it has been stolen.
8. Intentional possession or use of hazardous materials on campus, including materials which may be used in the construction of explosive devices.
9. Possession or use of firearms (or any type of weapon) on campus.
10. Shooting off fireworks on campus.
11. Starting a fire on university property without permission from a duly authorized university official. Both Student Development and the facilities manager must be made aware of scheduled events involving a bonfire planned by a student organization.
12. No person shall take part in a false fire alarm or tamper with, damage, or misuse fire safety equipment.
13. The unauthorized use of keys and the unauthorized entry into, presence in, or use of university facilities (including housing facilities).
14. Sale or possession of property (including textbooks) without the owner's permission.
15. Vandalism or any intentional damage to or destruction of property on or off campus.
16. Financial delinquency to the University.
17. Violation of HLGU's alcohol policy (see complete policy statement and sanctions elsewhere in this handbook).
18. Violation of HLGU's policy on drugs (see complete policy statement and sanctions elsewhere in this handbook).
19. Moral impropriety, including but not limited to: sexual misconduct, spending the night in the room

of the member of the opposite sex, or sex outside of marriage, as defined by the State of Missouri.

The preceding list of level III violations will be addressed in the following manner:

1. A written incident report will be turned in to the Discipline Committee for action by the ADRL.
2. The appeals process for level III violations is outlined in detail in the appeals section of this handbook.
3. Violations involving moral impropriety may result in suspension from the University. In the day of moral decay such as America is experiencing, it is important that the individuals take special care to see that their conduct reflects Christian morals and standards.

# Campus Organizations

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## **STUDENT ACTIVITIES**

To encourage student interaction leadership and personal development, the University provides a number of student activities. The mission and goal of Hannibal-LaGrange University Student Activities is to provide the campus and its population with a variety of excellent programs and activities that both entertain and educate the HLG community. These events are valuable in serving to relay traditions to new students and in creating lasting memories of the college years.



**Margaret F. Street**  
**Student Activities**  
**Director**

### **Admission to University Activities**

Students are admitted to most university activities, varsity athletic events and intramural activities without charge on the presentation of a valid student I.D. Other university organizations may make nominal charges for university events they sponsor.

### **Scheduling Activities**

All student activities must be scheduled through the Student Development Office. These activities should be scheduled ten (10) days in advance.

Each organization should schedule its activities as far in advance as possible. With the exception of certain activities that involve the entire student body or the schedules of groups outside the University, a first-come-first-served policy is followed.

Any change in date, time, or place of a scheduled activity must receive prior approval from the Student Development Office. When the cancellation of a scheduled event becomes necessary, a notice must be submitted to the Student Development Office. Another group may wish to utilize this date for its activity.

All student events and activities are under the supervision of the Dean of Student Development. Therefore, in order to prevent misunderstanding or embarrassment, it is best to consult the Dean of Student Development before making any commitments or definite arrangements. Off campus social events must be restricted to a distance that will allow resident students to return to their residences by regular closing time.

Each university organization should present their proposed annual calendar of activities and their new slate of officers by April 15 to the Student Development Office.

### **Spiritual Life and Activities**

Since the university is committed to the spiritual as well as the academic and social development of individuals, a strong emphasis upon spiritual life and activities will be evident on this campus. The spiritual life and activities at Hannibal-LaGrange University are designed to accomplish two things: to minister to the spiritual needs of individuals and to provide individuals opportunities for Christian service on and off campus.

Many activities are available on and off campus to help students grow spiritually. Chapel programs are held each Wednesday at 10 a.m., and two multi-day spiritual emphasis programs are presented each year. These feature notable guests who address issues and topics of concern to Christians today. On-campus students meet voluntarily on a regular basis for Bible studies and prayer times. Local churches also provide weekly worship, Bible study, and service opportunities.

Christian service opportunities include weekend ministry teams, mission trips during school breaks, student summer missions through various organizations, and local volunteerism.

### **Sponsors**

Sponsors are to be at all social university events at which both male and female students are present. These include off campus, university-sponsored activities. This sponsor is to be the club/organization sponsor or designee.

## **CO-CURRICULAR TRANSCRIPT**

The co-curricular Transcript is an official record of the activities and accomplishments of the student during his/her academic career at Hannibal-LaGrange University. The transcript includes only school-sponsored activities that have been electronically validated by members of the faculty or staff at Hannibal-LaGrange University. A co-curricular activity is defined as an experience approved by the institution, through the Co-curricular Committee that enhances the institution's mission and purpose. Co-curricular transcript participation is voluntary, not part of graduation requirement, not graded, and not awarded academic credit.

Folio 180 is an online program that offers users a flexible and powerful solution for capturing co-curricular, academic, and career-related experiences. Folio 180 is a FREE service for enrolled students, and is accessed through the student portal or at [www.folio180.com](http://www.folio180.com).

For more information about Folio 180, contact:

- 1 Academic and Career Services Office – Resumes and Portfolios
- 2 Student Development Office – Co-curricular Transcript

### STUDENT ORGANIZATIONS

**Alpha Chi** is a national honor society promoting academic excellence and exemplary character. The Missouri Kappa Chapter at HLGU is open to students in all disciplines who rank in the top 10% of the junior and senior classes and who meet certain other requirements.

**Alpha Tau Beta** (Ashes to Beauty) Its purpose is to be a service-oriented sisterhood focusing on leadership, responsibility, spiritual growth, outreach, passion, purity and accountability. ATB members must be full-time HLGU students with a minimum GPA and in good standing with the university.

**Art Club** is open to all HLGU students interested in visual art. The purpose of the club is to gain greater insight and perspective about various art forms and contemporary concepts in art; sponsor art related service projects; encourage enlistment of students pursuing careers in art; and support the development of the HLGU art department.

### ATHLETICS AND RECREATION

**HLGU Intramural Program** offers the opportunity for competition in basketball, flag football, softball, ultimate Frisbee, dodge ball, and volleyball. Golf, billiards, ping-pong, and racquetball are offered in individual competitions.

**Hannibal YMCA: ALL TRADITIONAL, FULL-TIME STUDENTS** who pay a traditional full-time general fee will be allowed access to the YMCA facility. The HLGU students will be subject to all rules and regulations and any benefits of any full-time member which include but are not limited to, class costs (if any) and facility uses. HLGU students will be required to bring their student ID to receive a YMCA membership card. Once they have a YMCA membership card, they will be required to use that card to gain access to the facility. Located approximately one-half mile from HLGU, the YMCA maintains an indoor swimming pool, a large collegiate-size gym, a weight-lifting room, a whirlpool, a sauna room, a fitness/wellness room, and areas for various sports activities, such as racquetball and handball.

**Lacy Hiking Trail:** This scenic one-mile hiking trail begins behind Memorial Hall. The trail goes by the spring house, the waterfall, the bluffs, and the picnic area.

**Mark Twain Lake and Clarence Cannon Dam:** Located 30 miles southwest of Hannibal, this beautiful resort area offers a wide variety of activities, including picnics, boating, swimming, fishing, and camping.

**Hannibal Parks and Recreation Department:** The Parks and Recreation Department offers a wide variety of activities and maintains 24 area parks.

**Baptist Church Music Conference (BCMC)** is open to all students interested in careers in church music. The purpose of this group is to promote church music in general; to inform students of trends and issues that relate to church music; to assist the university in ministry and service; and to promote the work of Southern Baptists through cooperation with local, state, and national groups.

**Camp Teams** provide leadership to Christian youth and children's camps each summer as they travel throughout Missouri, Illinois, and Iowa. Application and interview are required during the spring semester.

**Christian Ministry Vocations Fellowship (CMVF)** is an organization for students preparing for Christian ministry vocations. They are required to attend monthly meetings and to participate in various ministry settings.

**Circle K** serves community and neighbors while teaching volunteerism and social responsibility. It is part of Circle K International ([www.circlek.org](http://www.circlek.org)).

**Collegiate Music Educators National Conference (CMENC)** is a national organization for music education majors.

**Fellowship of Christian Athletes (FCA)**, an interdenominational organization open to all students who share an interest in athletics, is committed to the lordship of Jesus Christ.

**Gatekeepers** is an organization sponsored by Hannibal-LaGrange University that provides college students as mentors for at-risk fourth and fifth grade students in the Hannibal and Palmyra school districts. University students spend two hours each with their GK child at the local schools, mentoring, visiting, tutoring, playing games and/or eating lunch.

**HLGU Computer Club**, open to all students, is organized to further the knowledge of computers; to help provide services for the campus; to build a respectable foundation for HLGU's computer program; and to increase the number of computer majors.

**HLGU Democrats** is a student organization that promotes the principles of, and encourages the active participation in, the Democratic Party. Membership is by application.

**HLGU Republicans** is a student organization that promotes the principles of, and encourages the active participation in, the Republican Party. Membership is by application.

**International Student Organization** provides international students with the opportunity to meet others who share the mutual goal of learning to adjust well in a new country. HLGU's International Student Organization seeks to encourage and promote understanding and appreciation of diverse cultures on the HLGU campus and in the community.

**Lambda Alpha Epsilon (LAE)** is an organization whose purpose is to foster and promote professionalism, better understanding, and communication between agencies of criminal justice and institutions of higher education, and to provide a unified voice for students of criminal justice in all matters of professional concern to them.

**Math Club** is an organization whose purpose is to create a community environment for students majoring in or interested in mathematics.

**NIC (Naturea Investigatio Circulus)**, an educational science organization, is open to all students who are interested in biology or in any area of science. New advances in the scientific community are examined within a biblical worldview. See faculty sponsor for membership requirements.

**Phi Beta Delta** is a service organization for men. Its purpose is to set an example for other Christian men in doing good works for others; to strengthen ties between the surrounding communities and the university; to strengthen and build ties of support and friendship among its members; and to obtain the aforementioned goals by performing duties and tasks for the community and the university.

**Phi Beta Lambda (PBL)** is a national organization for all HLGU students who are enrolled in business or business teacher education programs. Promoting a sense of civic and personal responsibility, this organization provides opportunities for HLGU students to develop competency in business occupations and in business teacher education.

**Physical Education and Recreation League** is open to all physical education educators and recreation majors. The League is a service organization. Its purpose is to benefit the university and the community, and to provide opportunities for its members to have hands-on experience in their field.

**Pi Gamma Mu** is an organization of long-standing importance in colleges and universities across the United States. Pi Gamma Mu is an academic honor society that encourages academic excellence in the social sciences. Pi Gamma Mu requires membership candidates be ranked in the top 35% of their class and a junior or senior status.

**Pre-Med Association** is a student organization made up of pre-med majors. To be a member of the Pre-Med Association a candidate must be an active member of NIC.

**Sensus Plenior** is the Honors Program designed to provide academically gifted and highly motivated students with a deeper and richer college experience, hence the name "Sensus Plenior". This is Latin term that means "a deeper understanding". Every HLGU student has a university experience. The HLGU Honors Program seeks to provide a deeper academic experience for students.

**Student-Missouri State Teachers Association (S-MSTA)** is for all education majors and other students enrolled in education classes at HLGU. The purpose of the organization is to promote professional ideals and provide opportunities for personal growth.

**Student Nurses' Association (SNA)** is an association providing opportunity to address the needs of nursing students. Membership is open to nursing students.

**Students for Life** is a student pro-life organization. Its purpose is to promulgate the importance of the sanctity of life through education and prayer. The group offers a forum for students to openly express their opinions and share their concerns about pro-life matters.

**Underground History** is a organization to broaden student's minds concerning the subject of history through films and other avenues. This is a Christ-centered organization of fellowship and gives the opportunity for students to discuss and refine their interest in History.

### **Campus Leadership**

Because of academic responsibilities and the duties associated with campus leadership roles, students not making satisfactory academic progress or on disciplinary probation may not serve as an officer of any university organization. Any student running for or elected to an office or position in a university organization must sign a waiver for release of their grade point average for the purpose of insuring their eligibility to serve.

**Formation of New Organization**

Students desiring to form a new organization must present to the Dean of Student Development the following: a statement of purpose, a copy of the proposed constitution, a list of officers, the proposed dates and times for scheduled meetings, a calendar of activities, and a letter from a member of the faculty/staff stating his or her intention to be the group's sponsor and to be responsible for the organization. Upon approval by the Dean of Student Development. Upon approval, it will be taken to the Administrative Council of Hannibal-LaGrange University to make final decision.

**Ministry Guidance Program**

Hannibal-LaGrange University offers guidance to students preparing for Christian ministry vocations. Ministry Guidance is designed to enhance the effectiveness of those already experienced in ministry as well as to train the inexperienced. Opportunities for such guidance include weekend pulpit supply, revival/Disciple Now teams, church placement for various staff positions, mission service, monthly CMV Fellowship meetings, and Internship courses.

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## **STUDENT SERVICES**

The University provides a broad range of services for its students. The president, vice presidents, deans, faculty, and other University personnel are available to students who desire assistance in matters related to their academic, social, or personal lives. This section of the handbook provides information on the nature of services available and where to secure them.

### **STUDENT IDENTIFICATION CARD**

During registration students are issued an I.D. card that is good for four years. This becomes their pass for admission to athletic events, the cafeteria (residence hall students), game equipment in the Student Center and for admission to the Mabee Sports Complex. If lost, stolen, or destroyed students must have a new one made at a cost of \$50.

### **HLGU STUDENT EMAIL**

HLGU Student email accounts are available for all enrolled students. These email accounts have single sign-in capability and may be accessed through the HLGU Student Portal. HLGU Student Email will be the official means of university communication. University administrators will use this mode of communication to send important university enrollment and registration information, safety announcements, and campus calendared events to all enrolled students. Regulations regarding student email are covered in the Computer Use Policy. Students are responsible for reading HLGU email regularly. For more information regarding HLGU Student Email accounts, contact the Office of Computer Services.

### **MAIL SERVICE**

All resident students are assigned a mailbox during registration. The mailboxes are located in the student center. Mail is delivered Monday through Friday. Packages arrive with the regular mail. A notice is placed in the mailbox of persons receiving packages. Packages may be secured by presenting the notice at the mailroom.

Packages arriving via United Parcel Service will be handled in the same manner as those arriving by mail. Outgoing mail should be placed in the official blue postal drop box or in the drop slot inside.

Individual stamps are available for purchase at the stamp machine located by the mailroom. Books of stamps may be purchased in the mailroom.

A forwarding address should be left with the mailroom and Registrar when students leave Hannibal-LaGrange University at the end of spring semester or graduation.

Mailbox keys should be returned to the mailroom at the end of each year unless arrangements are made with the mailroom for the student to keep the key. Students who do not return mailbox keys will have a \$15.00 fine placed on their account. **STUDENTS MUST HAVE A MAILBOX KEY TO RETRIEVE MAIL.** There is a \$10.00 fee for a replacement key.

### **PUBLICATIONS**

The Student Activities Calendar and the Student Handbook are published by the Student Development Office. The Student Handbook makes available detailed information concerning rules and procedures for approved student activities and guidelines for student conduct.

*HORIZONS*, the University newspaper, is published by a student staff. It publishes news about campus life and current issues. Interested students learn about journalism theory through opportunities in newsgathering, organizing and writing news stories, newspaper planning and layout, and advertising.

*Trojan*, the University yearbook, provides experience in layout, photography, and copywriting. It depicts the activities of the school year. It is produced by a student staff available to continuing full-time students and used by various university departments.

### **ACADEMIC AND CAREER SERVICES**

The Academic and Career Services Office provides personal, academic, career, and engagement support services to students through the PACE Program. The mission of the PACE Program is to assist students with: adjusting to campus life, improving their GPA, deciding on a major and career, and transitioning to the world of work or graduate school.

The Office contains informational materials on study skills, personal development, career planning, resumes, graduate schools, and the military. Students have computer access for online career exploration, learning resources, digital resumes and portfolios, and testing. A resource room is available for students desiring tutoring, special accommodations, or a quiet study area.

## HEALTH INSURANCE

All full-time students (residing on or off campus) are required to be medically insured and to have a photocopy of their current health insurance card on file. Health insurance will be provided for those students who do not have proof of being insured; the cost for this insurance will be charged to the student's account.

## BOOKSTORE - THE UNIVERSITY BOOKSTORE

The bookstore is owned and operated by HLGU as a service facility provided for its family of students, faculty, staff, and community. The store is located in the Student Center, and makes available required textbooks, reference materials, office supplies, gift items, and casual clothing with the HLGU logo.

Students must bring their class registration slip to purchase textbooks. A copy of the store's policies is given to each student at time of purchase.

### Used Books

In order to stretch the students' textbook dollar, the University Bookstore attempts to have available used copies of current texts whenever possible.

### Lost or Stolen Books

Neither the bookstore nor the university will assume responsibility for lost or stolen books.

### Special Orders

Special orders will be accepted at any time for books in print and/or not currently in stock for personal or classroom use. The staff will assist in book purchases made through the Bookstore.

### Restock Fee

There will be a \$10.00 restock fee for textbook returns to the Bookstore for refund.

**\*Visit the University Bookstore at [www.hlg.edu](http://www.hlg.edu) for more information.**

## DINING SERVICES

All student residents are required to purchase the HLGU meal plan. Only those presenting a medical excuse signed by a physician and approved by the Dean of Student Development may be exempt.

<b>Serving hours:</b>	<b>Mon-Fri</b>	<b>Sat</b>	<b>Sun</b>
Hot Breakfast	7:00 - 8:30		8:00 - 9:00
Continental Breakfast	8:30 - 10:00		
Self Service Food Stations	10:00 - 11:30		
Brunch		10:30 - 12:00	
Lunch	11:30 - 1:30		12:00 - 1:15
Self Service Food Stations	1:30 - 5:00		
Dinner	5:00 - 6:30	5:00 - 6:00	5:00 - 6:00
Self Service Food Stations	6:30 - 7:00		

### Dining Service Policies

1. The student identification card must be presented to the checker at the entrance of the cafeteria so that the card can be scanned. An ID/Meal card is non-transferable and cannot be used by any other individual. Only those persons with valid meal cards, or those paying cash for a meal, have permission to enter and remain in the cafeteria.
2. Students should only take food which they plan to eat. Wasted food results in higher meal service prices and limits the number of food options that can be made available.
3. Because the cafeteria is an all-you-care-to-eat dining room, no food is to be taken out except in certain pre-approved instances (e.g., sack lunches for athletic teams).
4. Students are not permitted to take dishes, glasses, silverware, etc. from the cafeteria.
5. No food may be brought into the cafeteria from any outside sources (Snack Shack included).
6. Students are expected to carry their own dishes, and silverware to the conveyor.  
This is a significant element in attempting to keep meal service cost as low as possible.
7. Should a student's class schedule interfere with cafeteria meal times, the student may choose to schedule a sack lunch for pick-up. This program is available seven days a week. Requests must be made at least 24 hours in advance.
8. Meal arrangements may be made for anyone with special dietary needs by providing a written statement from a licensed medical authority.
9. Student feedback is important. In order to solicit student feedback, comment cards are available inside the cafeteria. Responses are made to each legitimate comment submitted and are posted for viewing inside the cafeteria.
10. Students are welcome to bring guests to the cafeteria. Guest charges for meals are posted at the

cashier stand.

11. For health reasons, male students may not wear sleeveless shirts while in the cafeteria.

#### **Declining Balances**

A resident student on the meal plan is provided \$40.00 on an account in the Snack Shack, (Tro-Dough) each semester. This meal exchange money is offered to resident students to use during regular Snack Shack hours of operation. Balances at the end of the semester will not carry over to the next semester unless a student elects to add more money to their accounts. All elective purchases will carry over. Purchase of \$25.00 or more is entitled to a 10% increase in their accounts.

#### **Commuter Meal Options**

A Monday through Friday semester meal pass is sold in the business office the first two weeks of each semester. The pass allows commuter student 5 meals per week during the semester. Available with the commuter meal pass is \$20.00 Tro-Dough, (declining balance in the Snack Shack).

Available to the commuter student is a ten meal punch card. Purchase nine meals and the tenth is free. Sold through the dining services.

Declining balance (Tro-Dough's) accounts are offered to commuters. Purchase of \$25.00 or more is entitled to a 10% increase in their accounts.

#### **Meals during Snow Days**

If school is canceled the day before due to snow or bad weather a brunch from 10:30 a.m. to 1:00 p.m. will be served instead of breakfast and lunch, dinner will be served from 5:00 – 6:00. If school isn't canceled until the morning of the snow day then meals will be served at the regular times.

#### **Meals During Fall, Thanksgiving, Spring, and Easter Breaks**

During University breaks basic meals will be provided for the students that have permission to be on-campus during these times. The exception being Thanksgiving Day and Easter Sunday, no meals will be provided. The meal times during the breaks will be as follows:

Lunch 12:00 pm - 1:00 pm

Dinner 5:00 pm - 6:00 pm

#### **“COMMON GROUNDS” COFFEE HOUSE**

“Common Grounds” was established in 2001. It is located in the lower level of Kleckner Hall. “Common Grounds” is a popular “hang-out” for students during posted hours. It offers coffee, latte, polarvita, and a variety of Pepsi products. “Common Grounds” has a performance stage and hosts concerts, karaoke and open mic. nights.

#### **SNACK SHACK**

The Snack Shack is located in the Student Center. The Snack Shack is closed on Sunday. \*The Snack Shack will be closed Wednesday evening due to church services.

<b>Serving Hours:</b>	<b>Mon.- Fri.</b>	<b>Sat.</b>
Day Shift	7:30 - 3:00	Closed
Evening Shift	5:30 - 10:00*	5:30 - 10:00

#### **LIBRARY**

The Library offers the full services of its staff, collections and equipment welcoming the opportunity to assist students. Services include reference, interlibrary loan, online database searching, laminating, spiral binding, faxing, and bibliographic instruction. Self service options include: internet, photocopier, audio-visual equipment, student use computers, scanners, and a die cut machine. The collection consists of books, periodicals, sound recordings, DVD's, pamphlets, newspapers, clippings, slides, microfiche/ film, software, video tapes, multimedia equipment, and e-books.

#### **Hours**

##### **September - April**

Mon - Thurs 7:30 a.m. - 11:00 p.m.

Fri. 7:30 a.m. - 5:00 p.m.

Sat. 10:00 a.m. - 5:00 p.m.

##### **May - July**

Mon., Tues., Thurs, 8:00 a.m. - 6:00 p.m.

Wed., Fri. 8:00 a.m. - 5:00 p.m.

Sat. 12:00 noon to 4:00 p.m.

The library is closed Sundays and holidays. Shortened hours during breaks will be posted.

#### **Loan periods**

Students must present their HLGU ID to check out any materials

1. General collection books from HLGU or MOBIUS may be checked out for 21 days with two renewals
2. Reserve items may be library use only, 24 hour or 3 day check-out as specified by the instructor.
3. Pamphlets and audio-visual materials may be checked out for 3 days.
4. Reference books, archives, rare books, and periodicals are library use only.
5. Equipment may be checked out for academic use as needed and should be reserved ahead of time.  
*Personal use is not allowed.*
6. Some online databases are available 24 hours a day even from off campus.  
Logins and passwords for access are e-mailed to students' HLGU email account or may be picked up at the library circulation desk.

**Lost item fees**

There are no daily fines, but items are considered lost after being overdue for two weeks. Students will be blocked from enrolling in classes, participating in graduation ceremonies, or receiving transcripts/diplomas for any overdue items or unpaid fees.

HLGU materials:	minimum \$30
HLGU equipment:	cost of the item plus \$20 billing fee
MOBIUS materials:	minimum \$120

**Library Conduct**

An atmosphere conducive to reading and study should be maintained at all times. Students are to cooperate by being quiet and courteous. For additional information see the Library Information and Resource Guide.

**MABEE SPORTS COMPLEX**

The Mabee Sports Complex contains facilities for varsity, junior varsity, intramural, and recreational sports in basketball, volleyball, tennis, racquetball, and walleyball. It also has weight training, fitness, and aerobic exercise rooms, along with locker rooms and classrooms. The Athletic Department offices, faculty offices and a director's office are located in the Sports Complex.

**Admittance**

- Full-time students have full use of the facility included in the General Fee.
- Part-time students may obtain full use of the facility by paying the full-time General Fee
- Families of students may obtain full use of the facility after the student has paid the full-time General Fee for the students' own use of the facility.

**Married students**

Cost per semester for spouse only \$50

Cost per semester for entire family (including spouse) \$100

- Each person having access to the facility must have an ID and show that ID to enter.
- Children under the age of 12 must be accompanied and supervised by an ID card holder 18 years of age or older.

**Hours**

**August- May**

Mon. - Sat.	6:00 a.m. - midnight
Sun.	1:00 p.m. - midnight

**STUDENT CENTER**

The following offices are located in the Student Center: Student Development, Dean of Student Development, Associate Dean of Residential Life, Student Activities Director, Director of Public Safety, and Book Store Manager.

The Student Center includes the following facilities that are located on the first floor of the Burt Administration Building: Book Nook, Snack Shack, student mailboxes, offices, study lounge, computer, and T.V.

**Guidelines:**

- Students are expected to clean up after themselves in all areas of the Student Center.

**STUDENT CENTER HOURS:**

Mon., Tues., Thurs.	5:00 p.m. 12:00 a.m.
Wed.	8:30 p.m. 12:00 a.m.
Fri.	5:00 p.m. 1:00 a.m.
Sat.	1:00 p.m. 1:00 a.m.
Sun.	8:30 p.m. 12:00 a.m.

## **ROLAND FINE ARTS CENTER HOURS:**

### **September - April**

Mon - Fri. 6:00 a.m. - midnight  
Sat. - Sun. 1:00 p.m. - 6:00 p.m.

## **ACCESS TO CLOSED BUILDINGS**

In the event that students need to be in buildings beyond the available hours and without a faculty/staff person present, the following steps need to be taken:

- Access is granted on a limited basis. Students must request permission from their respective department chair. Department chairs then submit a list of names to the Dean of Student Development. If needed, an ad-hoc committee will decide if the student deserves, needs, and can handle extended hours. These names will be given to Public Safety and building monitors.
- Students need to be in the building and checked in with the building monitor (if the building has a monitor) before the building closes. No one other than Public Safety is to let students in once a building is locked.
- Students must have their ID on their person. Public Safety will check their ID against an approved list. Anyone in the building who is not on the list will be escorted out.
- Female students **MUST** have security escort when leaving the building.
- A formal agreement (written statement) must be signed by those who have been granted special permission to be in a building after hours.
- A copy of the formal written agreement will be kept on file in the Public Safety Office.

## **VEHICLE REGISTRATION**

Students are permitted to have automobiles and other licensed vehicles on campus. All vehicles belonging to full-time, part-time, and evening student must be properly registered at the time of enrollment. The university will not register vehicles that are not covered with liability insurance. The parking fee is \$50 per semester and \$50 for summer.

All students (day, evening, full and part-time), faculty, and staff of HLGU who operate vehicles on campus must immediately register their vehicle with the University. The following information must be submitted: name of the person registering car; make, model, color, year, and license plate, and driver license that is issued in the United States. The registration of a vehicle and subsequent application obtainment of a parking permit will imply an understanding and agreement to comply with all parking and traffic regulations of Hannibal-LaGrange University. Hannibal-LaGrange University reserves the right to deny or revoke driving privileges.

The registration of a vehicle in no way guarantees that a parking space convenient for the individual will be provided. The responsibility for the finding a legal parking space rests with the vehicle operator. Inability to locate a legal parking space is not an acceptable excuse for violation of these regulations. Additionally, the University shall assume no responsibility for the safety, care, or protection of any vehicle parked or operated in campus.

### **Parking Permits**

A parking permit will be issued for each vehicle registered. It is also to be properly displayed at all times the vehicle is parked on campus. Only current parking permits are valid. Responsibility for the vehicle rests upon the person to whom the parking permit is issued.

### **Implied Consent**

Any person acquiring a parking permit to park on the property of Hannibal-LaGrange University hereby gives their consent to the search of their vehicle as long as the vehicle is on the property of Hannibal-LaGrange University. Vehicles on the University property are subject to visual inspection by University employees and public safety personnel at all times. A complete search of vehicles may be conducted with authorization from the Dean of Student Development and preferably the student.

**PEDESTRIANS HAVE THE RIGHT-OF-WAY AT ALL TIMES!**

## **REGULATIONS**

All motor vehicle regulations are subject to enforcement 24 hours a day, 365 days per year. Students operating vehicles are expected to observe campus traffic and parking regulations. Violators will be ticketed and fined. A map showing designated parking areas may be obtained from the Public Safety office.

Responsibility for the operation of the vehicle breaking public laws and University regulations rests upon the person to whom the vehicle is registered regardless of who the driver may be. Posted speed limits and traffic regulation signs are to be observed at all times. Vehicles must be operated safely and

carefully on campus and remain on streets and parking lots only.

#### Penalties

All violations of the regulations carry a fine. Public Safety will issue parking tickets and tickets for traffic violations. Penalties are payable in the Student Accounts Office. Students will have 5 business days in which to dispute tickets with the Director of Public Safety. After that time fines will be added to the students' accounts. Students with unpaid fines will not receive grades or transcripts. In addition, students will not be allowed to enroll for the next semester until fines have been paid. Students are extended the privilege of operating a vehicle on campus. If a person chooses not to operate their vehicle in a safe and proper way, the privilege maybe suspended or revoked.

#### PARKING AREAS

**Designated Areas:** As a convenience for all personnel, parking areas are provided and maintained. It is necessary to designate and assign these areas.

**Visitor Parking:** The area around the oval drive in front of the Administration Building is reserved for visitors to the campus from 8:00 a.m. till 5:00 p.m.

**Commuter Parking:** Commuters should park in the lots designated for commuters and in open parking lots. (See map on the back of the handbook, Yellow Parking.)

**Residence Parking:** Resident parking areas are provided near housing and are marked as such. (Red Parking)

**Faculty/Staff Parking:** Spaces for faculty and staff members are provided near the major campus buildings and are marked as such. (Blue Parking) Vehicles must be parked in a valid parking space. Vehicles cannot be parked in a no parking area, fire lane, or on the grass.

#### Auto Boot Policy

Auto booting is a means of controlling and decreasing the number of habitual parking violators on the campus of Hannibal-LaGrange University. The auto boot attaches to the front or rear left tire preventing the moving of the vehicle until all parking fines are paid or parking disputes settled. This is a safer and more convenient way of controlling habitual offenders.

1. Application of the Auto Boot
  - a. The Auto Boot can be applied after the receipt of the fifth non-moving violation in one semester.
  - b. The Auto Boot can be applied to vehicles parked illegally in all reserved, fire, visitor, and disabled parking spaces.
2. Removal of Auto Boot
  - a. The Auto Boot is provided with the receipt showing conditions are met
    - 1) Fees are paid in full (parking fees, ticket fees, and Auto Boot removal fee of \$75)
    - 2) The Public Safety Director is provided with the receipt showing payment in full of both fines and Auto Boot removal fee.

#### Responsibilities

1. Violators are responsible for the following:
  - a. Parking fees (including all tickets)
  - b. Auto Boot Fees
  - c. Any and all damages to the Auto Boot.
2. Hannibal-LaGrange University is not responsible for any loss or damage from auto booting.

#### Student Identification Card

During registration, students are issued an I.D. card that is valid for four years. This becomes their pass for admission to athletic events in the Mabee Sports Complex, the cafeteria, RFAC, game equipment in the student center. It will also grant them entry into their residence hall. Students are not allowed to use anyone else's card. If lost, stolen, or destroyed students must have a new one made at a cost of \$50, which payable in the business office.

#### Video Surveillance

Surveillance cameras have come into increasing use on University campuses, principally as part of crime prevention strategy, to aid in the protection of public safety and personal property. In regard to investigative procedures, the University may use video surveillance, when appropriate, as part of its inquiry efforts. It is anticipated that the surveillance will be reviewed by the Department of Public Safety, who will involve any necessary persons for identification and conformation of information. Video surveillance will be maintained by the Department of Public Safety, and will be accessible to authorized University personnel on an as needed basis only.

**Missing Student Notification Policy**

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Hannibal-LaGrange University Department of Public Safety to investigate any report of a missing student who resides on-campus at HLGU. This policy establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing.

When an on-campus residing student is reported absent from the University for more than 24 hours without any known reason, HLGU's Public Safety should be notified immediately. Upon notification, HLGU's Public Safety will investigate each report and make a determination whether the student is missing in accordance with the missing student policy.

If a missing student is under 18 years of age, and not an emancipated individual, the University is required to notify a custodial parent or guardian of the missing student no later than 24 hours after the determination by Public Safety that the student is missing.

HLGU's Public Safety will also notify the Hannibal Police Department no later than 24 hours after it determines that the student is missing, even if a student has not registered a contact person.

**ON CAMPUS TELEPHONE NUMBERS**

<i>CONCERN:</i>	<i>CONSULT:</i>	<i>EXT.#</i>
Academic Counseling and Planning	Faculty Advisor	
Add/Drop Courses	Registrar	3046
Admissions	Admissions Office	3264
Alumni Affairs	Alumni Office	3122
Athletics	Athletic Department	3120
Bills, Fees, Charges	Student Accounts	3055
Books and Supplies	Bookstore Manager	3002
Calendar of Events	Student Development Office	3008
Christian Vocations	In Service Guidance Director	3096
Class Attendance	Instructor	
College-Level Examination Program (CLEP)	Academic and Career Services	3016
Commencement	Academic Affairs Office	3092
Counseling (personal)	Associate Dean of Residential Life	3008
Employment	Director of Human Resources	3058
Financial Aid	Financial Aid Office	3282
I.D. Cards	Department of Public Safety	3012
Illness (Residents)	Residence Director	
Insurance	Student Accounts	7055
Maintenance	Maintenance Office	3001
On/Off Campus Job Listings	Retention and Career Services	3016
Organizations	Student Development Office	3008
Probation (Academic)	Academic Affairs Office	3092
Public Relations & News	Public Relations Office	3116
Public Safety	Director of Public Safety	3011
Religious Activities	Carroll Mission Center	3195
Social Activities	Student Activities	3006
Special Accommodations (ADA)	Academic and Career Services	3016
Student Records	Registrar	3046
Study Difficulties	Instructor/Faculty Advisor	
Transcript	Registrar	3046
Tutoring Services	Academic and Career Services	3016

**EMERGENCY NUMBERS**

Public Safety		573-248-6268
Emergency RD on-call	Female	573-231-8037
	Male	573-231-8036
All Emergencies		911
Alcohol & Drug Abuse Hotline		573-248-1196
Hospital (Hannibal Regional)		573-248-1300

**AREA CHURCHES**

Please check local Yellow pages for a complete listing of area churches. Faculty and Staff personnel are also a good resource to consult for church choices. Churches representing numerous denominations are available in Hannibal. Students are encouraged to attend the church of their choice.

**HEALTH SERVICES**

Medical care is available at the Hannibal Ambulatory Care Clinic (ACC)—east end of the Hannibal Clinic, which is located near the Hannibal Regional Hospital. To reach ACC, go West on U.S. 36; take Shinn Lane Exit; turn left at stop sign at overpass. Turn right at second right-hand turn. Then turn right, into the ACC parking area. Telephone: 573/248-3333.

Hannibal Ambulatory Care Center	100 Medical Drive, Hannibal	248-3333
Hannibal Clinic	100 Medical Drive, Hannibal	221-5250
Hannibal Dental Group	2727 St Marys Ave, Hannibal	221-1227
Palmyra Clinic	6996 County Road 326, Palmyra	769-3710
Quincy Medical Group	1025 Maine St, Quincy, IL	217-222-6550
Advanced Physical Therapy	228 Huck Finn, Hannibal	221-8800
Hannibal Regional Hospital	8503 Hwy 36, Hannibal	248-1300
Main Street Eye Clinic	3201 Hwy 61, Hannibal	248-3937
International Eyecare Center	210 Steamboat Bend, Hannibal	248-1616
Fashion Optical	3 Northport Plaza, Hannibal	221-2646

**PHARMACIES**

Gosney Pharmacy	2900 St Marys Ave, Hannibal	248-8322
Kroger Pharmacy	Huck Finn Shopping, Hannibal	221-2866

Walgreens Pharmacy	455 Hwy 61, Hannibal	221-6557
St. Mary's Pharmacy	5 Diamond Blvd, Hannibal	221-3000
Wal-Mart Pharmacy	3650 Stardust Dr, Hannibal	406-0682

**AUTO SERVICES**

Wal-Mart Tire and Lube	3650 Stardust Dr, Hannibal	406-0375
Kenny's Service Center	6964 County Road 326, Palmyra	769-4567
Terry's Tire	3528 Market St., Hannibal	221-2511
Safety Lane	410 Mark Twain Ave	221-0029

**HANNIBAL-LAGRANGE UNIVERSITY ANNUAL SAFETY AND SECURITY REPORT**

**Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the HLGU Administration, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the HLG ALERT.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the HLGU community, Student Development may also post a notice on the Hannibal-LaGrange University web site at <http://www.hlgu.edu>, providing the HLGU community with more immediate notification. In such instances, a copy of the notice is posted in each residence hall, at the front door of each on-campus apartment or quad and in the Student Development Office. The web-site is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Director of Public Safety by phone at (573-248-6268) or in person at the Student Development Office on the first floor of the Burt Administration Building.

**Policy for Reporting the Annual Disclosure of Crime Statistics**

Hannibal-LaGrange University Department of Public Safety prepares this report to comply with the Jeanne Clery Disclosure of Public Safety Policy and Crime Statistics Act. The full text of this report can be obtained in the Public Safety Office. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, residential life staff, and the Student Development Office. Each entity provides updated information on their educational efforts and programs to comply with the Jeanne Clery Act.

Campus crime, arrest and referral statistics include those reported to the Public Safety Office, and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Copies of the report may be obtained by visiting the HLGU Department of Public Safety Office located adjacent to the Student Development Office on the first floor of the Burt Administration Building, or by calling Public Safety Office (573) 629-3012. The report may be viewed on the Hannibal-LaGrange University website at [www.hlgu.edu](http://www.hlgu.edu).

**To Report a Crime**

Contact HLGU Department of Public Safety at 573-248-6268 (non-emergencies), dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the residential halls should be reported to the HLGU Department of Public Safety. In addition, you may report a crime to the following areas:

Dean of Student Development	573-629-3008
Assoc. Dean of Residential Life	573-629-3014
Director of Public Safety	573-629-3011
Men's on Call Phone	573-231-8036
Women's On Call Phone 5	573-231-8037

**Confidential Reporting Procedures**

If you are the victim of a crime and do not want to pursue action with the HLGU Department of Public Safety or with Hannibal Police Department, you may still want to consider making a confidential report. With your permission, the Director of Public Safety can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the university can keep an accurate record of the number of incidents involving students, 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.

### **Access Policy**

During business hours, the University (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invites. During non-business hours, access to all University facilities is by key, if issued, or by admittance via the Department of Public Safety. In the case of periods of extended closing, the University will admit only those with prior written approval.

Residence halls are secured 24 hours a day. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Burt Administration Building, Roland Library, Roland Fine Arts Center, Partee Center, and the Mabee Sports Complex.

### **Public Safety Authority and Jurisdiction**

Hannibal-LaGrange University Department of Public Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at HLGU. Public Safety officers have the authority to issue parking tickets, which are billed to student accounts. Public Safety officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus.

The HLGU Department of Public Safety maintains a highly professional working relationship with the Hannibal Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the HLGU Department of Public Safety and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

### **General Procedures for Reporting a Crime or Emergency**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Department of Public Safety in a timely manner. To report a crime or an emergency on the campus of Hannibal-LaGrange University, call the Department of Public Safety at 573-248-6268. To report a non-emergency, call Public Safety at 573-629-3012.

All incident reports are forwarded to the Dean of Student Development for review and potential disciplinary action on behalf of the university. The Department of Public Safety will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Student Development Office.

If assistance is required from the Hannibal Police Department or Fire Department, the Department of Public Safety will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Public Safety, will offer the victim a wide variety of services.

Information about on-campus and off-campus resources for crime victims can be obtained in the student development office. This information is made available to provide HLGU community members with specific information about the resources that are available in the event that they become the victim of a crime.

Crimes should be reported to the Department of Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

### **Crime Prevention Programs**

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Public Safety personnel facilitate programs for students, parents, faculty, new employee orientations, student organizations, in addition to programs for resident life, Residence Hall Directors, resident advisors, and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call the Department of Public Safety for an escort.

### **Criminal Activity Off Campus**

In the event that a Hannibal-LaGrange University student is involved in an off-campus offense, Public Safety officers may assist with the investigation in coordinating with local, state, or federal law enforcement. HPD routinely works and communicates with Public Safety officers on any events occurring on-campus or in the immediate neighborhood and business areas surrounding campus. HLGU does not secure off-campus housing or off-campus student organization facilities.

### **Policy on Alcoholic Beverages**

As a Christian university supported by the Missouri Baptist Convention, HLGU takes the position of abstinence from the use of alcoholic beverages both on and off campus. The University alcohol policy prohibits consumption, possession,— or distribution of alcoholic beverages on or off campus. Whether a student has violated this policy's prohibition against use of alcohol or illegal drugs may be determined by circumstantial evidence such as the aroma or smell of alcohol or drugs, either in the room or on the student's person, or conduct suggesting that the student is under the influence of such substances. In addition to being considered a violation of the Standard of Student Conduct, Missouri state law prohibits any person less than twenty-one (21) years of age to possess and/or use alcoholic beverages.

Violation of this policy may result in any sanction deemed appropriate by the University, including, but not limited to, fines, required participation in a drug or alcohol treatment or rehabilitation program (at the student's expense), suspension, or expulsion. HLGU may refer any violation of the law to the proper law enforcement authorities.

If a student feels they have a drug or alcohol dependency they may seek help and direction from the Residential Life staff without fear of retribution. Alcohol and drug dependency does not give students an excuse to violate the University's alcohol and drug policy.

#### **Policy on Illegal Drugs**

Hannibal-LaGrange University takes the position of abstinence regarding the use and/or possession of illegal or controlled substances. HLGU students are prohibited from using and/or possessing any illegal or controlled substance unless prescribed by a physician. The actions of HLGU are not based upon or in any way limited by the actions, or lack thereof, of the legal system.

#### **ALCOHOL & SUBSTANCE ABUSE INFORMATION**

Local, State & Federal Legal Sanctions Legal Sanctions – Laws Governing Alcohol  
The State of Missouri sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from HPD.

All students are expected to abide by the laws of the local, state, and national government and are subject to judicial action at the hands of the University and/or law enforcement agencies. Formal charges, complaints, or indictments by governmental entities are not prerequisites for University action. In all cases of violation of University rules and regulations, or actions in violation of local, state, and federal laws, Hannibal-LaGrange University reserves the right to proceed with its own disciplinary action independent of governmental charges or prosecution.

#### **Sexual Assault Policy**

In the event of a sexual assault, the victim should be aware of the following procedures:

1. Report the incident to the following:
  - a. Hannibal Police Department; 777 Broadway, Hannibal, Mo (573) 221-0987
  - b. A victim that is a student should inform a member of the residence life staff. Employees should inform an administrator or the director of public safety
2. Seek medical assistance (Ambulance: (573) 221-5000) (Hannibal Regional Hospital (573) 221-1491)
3. Consider the importance of preserving evidence. Do not shower.
4. Seek counseling
5. Consider pressing charges
6. If the accused is a student; disciplinary actions may also be taken by the institution at the appropriate time with both the accused and the accuser informed of the outcome.
7. Consider requesting changes regarding academic and living situations. Changes will be made if requests are received that may be reasonably accommodated. Requests for changes should be addressed to the vice-president for student development.
8. The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
9. Both the accuser and accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the institution's final determination and any sanction against the accused).
10. Refer to the student guidelines and expectation section of the handbook to learn about discipline and sanctions related to sexual assault.

#### **Sex Offenders**

Information regarding registered sex offenders in Missouri can be found at:  
<http://www.mshp.dps.missouri.gov>