



2018-2019 STUDENT HANDBOOK

A publication of HLGU's
Office of Student Life



OUR MISSION

The mission of Hannibal-LaGrange University is to provide an excellent education in both liberal arts and professional disciplines in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for both personal and career effectiveness.

OUR VISION

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

OUR CORE VALUES

- Christ Centered
- Learner Focused
- Globally Minded
- Service Oriented

The Hannibal-LaGrange University handbook is 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 associate dean of men .

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 associate dean of student life 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.

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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 education in both liberal arts and professional disciplines in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for 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 master 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

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.

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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 administration.

Absences for University-related events that have been approved ahead of time in writing by the vice president for academic administration 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 administration 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 vice president for academic administration.

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 (www.hlg.edu) 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.
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.

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.

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 graduation, orders for cap and gown (including measurements) and graduation announcements are ordered online. There is a \$30.00 charge to fill the order for those who do not order their cap/gown for graduation by the deadline but want to walk.

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 administration 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 University.
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 administration. Students or faculty members involved can appeal the division chair's decision by requesting a hearing before the vice president for academic administration.

**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
Student Learning Improvement 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. 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 HLGU, a message will be sent using the school's alert system. To sign up for the alert system text HLG ALERT to 68247.

In addition, an alert banner will be added to the school's website (www.hlg.edu) and information will also be posted to the official Facebook page: www.facebook.com/HLGUniversity.

Cancellations and delays will also be posted to local TV stations' websites: WGEM.com, ConnectTristates.com, and will be sent to WGCA "The Mix" Christian radio station.



VISION

We desire to amplify the student's academic experience through real leadership opportunities, authentic spiritual growth and significant, life-long relationships.

MISSION

Student Life strives to provide life-changing opportunities through missions, leadership, service, and relational avenues in a noticeably authentic Christian context, preparing our students to lead effectively for the cause of Christ.

STUDENT LIFE OBJECTIVES

- Create an environment where meaningful relationships can be formed
- Enhance the learning process through leadership development and student activities
- Provide opportunities to serve Christ and expand His kingdom through ministry on and off campus
- Develop team-building and leadership skills through completion and physical activity
- Offer stress relief and encouragement through on campus and off campus events.
- Offer focused discipleship opportunities in order to grow students in their walk with Christ
- Identify and develop effective leaders with a strong biblical worldview.
- Increase students' awareness of their value through restorative policies and processes

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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 residential life coordinator and the associate dean of students. 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 life 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 HLGU CORE VALUES AND EXPECTATIONS section of this 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 applied to the student's housing balance at the beginning of the semester.

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 associate dean of student life 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.

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 life 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 third week of the semester. No room changes will be made after this. The associate dean of men 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.

HOUSING POLICIES

RESIDENTIAL HOUSING MEETINGS

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 student's 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.

Each resident will be issued one "free check pass" per semester. This may be used at any time 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
- Lewis/Brown and Fletcher only: clean bathroom thoroughly with your own cleaning supplies.
- make beds
- pick up floor and vacuum
- dust

EXPECTATIONS FOR APARTMENT-STYLE HOUSING UNITS:

(Students provide their own cleaning supplies and toilet paper.)

- empty trash
- clean kitchen (i.e. clean refrigerator 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 associate dean of student life. (Another administrator of the University may provide authorization if neither the president nor the associate dean of student life). 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, toiletries, 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 residential student 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

Residential 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 Lewis and Brown 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 used. 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. Residential students 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 University 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 student 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 the 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 office of student life. A violation of the visitation policy will result in disciplinary action.

OPEN LOBBY HOURS: 11:00 a.m. – 11:00 p.m.

FEMALE OPEN DORM HOURS:

Every Monday 7:00 p.m. – 10:00 p.m.

MALE OPEN DORM:

Every Thursday 7:00 p.m. – 10:00 p.m.

ALL OPEN DORM:

Every Saturday: 7:00 p.m. – 10:00 p.m.

APARTMENT-STYLE HOUSING OPEN HOURS: *Public areas only - Living Room & Kitchen*

Daily 4:00 p.m. – 11:00 p.m.

QUIET HOURS

Quiet hours are from 10 p.m. until 9 a.m. 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 men, director of student life, 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

Residential students 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 advisor or resident director 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 on campus 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 residential student.

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.

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 a.m. 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. Residential students 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 student 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: full 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 office of student life located on the first floor of the student center. 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.

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 student 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 office of student life. 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 student 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 student 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 student life will provide the on-call resident director with a list of approved housing stays.

TV/CABLE

Premium movie channels such as HBO, Cinemax, Show Time, and the like are not permitted, nor is the viewing of adult/R-rated movies, pornography, unrated movies, in any medium, (ie: Netflix). M-rated video games are not permitted as well. Residential staff are authorized to remove or shut off questionable material at their discretion.

BULLETIN BOARDS

Notices, announcements, and advertisements to be placed on University bulletin boards must be cleared through the office of student life 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 associate dean of student life 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 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 director of student activities.

TNN AND CHAPEL SLIDE POLICY

TNN POLICY

All TNN slides should be emailed to the dean of student life and the student life secretary for content approval and upload to TNN. Please allow 1-2 business days to have these placed. Student life will brand the slide with the HLGU logo. If there is an issue with the slide, the submitter will be contacted. In order to insure the TNN slides are effective, please leave TNN monitors on. If you see a TNN monitor off, please turn it on or contact student life.

CHAPEL SLIDES POLICY

Slides submitted for TNN can also be placed on the chapel rotation if requested. This request must be made by the Friday before chapel.

VIDEO POLICY FOR CHAPEL

Videos should be submitted one week before chapel and will be played as prioritized by the date of the event and the videos submitted first.

Only one video per week may be shown before chapel and the ability to play the video may be affected by the chapel program, off-campus guests, stage set-up, etc. Videos must be sent in a .mov or .mp4 file format and should be in a

16:9 frame with a resolution of 1920x1080. Videos must also comply with the HLGU Audio Visual Services Copyright Procedures and Limitations. For more information, see the campus sound coordinator.

PROCEDURE FOR SLIDE AND VIDEO APPROVAL

- The dean of students will check for content and appearance, student life will format for chapel slides.
- The campus sound coordinator, director of chapel worship, and student life will make the final call on video play, order, priority, etc. Any disagreements will be handled by the executive cabinet.
- Videos produced by campus departments, the Missouri Baptist Convention, or the Southern Baptist Convention will receive priority and do not need to be screened for content. Further priority will be as follows, HLGU clubs and organizations, individuals in the HLGU family, and outside and other entities.

DANCING

Hannibal-LaGrange University does not sponsor organized dances on or off campus.

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 first floor of the Burt Administration Building.

SOCIAL NETWORKING

HLGU strives to create and sustain an environment that encourages students, faculty, and staff as individuals and also is conducive to a strong academic learning environment. Any form of activity, communication, or behavior that distracts from this is taken seriously.

Social media is defined as any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Edmodo, Schoology, Instagram, YouTube, Google+, Tumblr, Snapchat, Yik Yak, Friendsy, Pinterest, and Flickr.

Some examples of social media uses include:

- Blogging about movies, sports, or news events;
- Posting updates or activities on your Facebook page;
- Participating in a teacher-established Edmodo group; or
- Using a Google Hangout to work on a class project.

Social media can be a great tool for convenient communication and information sharing. However, these resources may also be used for harm. Any inappropriate use of electronic media which may include, but is not be limited to : email text, chat, email attachments, video files, audio files, electronic/internet gaming, web page viewing , social network sites of file transfers is strictly forbidden. Violations of the use of social media, electronic communication, and other such resources include, but are not limited to the following:

1. Disparaging or criticizing another person (cyberbullying)
2. Harassing another individual.
3. Representing the University and/or its employees and students in a negative light.
4. Illegally downloading copyrighted material.
5. Downloading and/or viewing materials that are inappropriate and inconsistent with the University's Code of Conduct.

We also recognize the potential for inappropriate usage of these sites exists on three different levels.

1. **Time consumption** – We encourage our students to be disciplined in time spent on the social network sites. The stewardship of time is as important as anything else God has given us. Pursuit of God, completion of academic requirements, and the development of personal friendships should be our priority.
2. **Unauthorized Postings** - We encourage our students and staff to be sensitive to the posting of any pictures or information on these sites without the expressed consent and knowledge of the parties involved.
3. **Integrity** - Social network sites afford the opportunity for users to conduct themselves in ways they might not normally in face-to-face conversations. Criticism, gossip, and inappropriate language is to be avoided at all times as conversation on these sites should reflect Christlikeness.

Please keep in mind the following:

There is no right to privacy when using school-related social media. If you are using the school's device or network, the school may review what you post.

By posting content to third party applications such as social media sites, you are almost always releasing ownership

rights to and control of that content.

The variety of activity that can take place through these various sources can range greatly in severity. This is dependent on several factors and sanctions given will take this into consideration.

Minimum sanction: Verbal reprimand

Maximum sanction: Suspension

Cyberbullying takes many forms. It is the use of electronic technologies to hurt or harm other people. Examples include: Sending offensive text messages or emails; posting statements that are not true and create rumors; or circulating embarrassing photos of and/or comments about a classmate or university employee online. Anyone engaging in such behavior, or tolerating, assisting or participating in such behavior in any form and/or not reporting such activity will be considered to be in violation of HLGU's social media policy.

HLGU IMMUNIZATION/HEALTH FORM POLICY

All Hannibal-LaGrange University incoming students are required to fill out our New Student Health form. The New Student Health Form is located at this link: <https://www.hlg.edu/scom/frm/view.php?id=68624>

All incoming students are required to have vaccinations/tests for the following: Tuberculosis, Hepatitis B, Chicken Pox (Viravax), Tetanus Diphtheria, Measles, Mumps and Rubella (German measles).

Recommended additionally if living in campus housing: Meningococcal Vaccine

A summary of the student's medical history and any medication needed will be required as well.

If a current or former student should ever need a copy of their immunization records the Student Life Office will keep a copy filed away for two years after a student's last semester at HLGU. Please call the student life office at 573-629-3099.

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 ADA 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 require 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 ADA 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 students who do not disclose their disabilities.

SERVICE AND SUPPORT ANIMAL POLICY FOR STUDENTS

Hannibal-LaGrange University seeks to meet the needs of its students with disabilities in accord with pertinent federal and state laws, including Section 504 of the Rehabilitation Act of 1973 and anti-discrimination laws of the Department of Housing and Urban Development. This policy is designed to provide guidance regarding the use of service and support animals by enrolled students with disabilities on the University campus and other teaching sites.

Teaching sites not controlled by the University (i.e. hospital or other clinical education sites, educational institutions for student teaching assignments, companies providing intern placements, etc.) may have their own policies and procedures. Students are solely responsible for obtaining any approval required by these external sites.

Definitions:

The University defines a **service animal** as a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. In some cases, a miniature horse may be permitted as a service animal. Other animals, whether domestic or wild, do not qualify as service animals. Examples of such work or tasks may include guiding a person with impaired vision, alerting a person with a hearing impairment, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with a mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and/or performing other duties. service animals are working animals, not pets. The work or task a service animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals.

Support animals (sometimes called therapy or emotional support animals) are animals recommended by a medical professional as a reasonable accommodation for a student with a documented disability. Support animals are not

service animals, even if prescribed by a physician or therapist. While they may be considered for access to University housing, support animals are generally not permitted in other areas of the University, such as the Library, academic and administrative buildings, classrooms, labs, athletic facilities, food service/dining areas, and student service facilities such as the student center.

A **pet** is an animal kept for ordinary use and companionship. A pet is not considered a service animal or a support animal. It is not covered under this policy. Hannibal LaGrange University will allow fish and turtles in residential housing in tanks that are under five gallons. No other pets will be allowed to live on, stay in, or visit residential housing or other University-controlled property.

An **approved animal** is a service or support animal that has been granted as an accommodation by this policy. The owner is the student with a disability who has requested the accommodation and has received approval to bring the approved service or support animal onto campus.

General:

The University provides appropriate adjustments to enrolled students with a documented disability (including commuter students and students living in campus housing).

Service or support animals may live with students in their on-campus residence upon approval by the dean of students and in accordance with this policy.

The University may exclude a service animal or support animal from its campus or other teaching site if it:

- 1) poses a direct threat to the health and safety of others;
- 2) causes substantial physical damage to the property of others;
- 3) poses an undue financial and administrative burden, or
- 4) results in a fundamental alteration of the University's program(s).

Approval Procedure:

Advance approval and documentation are not required for a service animal that is clearly doing work or performing tasks for the benefit of an individual with an obvious disability. All other rules and procedures described below will apply.

To receive approval for having any other Service or Support Animals on campus, students should begin by requesting an accommodation in the office of student life. The student will be asked to provide documentation verifying:

- That she or he has a disability;
- That the animal is necessary to afford the person with a disability an equal access to the University's educational program; and
- That there is an identifiable relationship or nexus between the disability and the assistance the animal provides.

Upon receipt of this documentation, the office of student life staff will initiate a conversation with the student about the University's policy and procedures for use of service or support animals on campus.

If a disability is confirmed and the need for a service animal or support animal is approved by the University, the student will be provided with a letter of approval from the dean of students. Except in the case of a service animal assisting a student with an obvious disability, the student may find it helpful to have the letter available to demonstrate that the animal is approved to enter non-residential facilities on campus (i.e. Library, Student Center).

If appropriate, the student's teachers will be notified that the student has been approved to have the animal present in the student's classes. If the student resides on campus, appropriate notice will be provided to the resident director of the pertinent building.

Every student who brings a service or support animal onto campus must sign the Service and Support Animal Agreement. The student must also provide evidence to the office of student life that the animal is in good health and has been vaccinated against diseases common to that breed of animal as recommended by the American Veterinary Medical Association. Veterinary records attesting to that fact must be submitted to dean of students or his/her designee prior to the animal being on campus or other teaching sites.

If the service or support animal is approved by the office student life live with the student in campus housing, the student must schedule a meeting with the associate dean of students or his/her designee to review pertinent campus rules related

to the animal. This meeting must occur prior to the animal taking occupancy in order to review the agreement and expectations.

The student's roommate(s), suitemate(s), or those otherwise sharing the living space (if applicable) will be notified of the approval of the service or support animal by the associate dean of students or his/her designee. All roommates, suitemates, or others sharing living space are requested to sign an agreement acknowledging that the service or support animal will be in the residence with them. In the event that one or more of these persons does not consent, student life will reach a resolution of the matter through an interactive process with the appropriate participants.



Hannibal-LaGrange University

Service and Support Animal Agreement

First Name: _____ MI: _____ Last Name: _____
ID NO: _____ Contact Phone: _____

Check one: Service animal approved ☐ Support animal approved (for campus residence only) ☐

Animal Name: _____ Animal Type: _____
Animal Breed: _____ Hair Length: _____
Veterinarian Name: _____ Veterinarian Phone: _____

Please review each segment and initial each paragraph. The student requesting the service must complete this form. If the student is under the age of 18, the parent or legal guardian must also sign the agreement.

This section applicable to all students who are granted approval for a service or support animal:

Guidelines for animal care:

____ The student who benefits from the approved animal's use (the owner) is responsible for its care and supervision.

____ The owner is also responsible for ensuring the cleanup of the animal's waste and, when appropriate, must toilet the animal in areas designated by the University or other teaching site consistent with the reasonable capacity of the owner. Outdoor animal waste such as dog feces must be immediately retrieved by the owner, placed in a plastic bag, and securely tied before being disposed of in an outside trash dumpster. For students who reside in campus housing, indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.

____ The owner is financially responsible for any damages caused by the animal, including bodily injury and property damage to any private or University property.

____ The owner must effectively control the animal at all times. The animal cannot pose a direct threat to the health or safety of others. If the owner cannot effectively control the animal, or if it poses a direct threat to the health and safety of others, the permission to keep that particular animal at the campus or other teaching sites will be rescinded until such time as the problem is rectified.

____ If any animal neglect is suspected, the University will contact the student and public safety. The entire responsibility of the animal should be taken on by the student. The animal should not be left alone on the campus or other teaching sites for extended periods of time.

____ The approved animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Cats should have the shots normally required for a healthy animal. Animals other than cats and dogs to be housed in University residences must have an annual clean bill of health from a licensed veterinarian. Documentation may be a vaccination certificate or a veterinarian's statement regarding the animal's health. The University has the authority to direct that the animal receive veterinary attention.

____ The animal should have a tag identifying the owner and providing contact information in case of emergency.

____ The University reserves the right to request documentation showing that the animal has been licensed if required by local law.

____ The owner is responsible at all times for the actions of his or her animal. The student is responsible for any odors, noise, damage, or other conduct of his or her animal that disturbs others or damages property.

____ Service animals may travel freely with their owner throughout University residential and other areas of the University, with the exception of areas which may pose a threat to health or safety or create an undue burden (see “Areas off Limits to Service Animals” below). They must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

____ Areas off Limits to Service Animals: The University may prohibit the use of service animals in certain locations because of health and safety restrictions, for example, where the animals may be in danger or their use may compromise the integrity of research. Restricted areas may include but are not limited to the following: custodial closets, boiler rooms, facility equipment rooms, areas where protective clothing is necessary, rooms with heavy machinery, and areas outlined in state law as being inaccessible to animals, such as food preparation areas.

____ The owner must notify the office of student life in writing if the approved animal is no longer needed as an approved animal or is no longer in residence. To replace an approved animal, the owner must file a new service and support animal agreement.

Any violation of the above rules may result in immediate removal of the approved animal from the University and may be reviewed through the student conduct system. The owner will be afforded all of the rights and procedures of that process.

The following sections apply to students with service or support animals who reside in campus housing:

____ Support Animals must remain in privately assigned living spaces in housing unless prior written authorization has been obtained from the office of student life (except when being transported off campus with the owner or being taken directly to or from appropriate exercise or toileting locations). When outside of the owner’s assigned residential area (room, suite, house, and apartment), service and support animals must be maintained under control by an appropriate leash, harness, or animal carrier at all times, except to the extent an exception has been made in order for a service animal to fulfill its function. When outside the residential area, the owner of a support animal shall carry an Approved Accommodation letter as documentation that the animal is approved.

____ The owner is responsible for assuring that the animal does not interfere with the routine of the residence or cause difficulties for students who reside in the unit. Sensitivity to residents with allergies and to those who fear animals is important to ensure a positive residential community.

____ Students with medical conditions that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) are asked to contact student life if they have a health or safety-related concern about exposure to a service or support animal. The University is prepared to also reasonably accommodate individuals with such medical conditions that require accommodation when living in proximity to approved animals. Conflicts will be resolved in a timely manner. The potentially conflicting needs of all persons involved will be considered.

____ Approved animals may not be left overnight in University residences to be cared for by another student. Approved animals must be taken with the owner if the owner leaves campus for a prolonged period.

____ When an approved animal is left alone in a room or residence without a human, it must be kept in a crate, cage, carrier, or other container to insure that it will not interfere with University staff who may need to enter the unit.

____ The student will cover all costs for cleaning, repair, and replacement to return the unit to the same condition as at move-in.

____ Student life will inspect the residence unit on a regular basis, minimally once per semester. If fleas, ticks, or other pests are discovered, the unit will be treated using appropriate fumigation methods by University-approved pest control services, and the owner’s account will be billed for any pest treatment expenses beyond standard pest management in campus residences.

____ If the owner moves to a different location within University housing, the associate dean of students will assign a staff member to oversee the move, arranging for staff notification, training, and assistance with reintroduction of the animal to a new community.

_____ Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations.

I have read and agree to the terms of Hannibal-LaGrange University's Service and Support Animal Agreement. I understand that if I have questions, concerns, or need assistance, I may call the office of student life.

Student Signature

Date

(For students under 18)

Parent/guardian signature

Email:

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.

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 University facilities, including public areas in housing units.

EMOTIONAL, BEHAVIORAL, AND PSYCHOLOGICAL PROBLEMS

HLGU is committed to assisting students with any and all disabilities, including those with mental health issues. We are committed to a culture that welcomes those with mental health disabilities and desire to work with them to be a successful student in our classroom and on our campus. We will make every reasonable concession as expected by the ADA (Americans with Disabilities Act) that both retains the integrity of our institution and gives a genuine opportunity for the attainment of a quality education for the student.

Any student that makes his/her disability known will be assisted. As well, any student desiring to seek out professional evaluation, counseling or treatment will be assisted. However, the University does have limited resources to assist students with serious emotional, behavioral or psychological problems. Students are responsible for following previous treatment and/or therapy prescribed/recommended and are financially responsible for all services.

The adherence to university policy and academic success are still expected. Participation in a program or counseling may not be used as an excuse for continued violation of University policies.

If a student receives University-appointed disciplinary action requiring professional counseling, evaluation, treatment, random alcohol or drug testing, the office of Student Life under the direction of the Dean of Students 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 dean of student 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. This may result from the following but is not limited to:
 - a. The student is a threat to themselves and/or others.
 - b. Policy is not followed and the prescribed process leads to dismissal.
 - c. The student is evaluated and continued attendance and/or residency is considered to be detrimental to their success.
 - d. The student's needs are unable to be reasonably met by the institution.
 - e. The student is deemed unable to function within a normal routine of academic and/or residential life.
 - f. Or persistently imposes on others placing consistent unrealistic expectations on the time and energy of other students, faculty or staff

Psychological problems may be referred to our Threat Assessment Behavioral Intervention Team (TABIT) to evaluate if the personal health and well-being of the students self and/or others are in jeopardy. Any perceived direct threat regarding the student, fellow students and/or faculty and staff will result in removal from campus and possible suspension. Such decisions will be made by the dean of students in corroboration with the executive cabinet. As well, any situation where the student is not showing progress or actually regresses will be evaluated and may be referred to professional counselling and/or TABIT.

After any professional evaluation prescribed due to threat assessment, failure to adhere to policy, or ongoing psychological issues, a professional counselor must provide written clearance before re-admittance of any student is allowed.

Re-enrollment decisions are made by the discretion of the dean of students in partnership with the HLGU Admission Committee. Enrollment decisions are made after prayerful and appropriate professional evaluation considering the nature and extent of care, the severity of the problem, and the level of the student's cooperation, prognosis and willingness to change.

FOOD AND BEVERAGES

Food and drink should be consumed at the Fireside Cafe, Snack Shack & Subs, The HLGU Loft, 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.

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 administration. In some cases, the vice president for academic administration may submit the matter to the Academic Administration 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 administration. It is preferable to do this in writing.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM (DAAPP)

INTRODUCTION AND OVERVIEW

The Drug-Free Schools and Campuses Regulations (34 C.F.R) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as Hannibal-LaGrange University (HLGU) to "certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs or alcohol by all students and employees on school premises or as a part of any of its activities" as well as distribute the program to all employees and students. The IHE must also conduct and prepare a biennial report "on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of sanction enforcement" according to Education Department General Administrative Regulations (EDGAR) Part 86.100, Subpart B.

At a minimum, the IHE must annually distribute the following in writing to all students and employees:

- I. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- II. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- III. A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- IV. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and,
- V. A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law (EDGAR Part 86 Subpart A 86.3).

HLGU DAAPP Mission, Purpose, and Objectives:

- A. Mission Statement: The mission of the Drug and Alcohol Abuse Prevention Program (DAAPP) is to outline and describe the institution's policies, procedures, and programs for all students and employees regarding drugs and alcohol in order to promote a safe environment for work and study.
- B. Purpose: The purpose of DAAPP is to aid in the prevention of unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees and to promote healthy lifestyles.
- C. Goals and Objectives:
 1. Review policies and procedures and make recommendations to applicable departments/areas.
Objective: Review the alcohol and drug policy and sanctions in HLGU handbooks, catalogs, online resources, and printed material for any changes to meet new and current laws and guidelines.
 2. Education of students and employees
Objective: Inform all students, employees, and volunteers of standards of conduct, disciplinary processes, and sanctions.
 3. Promotion of awareness and prevention
Objectives: Offer effective prevention education and information which promotes healthier lifestyles. Provide

drug and alcohol awareness information and materials which inform students and employees of the effects of alcohol on their health and mental wellbeing.

4. Dissemination and disclosure of information

Objective: Make available student and employee handbooks and annual security reports (ASR) both online and in print (if requested).

5. Evaluation and review

Objective: Annual review of programs and activities for effectiveness in accomplishing DAAPP goals and suggest changes to stay abreast of current trend and regulations.

6. Conduct Biennial review

Objective: Determine program effectiveness and consistency of policy enforcement through quantitative and qualitative measures to identify and implement any changes needed.

I. STANDARDS OF CONDUCT

Introduction

Under the provisions of the Drug-Free Schools and Communities Act Amendments (DFSCA) of 1989, Public Law 101 226, all schools, colleges, and universities must implement and enforce drug prevention programs and policies as a condition of eligibility for federal financial assistance. The law further requires the annual distribution of written policies to each enrolled student and employee. Specific sections of that policy, which apply to faculty, staff, and students are included here (34 C.F.R. 86.100).

Employees

Policy on Alcoholic Beverages

Consistent with our Baptist heritage, Hannibal-LaGrange University takes a position of abstinence regarding the use of alcohol. The employee will be subject to disciplinary action if behavior is found to be inconsistent with the stated policy of the University. The University alcohol policy prohibits consumption, possession, or distribution of alcoholic beverages on campus and at off campus university sponsored functions or while representing the University by employees, students or their guests. It is unacceptable for any employee to put him or herself or others in harm's way while under the influence of alcohol and/or violate established legal standards. Employees in such condition are encouraged to seek help from university officials but are still subject to disciplinary action.

The consumption, possession, or distribution of alcoholic beverages on campus and at off campus University sponsored functions or while representing the University by employees, students or their guests is strictly prohibited. Any employee appearing on campus or at any University sponsored function under the influence of intoxicating beverages will be subject to disciplinary action. Hannibal-LaGrange University will cooperate fully with local law enforcement in the investigation and prosecution of any crime associated with the alcohol infraction.

- An intoxicating beverage is defined as any drink or consumable product containing alcohol, including simulated beer products that contain small amounts of alcohol.
- Powdered alcohol also known as "Palcohol" is considered an alcoholic beverage whether it is mixed with liquid or in its original powdered state.

Policy on Illegal Drugs

The use of illegal drugs at Hannibal-LaGrange University will not be tolerated. The purchase or unlawful manufacture, use, possession, dispensing or distribution of illegal narcotics, hallucinogenic, amphetamines, sports enhancement or controlled substances (as defined by Missouri statutes) or controlled medications without a doctor's prescription or non-prescription hallucinatory drugs (e.g., K2 and Spice) or hosting gatherings where such substances are used, is prohibited on any property or in any facility owned or controlled by HLGU.

A drug screening analysis may occur when, at the University's discretion, there is reasonable suspicion that the University's policy on illegal drugs is or has been violated. Reasonable suspicion includes any act, factor or information which may be indicative of potential violation of the University's policy on illegal drugs, including, but not limited to:

- Reported information of violation of the University's policy on illegal drugs
- Unexplainable incoherent behavior
- Repeated tardiness or absenteeism from work
- Drug-related odors on person, clothing, or equipment
- Information of affiliation with others believed to have violated the University's policy on illegal drugs
- Possession of drug paraphernalia
- Previous positive drug screen results

- Being cited for or convicted of substance abuse violations by University or municipal authorities
- Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse
- Reported substance abuse or use from any source

Controlled Substances

Hannibal-LaGrange University cooperates with local, state, and federal officials regarding the use of controlled substances. Because the use of drugs harms the user physically and mentally, interferes with the user's ability to carry on his or her work and social life, and infringes upon the social and academic rights of others, Hannibal-LaGrange University will not tolerate and strictly prohibits any use, possession, or distribution of narcotics, illegal drugs, chemicals, and/or related paraphernalia. A medical use of drugs is permitted when prescribed by a physician. Violation of this policy may result in immediate required counselling or termination.

The possession, sale, manufacture, or distribution of any controlled substance is illegal under state and federal laws. Such laws are strictly enforced by HLGU and the Hannibal Police Department. Violators are subject to University disciplinary action, criminal prosecution, and/or fine and imprisonment. Refer to Section II - Legal Sanctions.

Tobacco

HLGU is a tobacco free campus. Therefore the use or possession of tobacco anywhere on the campus of HLGU is prohibited. Electronic cigarettes and other nicotine dispensing devices are prohibited.

Discipline Policy

If it is alleged that an employee's behavior is not consistent with the university's standard of conduct for employees regarding abstinence from the use of drugs or alcohol, penalties ranging from a warning or reprimand to immediate termination may be imposed. Should an employee be sent to rehabilitation, that employee will be suspended without pay for a reasonable period of time while in the program. Discipline for violations of the alcohol, illegal drugs or controlled substance policies can be found in Section V – Disciplinary Sanctions.

Students

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 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 reserves the right to 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 student 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

The use of illegal drugs at HLGU will not be tolerated. The purchase or unlawful manufacture, use, possession, dispensing or distribution of illegal narcotics, hallucinogenic, amphetamines, sports enhancement or controlled substances (as defined by Missouri statutes) or controlled medications without a doctor's prescription or non-prescription hallucinatory drugs (e.g., K2 and Spice) or hosting gatherings where such substances are used, is prohibited on any property or in any facility owned or controlled by HLGU.

A drug screening analysis may occur when, at the University's discretion, there is reasonable suspicion that the University's policy on illegal drugs is or has been violated. Reasonable suspicion includes any act, factor or information which may be indicative of potential violation of the University's policy on illegal drugs, including, but not limited to:

- Reported information of violation of the University's policy on illegal drugs

- Unexplainable incoherent behavior
- Repeated tardiness or absenteeism from class
- Drug-related odors on person, clothing, or equipment
- Information of affiliation with others believed to have violated the University's policy on illegal drugs
- Possession of drug paraphernalia
- Previous positive drug screen results
- Being cited for or convicted of substance abuse violations by University or municipal authorities
- Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse
- Reported substance abuse or use from any source

Controlled Substances

Hannibal-LaGrange University cooperates with local, state, and federal officials regarding the use of controlled substances. Because the use of drugs harm the user physically and mentally, interferes with the user's ability to carry on his or her work and social life, and infringes upon the social and academic rights of others, Hannibal-LaGrange University will not tolerate and strictly prohibits any use, possession, or distribution of narcotics, illegal drugs, chemicals, and/or related paraphernalia. A medical use of drugs is permitted when prescribed by a physician. Violation of this policy may result in immediate required counselling or termination.

Hannibal-LaGrange University takes the position of abstinence regarding the use and/or possession of illegal or controlled substances. HLGU employees and 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.

The possession, sale, manufacture, or distribution of any controlled substance is illegal under state and federal laws. Such laws are strictly enforced by HLGU and the Hannibal Police Department. Violators are subject to University disciplinary action, criminal prosecution, and/or fine and imprisonment. **Refer to Section II - Legal Sanctions.**

Tobacco

HLGU is a tobacco free campus. Therefore the use or possession of tobacco anywhere on the campus of HLGU is prohibited. Electronic cigarettes and other nicotine dispensing devices are prohibited.

Discipline Policy

If it is alleged that a student's behavior is not consistent with the university's standard of conduct for students regarding abstinence from the use of alcohol, illegal drugs, controlled substances or tobacco, penalties ranging from a warning, reprimand, probation up to suspension may be imposed. Discipline for violations of the alcohol, illegal drugs, controlled substance or tobacco policies can be found in Section V – Disciplinary Sanctions.

II. Legal Sanctions

HLGU reserves the right to 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 student life staff without fear of retribution. If an employee feels they have a drug or alcohol dependency they may seek help and direction from the office of human resources. Alcohol and drug dependency does not give students or employees an excuse to violate the University's alcohol and drug policy.

Local, State and Federal 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 the Hannibal Police Department. [Hannibal City Ordinances](#)

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.

A. Local and State – Appendix – Figures 1 and 2

For further information on Hannibal ordinances or Missouri state statutes and fines pertaining to alcohol and drug offenses, contact the Hannibal Police Department, see Appendix at the end of the DAAPP document or you may review the following links:

Alcohol

[Hannibal City Ordinances](#)

[State of Missouri Statutes/Chapter 311](#)

[State of Missouri Statutes/Chapter 577](#)

Drugs

[State of Missouri Statutes/Chapter 195](#)

[Federal Regulation](#)

[Click here](#) for complete listing of Missouri substances, how they are placed on the schedule and additional drug information.

B. Federal – Appendix – Figures 3 and 4

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include, but are not limited to: incarceration, fines, potential for the forfeiture of property used in possession, or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal educational benefits (such as student loans and grants).

III. Health Risks

According to the National Institute of Drug Abuse (NIDA), the following are risks associated with drugs and alcohol abuse.¹

¹ Information regarding health risks associated with drug abuse was obtained from the National Institute of Drug Abuse (NIDA) website at: [Drugs of Abuse](#) (website last visited on 4/6/16.)

A. Drug Abuse

The following is a list of the most frequently used drugs and the risks associated with their use.

1. Cannabinoids (marijuana & hashish)

- Known risks are “cough, frequent respiratory infections, possible mental health decline, and addiction.”

2. Opioids (heroin & opium)

- Known risks are “constipation, endocarditis, hepatitis, HIV, addiction, and fatal overdose.”

3. Stimulants (cocaine, amphetamine & methamphetamine)

- Known risks are “weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction.” Specific risks associated with cocaine use include “nasal damage from snorting.” Specific risks associated with methamphetamine use include “severe dental problems.”

4. Depressants (barbiturates, benzodiazepines & sleep medications)

- Known risks are “lowered blood pressure, slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress and death when combined with alcohol.”

5. Club Drugs (MDMA-methylenedioxy-methamphetamine [also known as: Ecstasy, Adam, clarity, Eve, lover’s speed, peace, uppers]; Flunitrazepam [also known as: Rohypnol, forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as: Gamma- hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X])

- Known risks are “sleep disturbances, depression, impaired memory, hyperthermia, addiction.” Risks specific to GHB are “unconsciousness, seizures, and coma.”

6. Dissociative Drugs (Ketamine [also known as: Ketalar SV: cat Valium, K, Special K, vitamin K]; PCP and analogs [also known as: Phencyclidine: angel dust, boat, hog, love boat, peace pill]; Salvia divinorum [also known as: Salvia, Shepherdess’s Herb, Maria Pastora, magic mint, Sally-D]; Dextromethorphan (DXM) [also known as: cough and cold medications: Robotripping, Robo, Triple C])

- Known risks are “anxiety, tremors, numbness, memory loss, and nausea.”

7. Hallucinogens (LSD [also known as: Lysergic acid diethylamide: acid, blotter, cubes, microdot yellow sunshine, blue heaven]; Mescaline [also known as: buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke])

- Known risks are “flashbacks and Hallucinogen Persisting Perception Disorder.”

8. Other Compounds (Anabolic steroids [also known as: Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise, roids, juice, gym candy, pumpers];

Inhalants [also known as: solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets])

- Known risks for anabolic steroids are “hypertension, blood clotting and cholesterol changes, liver cysts, hostility and aggression, acne, (in adolescents) premature stoppage of growth, (in males) prostate cancer,

reduced sperm production, shrunken testicles, breast enlargement, (in females) menstrual irregularities, and development of beard and other masculine characteristics.” For inhalants, the known risks are “cramps, muscle weakness, depression, and memory impairment, damage to cardiovascular and nervous systems, unconsciousness, and sudden death.”

B. Prescription Drug Abuse

Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy). The use of prescription medications by anyone other than the prescribed individual is illegal and dangerous.

- Known health risks for inappropriate or illegal use include those listed above for these drug categories.

C. Nicotine Abuse

Nicotine can be found in cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco, chew).

- Known health risks include chronic lung disease, cardiovascular disease, stroke, cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes, and addiction.

D. Alcohol Abuse

“Alcohol affects every organ in the drinker’s body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one’s health, interpersonal relationships, or ability to work.”

- Known health risks include increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction, and fatal overdose.

IV. DRUG AND ALCOHOL ABUSE PROGRAMS AND RESOURCES

A. Counseling Resources:

Turning Point Recovery Center
146 Communications Drive, Hannibal, MO 63401
573-248-1196

Family Resource Center
8965 U.S. 36, Hannibal, MO
573-221-7027

Drug and Alcohol Recovery Center
Missouri
636-486-0854

Domestic Violence Hotline:
800-678-7713

Missouri Drug Rehabilitation Resources
24x7 Drug Rehab Helpline
888-975-3299

National Suicide Prevention Hotline:
800-784-2433

B. General Healthcare:

Hannibal Regional Medical Group
6500 Hospital Drive, Hannibal
573-629-3500
(Express Care: 573-629-2273)
(Express Care - WalMart location: 573-231-0660)

Hannibal Clinic
100 Medical Drive, Hannibal
573-221-5250
(Ambulatory Care: 573-248-3333)

Hannibal Dental Group
2727 St Mary’s Ave, Hannibal
573-221-1227

Quincy Medical Group
1025 Maine St, Quincy, IL
217-222-6550

Hannibal Regional Hospital
8503 Hwy 36, Hannibal
573-248-1300

Blessing Hospital
Broadway at 11th & 14th, Quincy, IL
217-223-1200

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Domestic Violence Hotline:
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Missouri Drug Rehabilitation Resources
24x7 Drug Rehab Helpline
888-975-3299

National Suicide Prevention Hotline:
800-784-2433

B. General Healthcare:

Hannibal Ambulatory Care Center
100 Medical Drive, Hannibal
573-248-3333

Hannibal Clinic
100 Medical Drive, Hannibal
573-221-5250

Hannibal Dental Group
2727 St Mary's Ave, Hannibal
573-221-1227

Quincy Medical Group
1025 Maine St, Quincy, IL
217-222-6550

Hannibal Regional Hospital
8503 Hwy 36, Hannibal
573-248-1300

Blessing Hospital
Broadway at 11th & 14th, Quincy, IL
217-223-1200

V. DISCIPLINARY SANCTIONS

A. Employee Discipline Sanctions

If it is alleged that an employee's behavior is not consistent with the university's standard of conduct for employees regarding abstinence from the use of drugs or alcohol, penalties ranging from a warning or reprimand to immediate termination may be imposed. Should an employee be admitted to a rehabilitation clinic, that employee will be suspended without pay for a reasonable period of time while in the program.

Employee penalties for alcohol, illegal drugs, controlled substances and tobacco are listed below; however, these are HLGU's guidelines and may be subject to change depending on the severity of the offense.

SUBSTANCE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Alcohol	Disciplinary Warning/Reprimand	Disciplinary Probation/Suspension	Immediate Termination
Illegal Drugs	Disciplinary Probation/Suspension	Immediate Termination	N/A
Controlled Substances	Disciplinary Warning/Reprimand	Disciplinary Probation/Suspension	Immediate Termination
Tobacco	Disciplinary Warning/Reprimand	Disciplinary Probation/Suspension	Immediate Termination

Penalties for Violation of University DAAPP Policy – [Employee Handbook](#)

Categories of penalties can include but are not limited to the following:

Disciplinary Warning/Reprimand - An official statement filed on the employee warning report advising the employee that a violation has occurred, and that if immediate changes in behavior do not occur, the employee may face more severe action or possible termination. Rehabilitation services can/may be required (See Drug & Alcohol Programs & Resources in Section IV).

Disciplinary Probation/Suspension – A second official statement filed on the employee warning report advising the employee that a violation has occurred and immediate action is required. Hannibal-LaGrange will assist in any substance

abuse problem that may arise. Referrals to community agencies, such as the Hannibal Council on Alcohol & Drug Abuse are available to any officer, employee, or student at Hannibal-LaGrange University. Penalties can include, but are not limited to, assigned counseling sessions, educational activities, and/or community service hours in the manner prescribed by the hearing officer or body. Employee will be required to complete a rehabilitation program at this level of infraction. Employee can/may be suspended without pay for a reasonable period of time while in the program. Failure to complete these assignments could result in further disciplinary action or possible termination.

Immediate Termination – An official statement filed on the employee warning report advising the employee that immediate termination has occurred. Immediate termination will indicate that the employee’s performance, work habits, overall attitude, conduct or demeanor became unsatisfactory based on violation of the University’s requirement to remain abstinent from the use of drugs or alcohol, or that the employee did not complete the required rehabilitation.

Employee may appeal a disciplinary sanction according to the appeals process in the [Employee Handbook](#).

B. Student Disciplinary Sanctions

If it is alleged that a student’s behavior is not consistent with the university’s standard of conduct for students regarding abstinence from the use of drugs or alcohol, penalties ranging from a monetary fine to suspension/expulsion may be given.

Student penalties for alcohol, illegal drugs, controlled substances and alcohol are listed below; however, these are HLGU’s guidelines and may be subject to change depending on the severity of the offense. Performance programs (i.e. athletics or departments) also can impose sanctions against students who violate their specific AOD policies. EDGAR Part 86.

SUBSTANCE	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Alcohol	Alcohol Fine/ Probation with Suspended Imposition of Sentence	Fine/ Disciplinary Probation	Scholarship Suspension/ Disciplinary Probation
Illegal Drugs	Scholarship/Probation	Suspension	Dismissal
Controlled Substances	Disciplinary Probation Warning/Reprimand	Suspension	Dismissal
Tobacco	Official Reprimand	Fine	Disciplinary Probation

PENALTIES FOR VIOLATION OF UNIVERSITY DAAPP POLICY

Categories of penalties can include but are not limited to the following:

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.

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 director of student life or the dean of students will communicate with the affected student and with appropriate faculty/staff. The length of the probationary period imposed by the office of student life will depend on the nature of the violation and the time frame of the semester. Students will be required to complete an educational recovery program at this level of infraction.

Probation with Suspended Imposition of Sentence -This status enables an alternative recourse while stipulating that the student’s status will automatically be changed to probation following a second offense or failure to complete all sanctions. Student will serve community service hours and complete a mentoring program.

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. Student may apply for re-admission to HLGU through the admissions committee after two consecutive complete semesters.

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

Institutional Scholarship Suspension - Termination or reduction of institutional or athletic scholarships and aid for not less than one semester, including institutional aid given in the current semester.

Students may appeal a disciplinary sanction according to the appeals process in the [Student Handbook](#).

VI. DISSEMINATION OF THE DAAPP AT HLGU

A. Employee Notification

Notification of the information contained in the DAAPP is distributed to all current employees of the University on an annual basis via an email and other documents, such as the employee benefits statement, employee handbook, required faculty/staff workshop, and the public safety annual fire and safety report. New employees also receive notification during their orientation process. The DAAPP is also available for review online.

[Consumer Disclosures / Drug and Alcohol Prevention Program](#)

1. General policy and procedures

Three times per year through "Weekly Announcements" email

Work Place Answers Online Learning

[Employee Handbook](#)

New Employee Orientation

Annual Benefits Statement

2. Ongoing promotions and awareness

Department Meetings

HLGU Website and Social Media

Faculty/Staff Workshops

Public Safety Annual Fire and Safety Report

Chapel Services

3. Dissemination and disclosure of information

HLGU Email

HLGU Website and Social Media

HLGU Alert System

B. Student Notification/Education

Notification of the information contained in the DAAPP is distributed to all currently enrolled students each semester via email and the [Student Handbook](#). The DAAPP is also available for review online.

[Public Safety/A.R.C.H. Program](#)

1. General Policy and procedures

Work Place Answers Online learning

[Student Handbook](#)

New Student Orientation

Freshman Seminar

Resident Hall Meetings

Experience HLGU Days

2. Ongoing promotion and awareness

Material distribution

- Printed materials are available in the L.A. Foster Student Center at all times

- Electronic copies will be distributed throughout the year according to the monthly safety calendar.

Health Fairs

College Scope

Resource Guides/Cards
 Poster Program
 National and State Awareness Activities (drunk driving simulators, “beer goggles”, etc.)
 Annual Fire Safety & Security Report
 Email Announcements
 HLGU Website and Social Media Pages

3. Dissemination and disclosure of information

HLGU Email
 HLGU Website and Social Media
 HLGU Alert System
[Student Handbook](#)
[Public Safety / A.R.C.H. Program](#)
[Consumer Disclosures / Drug and Alcohol Abuse Prevention Program](#)
[Annual Fire Safety and Security Report](#)

Program outlines may change throughout the year due to new regulations or updated changes from the Biennial Review Committee. A complete program outline can be seen at the department of public safety in the L.A. Foster Student Center.

VII. BIENNIAL REVIEW ASSESSMENT

Hannibal-LaGrange University Drug and Alcohol Abuse Prevention Program (DAAPP) Review Committee is responsible for annual assessment of DAAPP. Assessments will included qualitative and quantitative methods to:

- Assess the effectiveness of the DAAPP
- Evaluate the consistency of sanctions imposed for violations of standards of conduct related to drugs and alcohol;
- Identify areas requiring improvement or modification.

The committee will collect data and responses from students, prospective students, and employees. The results of the review will be approved by the university’s chief executive and other appropriate officials.

The biennial review includes evaluation and assessment of three major areas:

A. Knowledge

Primary – Pre/Post Survey	Climate Survey
Secondary – Distribution Schedule	Scanned Materials
Primary Training – Quizzes	Online Learning Module
Secondary Training – Survey/Comments Class/Course Discussion Campus activity	
Primary Training –	New Employee Orientation
Secondary –	Workplace Answers
	Exit Interviews

B. Behaviors

Primary – Pre/Post Survey	Climate Survey
Primary – Trend data	Sanctions, Violations, Penalties, Effectiveness

C. Beliefs

Primary – Exit Survey	Graduating Student
Secondary – Comments	Employee Survey

VIII. BIENNIAL REVIEW COMMITTEE

The Biennial Review Committee will made up of the following members;

Dean of Students (Chairman)	Vice President for Business and Finance
Student Life Office Manager (Secretary)	Athletics Director
Title IX Coordinator(s)	Director of Student Life
Director of Public Safety	Director of Student Activities
Associate Dean of Academic & Career Services	Faculty Representative
Staff Representative	

IX. OVERSIGHT RESPONSIBILITY

The dean of students and the director of public safety shall serve as the main contacts and will have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to employees and students and the biennial review. The biennial review committee has been established to assist with these responsibilities. This team is responsible to the designated executive officio (V.P. Business & Finance) and provides a report to the executive cabinet annually.

**APPENDIX:
FIGURE 1
CITY OF HANNIBAL ORDINANCE VIOLATIONS**

City of Hannibal Ordinance Violation	All are Infractions	
Offense	Fine	Code #
Alcohol		
Possession as a Minor		
- 1st Offense	\$152	3.87
- 2nd Offense	\$252	
- 3rd Offense	\$552	
Consumption in Public	\$132	3.10
Minor Visibly Intoxicated		
- 1st Offense	\$127	3 847
- 2nd Offense	\$227	
- 3rd Offense	\$527	
Driving While Intoxicated	\$428	17.16
Drug		
Possession of Marijuana		
- 1st Offense	\$132	16.17
- 2nd Offense	\$277	
Possession of Drug Paraphernalia		
- 1st Offense	\$132	16.17
- 2nd Offense	\$277	
Possession of a Mind-Altering Substance	\$202	16.14

FIGURE 2

MISSOURI DRUG LAWS

The manufacturing, possession, sale, distribution and use of illicit drugs (i.e. controlled substance or imitation controlled substance) are prohibited by state law (195 RSMo.). Penalties for first time offense for a drug possession violation can range from a fine of \$1,000 to life imprisonment. Other prohibited acts include possession with intent to use drug paraphernalia and advertising the sale of drug paraphernalia. The tables below give information on penalties and fines for specific drug crimes in Missouri (see 195.010 RSMo. For definitions and 195.017 RSMo. For the scheduling information of controlled substances in Missouri).

Summary of Specific Drug Crimes (RSMo. 195) RSMo.	Description	Prison Term
195.130	Keeping or maintaining a public nuisance	Up to 7 years, C/Felony
195.202	Possession or control of a controlled substance.	Up to 1 or 7 years, A/ misdemeanor -C/Felony
195.211 Felony	Distribution, delivery, manufacture or production of a controlled substance, violations and attempted violations.	Up to life (30 years), C,B,A/
195.212	Unlawful distribution to a minor.	5 – 15 years, B/Felony
195.213	Unlawful purchase or transport with a minor.	5 – 15 years, B/Felony
195.214 Felony	Distribution of a controlled substance near schools	10 years – life (30 years), A/
195.217 Felony	Distribution of a controlled substance near a park	10 years – life (30 years), A/
195.218 Felony	Distribution of a controlled substance near near public housing	10 years – life (30 years), A/
195.222 Felony	Trafficking drugs, first degree	10 years – life (30 years), A/
195.223 Felony	Trafficking drugs, second degree	5 years – life (30 years), B,A/
195.226	Providing materials for production of a controlled substance	Up to 4 years, D/Felony
195.233	Unlawful use of drug paraphernalia	Up to 1 or 4 years, A/ misdemeanor -D/Felony
195.235	Unlawful delivery or manufacture of drug paraphernalia, penalty	Up to 4 years, D/ Felony
195.241	Possession of an imitation controlled substance	Up to 1 year, A/misdemeanor
195.244 misdemeanor	Advertisements to promote sale of drug paraphernalia or imitation controlled substances prohibited. misdemeanor	Up to 6 months, B/
195.285 Felony	Prior and persistent offenders-possession, imprisonment for (See 195.202).	5 years – life (30 years), B,A/
195.291 Felony	Prior and persistent offenders, imprisonment for distribution, delivery, manufacture or production (See 195.211).	10 years – life (30 years), A/
195.292 Felony	Prior drug offend distribution to a minor or purchase or transport with a minor	10 years – life (30 years), A/
195.295 Felony	Prior drug Offender Trafficking 1st Deg	10 years – life (30 years), A/
195.296 Felony	Prior drug Offender Trafficking 2nd Deg	10 years – life (30 years), A/
195.420	Possession of methamphetamine precursors	Up to 4 years, D/Felony
578.260	Possession or purchase of solvents to aid others in violations	Up to 6 months or 4 Years, B/misdemeanor or D/Felony
578.265	Selling or transferring solvents to cause certain symptoms	Up to 7 years, C/Felony

Felony Class	Penalties (558.011 RSMo.)	Fines (560.011 RSMo.)
A	10 – 30, or life	-
B	5 – 15	-
C	Up to 7	Up to \$5,000
D	Up to 4	Up to \$5,000
Misdemeanor Class	Penalties (558.011 RSMo.)	Fines (560.016 RSMo.)
A	1 year	\$1,000
B	6 months	\$500
C	15 days	\$300
Infraction	-	\$200

[State of Missouri Statutes/Chapter 311](#)

[State of Missouri Statutes/Chapter 577](#)

[State of Missouri Statutes/Chapter 195](#)

FIGURE 3
FEDERAL DRUG OFFENSE PENALTIES

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$8million if an individual and \$20 million if other than an individual.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture	Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Heroin 1 kilogram or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

<p>Any Amount Of Other Schedule I & II Substances</p> <p>Any Drug Product Containing Gamma Hydroxybutyric Acid</p> <p>Flunitrazepam (Schedule IV) 1 Gram</p>	<p>First Offense: Not more than 20 yrs. if death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. if death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>
<p>Any Amount Of Other Schedule III Drugs</p>	<p>First Offense: Not more than 10 yrs. if death or serious bodily injury, not more than 15 yrs. fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. if death or serious injury, not more than 30 yrs. fine not more than \$1 million if an individual, \$5 million if not an individual.</p>
<p>Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)</p>	<p>First Offense: Not more than 5 yrs. fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
<p>Any Amount Of All Schedule V Drugs</p>	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

FIGURE 4

FEDERAL PENALTIES FOR MARIJUANA, HASHISH AND HASHISH OIL, SCHEDULE I SUBSTANCES

<p>Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</p>	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
<p>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</p>	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
<p>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants Hashish More than 10 kilograms Hashish Oil More than 1 kilogram</p>	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
<p>Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants Hashish 10 kilograms or less Hashish Oil 1 kilogram or less</p>	<p>First Offense: Not more than 5 yrs. fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. fine \$500,000 if an individual, \$2 million if other than individual.</p>

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.

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 persons upon another person and actions which one or more persons 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.

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.

HLGU POLICY ON SEX, SEXUALITY, AND GENDER IDENTITY

HLGU’s policy regarding sex, sexuality and gender identity is grounded in our longstanding institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood in the University’s confessional commitments and the *Baptist Faith & Message 2000*. This policy is intended to address transsexualism, transgenderism, and related gender identity issues. We affirm that God’s original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experiential perception of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God’s capacity to heal and transform our brokenness in keeping with His purposes and will. With this foundational understanding of creation, fall, and redemption, we do not support or affirm the resolution of tension between one’s biological sex and one’s experiential perception of gender by the adoption of a psychological identity discordant with one’s birth sex. Similarly we do not support or affirm attempts to change one’s given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. Although as a Christian residential institution of higher learning we will respect those whose moral views diverge from ours, we will make institutional decisions in light of this policy regarding housing, student admission and retention, employment hiring and retention, and other matters.

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, homosexual actions, 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.

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, HLGU 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.

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 office of student life and the administrative council. Membership in any secret organization may constitute a sufficient reason for disciplinary action.

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 HLGU community. These events are valuable in serving to relay traditions to new students and in creating lasting memories of the college years.

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 office of student life. 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 office of student life. When the cancellation of a scheduled event becomes necessary, a notice must be submitted to the office of student life. Another group may wish to utilize this date for its activity.

All student events and activities are under the supervision of the associate dean of student life. Therefore, in order to prevent misunderstanding or embarrassment, it is best to consult the director of student life 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 office of student life.

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.

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.

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. Students receiving the CMV Scholarship are required to attend monthly meetings and to participate in various ministry settings.

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.

History Underground is a student organization designed to promote the study of history through the viewing and discussion of historically-based films and the larger issues they present as well as their impact on historical knowledge in general among Americans. It is also designed to be a place where students can have fellowship and share a common interest with other students.

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.

National Association for Music Educators-Collegiate (NAfME) is a national organization for music education majors.

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 men's service organization whose mission is to glorify Christ by setting an example for other Christian men through service to the community and the institution; strengthening ties between the surrounding community and the University; and building ties of support, friendship, and camaraderie among its members.

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.

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 HLGU Honors Program student organization. The name of the organization comes from the Latin term which means a “deeper sense”. This name is indicative of the type of experience that one should have as a member of the HLGU Honors Program; a deeper, richer, academic experience, and the goal of the organization is to support that experience. Sensus Plenior as an organization however, has also taken on the larger role, and that is, to take the lead on the HLGU campus of “enhancing the life of the mind” at HLGU. Therefore Sensus Plenior sponsors activities on and off campus designed to promote and stimulate discussion and thought concerning intellectually challenging issues important to a Christian worldview.

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.

Trojan Student Senate serves as the official elected representative leadership organization of the HLGU student body. The organization serves to promote the general welfare of all HLGU students through its committees and sponsored activities.

Words in Motion is an organization that broadens students’ knowledge of American Sign Language (ASL), increases students’ understanding of the Deaf culture, and serves those who use sign language. This organization is open to all students of HLGU.

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.

For more information about Folio 180, contact:

1. Academic and career services office for resumes and portfolios
2. Office of student life for co-curricular transcript

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 associate dean of student life 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 associate dean of student life, 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.

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. This program also allows students to gain training and experience in officiating games.

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.

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OUR MISSION

Mature believers for healthy churches.

OUR VISION

To be used by God to develop confident, equipped and effective disciples of Christ who lead others in everyday life.

- Colossians 1:28-29

We proclaim Him, admonishing every man and teaching every man with all wisdom, so that we may present every man complete in Christ. For this purpose also I labor, striving according to His power, which mightily works within me.

OUR OBJECTIVES

- To assist students in growing into mature disciples of Christ
- To give students access to authentic missions experiences on local, regional, national and international levels.
- To train students to develop effective missions programs in the local church
- To develop Christian leaders who will impact both religious and secular entities for the glory of Christ.
- To assist in identifying God's purpose for the student and equipping them to fulfill it

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 HLGU 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 chapel schedule, available on the website (www.hlg.edu) 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 10:05 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 director of chapel worship. 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 office of the director of chapel worship. 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 director of chapel worship. 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 may be required to re-attend chapel to earn the credit.

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.
4. All students must show courtesy to the speaker as well as respect for chapel by staying awake, alert, and by behaving in a similar manner as is expected in the classroom.
5. Attempting to scan your card for attendance with no intent to stay for chapel is considered quite serious. Those caught attempting to “skip” chapel while still receiving attendance credit will be penalized two (2) absences for each offense.

CHAPEL ANNOUNCEMENTS

Submit chapel announcements to the public relations department the Thursday prior to the chapel date you want your announcement to be made.

MISSIONS

HLGU assists in missions endeavors of her students, faculty and staff on three distinct levels:

1. Sponsorship. The missions coordinator is committed to discovering, researching, planning, fund raising and recruiting for one North American and one International mission trip per school year.
2. Assistance. The dean of student life will actively encourage affiliates of HLGU including student groups, academic departments, ensembles, etc., in planning for approved mission trips.
3. Encouragement. The dean of student life will encourage all other students, staff and faculty who are going on mission through their organization of choice and will assist in sharing details about the mission and possible needs with the larger HLGU community.

PLACES OF SERVICE

- Jerusalem: Hannibal, Palmyra, Quincy
- Judea: St. Louis, MO; Kansas City, MO; Chicago, IL
- Samaria: Houston, TX; Daytona Beach, Florida; Baltimore, MD; Madison, Wisconsin; New York City, NY; Vancouver, Canada
- Ends of the Earth: Santo Domingo, Dominican Republic; London, England; Neustadt, Germany

As well, we will be working with the IMB through collegiate World Changers which allow our students to explore their calls to missions in locations throughout the globe, including Africa, Greece, the Pacific Rim, South America and more!

MINISTRY TO CHURCHES AND OTHER BELIEVERS

- Nursing Home Ministry
- Disciple Now Ministry
- Ensemble and ministry teams (Praise Song, Chamber Choir, and The New Edition)

COMMUNITY SERVICE

- Hannibal Helping Hands Community Service
- Rake and Run Community Service

Growing: Discipleship and Training

OUR FOUNDATION

In order to fulfill the Great Commission discipleship must take place. While missions and a missional lifestyle is imperative, neither can truly take place without discipleship. It takes a disciple to make one. Every student at HLGU must engage in this process in order to make a genuine impact on our world. One must become a disciple in order for the cycle of hope to continue. We realize from experience that many of our students have not gone through a discipling process or have only experienced an abbreviated process. We are dedicated to taking them through the complete process teaching, discussing and giving explanation to the following essentials of Christianity:

- The call of all believers to be disciples
- The study and understanding of Scripture
- Holding to and modeling a Christian Worldview
- A healthy and effective prayer life
- Being an effective worshiper
- Practicing authentic stewardship
- Understanding spiritual authority
- A consistent practice of daily self-denial
- Leading others toward Christ

Examples of ongoing discipleship opportunities

Authentic, Truth Pursuit, small groups

MINISTERING THROUGH ENCOURAGEMENT, GUIDANCE, AND ACCOUNTABILITY

Jesus serves as our example of what God believes humans should do who He believes Christians should be. We see in Christ a perfect servant and Savior who holds honor and authority in very effective ways. We live in a world that is inundated with discussions of esteem. Although it is can be a culture to encourage without “puffing up”, it is a challenge that HLGU’s community will rise to face.

People need assistance on their spiritual journey, some need to find their innate value given by God through creation. Others need to be challenged to work outside of their gifts, passions and preferences in order to see God do amazing things through their weaknesses. Guidance along the journey is needed by everyone one and the very nature of the need demands individual attention.

Finally, as imperfect Christians on a journey to serve a perfect God, accountability is something that must be prevalent in what we do.

Specifics of the Program

1. Available “friends” to those who need to chat
2. Biblically sound advice for those who seek to make godly decisions
3. Reference to local counseling for those whose needs are beyond our expertise
4. Encouragement for those who we know are struggling (care packs, notes, cards, visits, etc) through the implementation of an “encouragement team”
5. Recognition of the spiritual leaders on campus
6. Offering of organized student-led prayer on a weekly basis

HANNIBAL-LAGRANGE UNIVERSITY CORE VALUES AND EXPECTATIONS

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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 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.

EXPECTATIONS: (BECAUSE OF WHAT CHRIST HAS ACCOMPLISHED)

1. You are highly valued in His eyes.
2. You have great potential for service.
3. You have a high calling for His kingdom.
4. You are to be a person of honor for His glory.

YOU ARE HIGHLY VALUED

It is important to understand that you are highly valued by both God and the HLGU community. Genesis 1:27 clearly maintains that you are created in the image of God, thus providing inherent value and worth. For this reason the institution appreciates various cultural backgrounds and perspectives. With this in mind the institution has placed policies in place to ensure that all people are treated as valuable and precious in the sight of God. The institution believes the following policies will help create an atmosphere in which people will be able to understand and experience this sense of value.

ABUSE. Abuse of any kind is prohibited both on and off campus. This includes but is not limited to, physical, psychological, sexual, disrespect or intimidation of another person, hazing, and bullying. These parameters apply both person to person as well as on social media sites.

- i. Minimum Sanction: Required Mentorship
- ii. Maximum Sanction: Suspension

SEXUAL IMPROPRIETY. Sexual impropriety includes but is not limited to participation in, or appearance of, engaging in premarital sex, extramarital sex, homosexual activities, or cohabitations on or off campus. The promotion, and advocacy of, or ongoing practice of a homosexual lifestyle is contrary to institution expectations and is therefore prohibited. We desire helping students honor the Lord with the expression of their sexuality, but maintain Biblical standards in this area.

- i. Minimum Sanction: Scholarship Probation
- ii. Maximum Sanction: Suspension

PUBLIC DISPLAYS OF AFFECTION. Excessive public displays of affection are prohibited on the campus of HLGU. Employees (including RAs) who observe PDA reserve the right to determine whether or not it is excessive.

- i. Minimum Sanction: Verbal reprimand
- ii. Maximum Sanction: Monetary fine and or required mentorship

PORNOGRAPHY. Pornographic materials are prohibited on campus. This includes viewing, being in possession of, purchasing, or distributing any pornographic materials in any form.

- i. Minimum Sanction: Required mentorship
- ii. Maximum Sanction: Monetary fine, loss of internet privileges

YOU HAVE GREAT POTENTIAL

We as an institution recognize that God has a very specific and important plan for your life. Because of this you have great potential. It is our job to help you realize your potential and bring it to fruition. We want to help you become more conformed into the image of Christ (Romans 8:29). Because potential is worthless unless it is lived up to self-discipline is an important part of the HLGU experience. The following policies are designed to help you establish disciplines that will help you live up to your potential.

ALCOHOL. Alcoholic beverages and alcoholic beverage containers prohibited from all areas of campus. (Including privately owned vehicles parked on campus.) If such items are discovered, the Residence Life personnel or Public Safety personnel may confiscate them. Empty containers may also be considered as reasonable cause to search additional alcoholic beverages or containers that may be directly or indirectly related to the empty container. Any confiscated items will be handed over to the proper authorities. 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 that suggests the student is under the influence of such substances. Allowing such items in one's room will be considered as possession and therefore is in violation of the alcohol policy.

- i. Minimum Sanction: Probation with the suspended imposition of sentence, and or, scholarship probation
- ii. Maximum Sanction: Suspension

DRUGS. Students are prohibited from using and/or possessing any illegal or controlled substance as well as drug paraphernalia unless prescribed by a physician. The institution prohibits the following items: The intentional use of any solvent that could be inhaled, sniffed, or "huffed" to cause a high. Use and/or possession of "K2" or synthetic drugs, and the misuse of over the counter prescription drugs. Whether a student is in violation of this policy may be determined by circumstantial evidence such as the aroma or smell either on the person or in room.

- i. Minimum Sanction: Scholarship probation and monetary fine
- ii. Maximum Sanction: Suspension

GAMBLING. Gambling of any kind is prohibited on the campus of HLGU.

- i. Minimum Sanction: Required mentorship
- ii. Maximum Sanction: Monetary fine

TOBACCO. HLGU is a tobacco free campus. Therefore the use or possession of tobacco anywhere on the campus of HLGU is prohibited. Electronic cigarettes and other nicotine dispensing devices are prohibited.

- i. Minimum Sanction: Verbal warning
- ii. Maximum Sanction: Monetary fine

CURFEW. Students with less than twenty-four hours of college credit are required to be in their residence halls by 12:00 a.m. on weekdays, and 1:00 a.m. on weekends.

- i. Minimum Sanction: Verbal warning
- ii. Maximum Sanction: Monetary fine

YOU HAVE A HIGH CALLING

Over and over in Scripture God displays His consistency. He says, "I the Lord do not change" (Malachi 3:6). God also expresses His displeasure in people who are deceitful. Jesus confronts the Pharisees on a regular basis for their hypocrisy (Matthew 23). Because we as an institution want to see you grow in your spiritual maturity we want you to be consistent and full of integrity. These policies seek to help you grow in your integrity as you recognize God's call on your life.

INSUBORDINATE ATTITUDE. It is expected that students treat faculty, staff, and students with respect and integrity. For this reason an insubordinate attitude will not be tolerated.

- i. Minimum Sanction: Verbal, and or written warning
- ii. Maximum Sanction: Probation

FAILURE TO ABIDE BY RESIDENTIAL HALL POLICIES AND PROCEDURES. These policies include but are not limited to room checks, quiet hours, check in/checkout procedures, etc.

- i. Minimum Sanction: Monetary fine
- ii. Maximum Sanction: Probation

LYING TO UNIVERSITY PERSONNEL. Lying to University personnel is prohibited. This includes withholding information that is pertinent to HLGU officials, especially in regards to an ongoing investigation by HLGU personnel.

- i. Minimum Sanction: Verbal or written warning
- ii. Maximum Sanction: Probation (could be given same consequence as guilty party)

YOU ARE EXPECTED TO BE A PERSON OF HONOR

Being a person of honor implies that you are a good steward of the things that the Lord has blessed you with. We believe that the Lord has blessed us with great facilities, people, and opportunity. For this reason we want to do the very best we can with them to bring Him glory and honor. As Jesus reminds us in the Parable of the Talents, we should be wise with

God’s blessing. The following polices are the institutions way of making sure that we are being good stewards of what we have been blessed with.

DAMAGE OF UNIVERSITY PROPERTY. Damage of University property is prohibited. Deliberate damage to University property will have a more severe consequence.

- i. Minimum Sanction: Financial restitution for damages
- ii. Maximum Sanction: Probation

UNAUTHORIZED ENTRY IN BUILDINGS. Students are expected to adhere to all building hours of operation. This includes loaning one’s key to someone else.

- i. Minimum Sanction: Financial restitution
- ii. Maximum Sanction: Probation

THEFT. Theft of any kind from students, faculty, staff, or persons outside the University community, including seizing, receiving, concealing property with knowledge that it has been stolen is prohibited.

- i. Minimum Sanction: Probation
- ii. Maximum Sanction: Suspension

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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. Employees of Hannibal-LaGrange University are completely committed to a high standard of fairness, excellence, and integrity. For this reason once an HLGU employee has witnessed a violation and issued a statement the burden of proof falls on the student to prove his or her innocence. 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. Protect and encourage a culture on campus that honors God.
2. To uphold University guidelines and expectations.
3. To promote personal responsibility.
4. To be educative in redirecting student behavior.

Disciplinary matters involving students both on and off campus will be addressed in the following categorical manner: Minor offenses (including alleged violations of non-suspendable offenses) will be referred to the resident director, and or associate dean of student life. The associate dean of student life will have the final appeal for all minor offenses. Major offenses (including alleged violations of any potentially suspendable offense) are reviewed by dean of students, and or the Discipline Committee. The dean of students serves as the final appeal for major violations.

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).

DISCIPLINE COMMITTEE

The consequence of major infractions will be decided upon by the office of student life. When unusual circumstances call for an independent perspective, the dean of students may choose to assemble the Discipline Committee. The discipline committee will consist of the dean of students, director of student life, and a select group of invited individuals who represent HLGU’s faculty, staff, and administration. The function of this council is to serve as an advisory committee to the dean of student life and associate dean of student life in regards to major violations. Upon hearing allegations and reviewing evidence, the council will send a report to the dean of student life who will render a final decision.

DISCIPLINARY APPEALS

Major and minor violations: The associate dean of student life serves as the first level of appeal for major and minor violations. The student who wishes to appeal a decision must notify the associate dean of student life 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. This letter must also be signed, dated, and hand delivered to the office of student life. The dean of students will respond within three business days upon receipt of the appeal. The dean of students serves as the final appeal in major violations.

GROUND FORS 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 associate dean of student life will notify the dean of students which will render a final decision or will assemble the appeals committee.

If the appeals committee is assembled the following procedure will be followed.

1. A representative of the office of student life 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 life.
5. Discussion and decision by the committee is in closed session. (The accused and the representative of the office of student life may not be present.)
6. Notification of the committee's decision to the student and the office of student life within twenty-four (24) hours of the hearing concerning the committee's decision.

When decisions are made in regards to disciplinary action all relevant parties (i.e. coaches, academic advisors, vice president of academic administration, etc.) will be notified.

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 students 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 director of student life or the dean of students will communicate with the affected student and with appropriate faculty/staff. The length of the probationary period imposed by the office of student life 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 automatically be changed to probation following a second offense or failure to complete all sanctions. For further explanation, the APPENDIX/ Behavior Guidelines and Expectations section 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 offence 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.

If suspended with less than 20% of the semester remaining then the sanction may be changed to Denial of Privilege to Re-enroll (see above) -if not a threat to campus safety- then the suspension period will begin.

Dismissal

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

Institutional Scholarships Probation

Formal written warning that the student’s conduct is in violation of University policies and his/her University funds (scholarships) are in jeopardy of being removed for not less than one semester. Continued benefit from the University funds (scholarships) depends on the maintenance of satisfactory citizenship during the period of institutional scholarships probations.

Institutional Scholarships Suspension

Termination or reduction of institutional or athletic scholarships and aid for not less than one semester, including institutional aid given in the current semester.

Removal from Campus Housing

Student is allowed to continue their education at HLGU however, they are not permitted to reside in campus housing facilities.

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.

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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 ID 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.

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 box near the mailroom.

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. If a forwarding address is left with the mailroom when leaving campus, First Class USPS mail will be forwarded for up to 2 months. The exception to this policy is any banking information, which will not be forwarded and will be returned to the sender. UPS and FED-EX cannot be forwarded and will be returned to the sender.

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.

HLGU PUBLICATIONS

The student activities calendar and the student handbook are published by the office of student life. The student handbook makes available detailed information concerning rules and procedures for approved student activities and guidelines for student conduct.

HLGU's newspaper, *The Vanguard*, and magazine, *The Experience*, are both student-produced digital publications.

HLGU's publications, *The Vanguard* and *The Experience*, provide students experience in layout, photography, and copywriting.

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.

CAMPUS STORE

The Campus Store is owned and operated by HLGU as a service facility provided for its family of students, faculty, staff, and community. The store is located on the first floor of 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 Campus Store attempts to have available used copies of current texts whenever possible.

Lost or Stolen Books

Neither the Campus Store 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 Campus Store.

Restock Fee

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

SNACK SHACK AND SUBS

Snack Shack and Subs is located in the basement of the Burt Administration Building and serves a variety of sub sandwiches, snacks, and beverages.

Serving Hours:

Monday/Tuesday	11:00 a.m.-8:00 p.m.
Wednesday	11:00 a.m.-4:00 p.m.
Thursday/Friday	11:00 a.m.-8:00 p.m.
Saturday	5:00 p.m.-8:00 p.m.
Sunday	Closed

CARROLL MISSIONS CENTER

The Carroll Missions Center is home to the Christian studies division. Any students who are interested in missions can visit the Carroll Missions Center for more information.

Hours:

Monday-Thursday	6:00 a.m. - 5:00 p.m.
Friday	6:00 a.m. - 4:00 p.m.

ROLAND 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 print, electronic and audio visual resources. Facilities include a coffee shop, computer lab, lounge, curriculum lab, group and individual study rooms as well as stacks and reading areas.

Hours:**September - April**

Monday - Friday	7:30 a.m. - 12:00 a.m.
Saturday Full Service	12:00 p.m. - 5:00 p.m.
Saturday Computer Lab	6:00 p.m. - 12:00 a.m.
Sunday Computer Lab Only	1:30 p.m. - 5:00 p.m.; 8:30 p.m. - 12:00 a.m.

May - August

Monday, Tuesday, Thursday	8:00 a.m. - 6:00 p.m.
Wednesday	8:00 a.m. - 5:00 p.m.
Friday	8:00 a.m. - 4:00 p.m.
Saturday	12:00 p.m. - 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 emailed 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 go to www.hlg.edu/library.

Fireside Café

The Fireside Café coffee shop is another great feature of the library. This addition to the HLGU campus proudly serves coffees and drinks along with a variety of fresh baked items. Visitors are welcome to relax in one of the many arm chairs or recliners as they read, study, or check out one of the Kindle eReaders available at the front desk. Hours vary by season. See library for hours of operation.

MABEE SPORTS COMPLEX

The Mabee Sports Complex is equipped with 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 as well.

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	
Monday-Saturday	6:00 a.m. - midnight
Sunday	1:00 p.m. - midnight

L.A. FOSTER STUDENT CENTER

The Campus Store, The HLGU Loft, and the student life office suite are located in the L.A. Foster Student Center. The student center includes the following facilities: offices, study lounge, computers, various games/tables, and TVs.

Students are expected to clean up after themselves in all areas of the student center.

Student Center Hours:

Monday-Thursday	11:00 a.m. - 12:00 a.m.
Friday, Saturday	11:00 a.m. - 1:00 a.m.
Sunday	2:00 p.m. - 12:00 a.m.

(Hours vary during official school breaks)

Student Center Hours:

Monday-Friday	7:00 a.m. - 11:00 p.m.
Saturday	5:00 p.m. - 11:00 p.m.

(Hours vary during official school breaks)

CARROLL SCIENCE CENTER

The Carroll Science Center is home to the natural science division and the Craigmiles School of Nursing. It houses classrooms, offices, labs, and private and group study rooms.

Hours:

Monday-Friday	6:00 a.m. - 12:00 a.m.
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(Hours vary during official school breaks)

ROLAND FINE ARTS CENTER

The Roland Fine Arts Center is home to the art, music, theatre, and communication studies departments. It houses classrooms, offices, computer labs, studios, practice rooms, and the Parker Theatre.

Hours:

Monday-Friday	6:00 a.m. - 12:00 a.m.
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Saturday-Sunday	3:00 p.m. - 12:00 a.m.
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(Hours vary during official school breaks)

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 director of student life. 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.
- 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 Director of Student Life 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 (business) 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 Burt Administration Building is reserved for visitors to the campus from 8:00 a.m.-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, white 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.

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

CONCERN	CONTACT	EXT.#
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.....	Office of Student Life	3014
Christian Vocations.....	In Service Guidance Director.....	3096
Class Attendance.....	Instructor	
College-Level Examination Program (CLEP) ...	Academic and Career Services	3016
Commencement	Academic Administration Office	3092
Counseling (personal)	Associate Dean of Student Life	3014
Employment.....	Student Accounts/Business Office.....	3058
Financial Aid.....	Financial Aid Office	3282
ID Cards	Office of Public Safety.....	3012
Illness (Residential students).....	Residence Director	
Insurance	Student Accounts/Business Office.....	7055
Maintenance.....	Maintenance Office.....	3001
On/Off Campus Job Listings	Academic and Career Services	3016
Organizations	Office of Student Life	3099
Probation (Academic).....	Academic Administration Office	3092
Public Relations & News.....	Director of Public Relations.....	3116
Public Safety.....	Director of Public Safety.....	3011
Religious Activities	Carroll Missions 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

For information regarding area churches please contact the office of student life.

HEALTH SERVICES

Medical care is available at the Hannibal Ambulatory Care Clinic (ACC) — east end of the Hannibal Clinic, which is located near 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.....	573-248-3333
Hannibal Clinic.....	100 Medical Drive, Hannibal.....	573-221-5250
Hannibal Dental Group.....	2727 St Marys Ave, Hannibal	573-221-1227
Palmyra Clinic	6996 County Road 326, Palmyra.....	573-769-3710
Quincy Medical Group.....	1025 Maine St, Quincy, IL	217-222-6550
Advanced Physical Therapy.....	228 Huck Finn, Hannibal.....	573-221-8800
Hannibal Regional Hospital	8503 Hwy 36, Hannibal	573-248-1300
Main Street Eye Clinic	3201 Hwy 61, Hannibal	573-248-3937
International Eyecare Center.....	215 Progress Road, Hannibal	573-248-1616
Fashion Optical.....	3 Northport Plaza, Hannibal.....	573-221-2646

PHARMACIES

CVS Pharmacy	3601 McMasters Ave, Hannibal	573-719-3122
Walgreens Pharmacy	455 Hwy 61, Hannibal	573-221-6557
County Market Pharmacy.....	5 Diamond Blvd, Hannibal	573-221-3000
Wal-Mart Pharmacy.....	3650 Stardust Dr, Hannibal.....	573-406-0682

AUTO SERVICES

Wal-Mart Tire and Lube.....	3650 Stardust Dr, Hannibal	573-406-0375
Kenny's Service Center	6964 County Road 326, Palmyra.....	573-769-4567
Terry's Tire	3528 Market St., Hannibal	573-221-2511
Safety Lane.....	410 Mark Twain Ave	573-221-0029

HANNIBAL-LAGRANGE UNIVERSITY

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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. For information regarding how to sign-up for HLG ALERT please see the office of public safety.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the HLGU community, office of public safety may also post a notice on the Hannibal-LaGrange University website at www.hlg.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 public safety office. The website 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 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 public safety 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 located on the first floor of the Burt Administration Building or by calling public safety 573-629-3012. The report may be viewed on the Hannibal-LaGrange University website at www.hlg.edu.

TO REPORT A CRIME

For non-emergencies contact HLGU Department of Public Safety at 573-248-6268. For emergencies dial 9-1-1. 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 Students	573-629-3260
Director of Student Life.....	573-629-3014
Director of Public Safety	573-629-3011
Men’s On Call Phone.....	573-231-8036
Women’s On Call Phone.....	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, and guests. 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, Mabee Sports Complex, L.A. Foster Student Center, and Carroll Science Center.

LOST AND FOUND

When an item is lost or found it should be taken to the office of public safety. Any unclaimed items remaining at the end of each semester become the property of HLGU and will be disposed of.

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 director of student life 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 office of student life.

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 public safety 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 illegal 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 AND 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 MISCONDUCT 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 director of public safety.
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 standard of conduct and expectations within the HLGU CORE VALUES AND EXPECTATION section within this handbook to learn about discipline and sanctions related to sexual assault.

SEX OFFENDERS

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

HLGU ANNUAL SECURITY AND FIRE SAFETY REPORT

To view the University's annual safety and security reports go to www.hlg.edu.

Drug and Alcohol Abuse Prevention Program (DAAPP)

[HLGU DAAPP](#)

APPENDIX

Supplement to HLGU's discipline policy.

	Level One	Level Two	Level Three	Notes
Types of offenses included:	<ul style="list-style-type: none"> -Curfew violations. -Loss of room key. -Failure of room check. -Failure to attend mandatory meetings. -Failure to abide by residence hall rules. - Damage to property due to carelessness. -Excessive noise disturbance on campus. (first offense) - Phone out during chapel. -Violation of dress code - The use of profanity and/or abusive language on campus -Use of tobacco on campus. 	<ul style="list-style-type: none"> -Minor Insubordination -Blatant disregard for student conduct policies including; curfew, chapel attendance, etc. -Misuse of a student ID card. -Gambling activities -The intentional use or possession of pornographic material - Minor defacing property on or off campus. -Student caught beyond the lobby during non-open dorm times. (non-sexual) -Violation of HLGU's alcohol policy - Possession of drug paraphernalia w/ a negative drug screening. 	<ul style="list-style-type: none"> -Violation of federal, state, or local laws. -Intentional disruption or obstruction of any official university function. -Physical or psychological abuse (see level III sanctions in Student Handbook) -Major insubordination -Any activity compromising the safety of the campus -Weapon possession -Vandalism or any intentional damage to or destruction of property on or off campus. -Financial delinquency to the University. -Violation of HLGU's drug policy -Moral impropriety, including but not limited to: sexual misconduct, spending the night in the room of a member of the opposite sex, or sex outside of marriage 	<p><i>It takes three level I offenses to equal a Level II offense.</i></p> <p><i>It takes two Level II offenses to equal a Level III offense.</i></p> <p><i>Further descriptions of these and other offenses are found in the student handbook under "Discipline Policy"</i></p>
Discipline range: <u>Minimum:</u>	Verbal reprimand	Fine (\$250-500)	Scholarship probation & fine	<p><i>For further details on all topics relevant to student life and residential policy, consult the student handbook available online at hlg.edu.</i></p>
<u>Medium:</u>	Community Service	Disciplinary Probation	Scholarship Suspension	
<u>Maximum:</u>	Fine (\$10-250)	Scholarship Probation	Institutional Suspension	
Reported to the following:	Resident Director	Associate Dean of Students/ Director of Student Life	Associate Dean of Students/ Director of Student Life	<p><i>For appeals process, see the student handbook.</i></p>

HANNIBAL-LAGRANGE UNIVERSITY'S BEHAVIOR GUIDELINES AND EXPECTATIONS

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 associate dean of men/ director of student life.

Level III offenses (including alleged violations of any potentially suspendable offense) are reviewed by the dean of students or may be referred to the discipline 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 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 life.

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 student who assist 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 in 1 gal. or less aquariums).
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 life for action by the associate dean of student life/director of student life. 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 life 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 RESIDENCE HALLS AND APARTMENT-STYLE HOUSING UNITS** section of this 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 life 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 life 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.
17. Violation of HLGU's alcohol policy (see Appendix I in this handbook).

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 office of student life for action by the associate dean of student life/director of student life.
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
 - i. official reprimand
 - ii. financial restitution
 - iii. community service
 - iv. educative sanction(s)
 - iv. disciplinary notice
 - vi. restrictive sanction(s)

For further information, see the **DISCIPLINARY ACTIONS AND PROCEDURES** section of this handbook.

3. The dean of students serves as the final level of appeal for level II violations addressed by the associate dean of men/director of student life.

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 any federal, state, or local laws.
2. Intentional disruption or obstruction of any official University function.
3. Physical and/or psychological abuse or any other type abuse of any person (student, staff, or faculty) on or off HLGU's campus (including, but not limited to, domestic violence, dating violence, stalking, harassment, verbal abuse and physical or sexual assault and other physical altercations.) HLGU's Sexual Misconduct Policy in this handbook should be consulted regarding such offenses.
4. Obstructive or disruptive behavior that seriously hinders the normal college performance of another student, faculty, or staff member.
5. 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 students.
6. 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.
7. Intentional possession or use of hazardous materials on campus, including materials which may be used in the construction of explosive devices.
8. Possession or use of firearms (or any type of weapon) on campus.
9. Shooting off fireworks on campus.
10. Starting a fire on University property without permission from a duly authorized University official. Both student life office and the office public safety must be made aware of scheduled events involving a bonfire planned by a student organization.
11. No person shall take part in a false fire alarm or tamper with, damage, or misuse fire safety equipment.
12. The unauthorized use of keys and the unauthorized entry into, presence in, or use of university facilities (including housing facilities).
13. Sale or possession of property (including textbooks) without the owner's permission.
14. Vandalism or any intentional damage to or destruction of property on or off campus.
15. Financial delinquency to the University.
16. Violation of HLGU's policy on drugs (see Appendix I in this handbook).
17. 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 associate dean of student life/director of student life for action by the resident director.
2. The appeals process for level III violations is outlined in detail in the DISCIPLINARY ACTIONS AND PROCEDURES section (Disciplinary Appeals) 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.

STUDENT COMPLAINT POLICY

(Revised October 2015)

This student complaint policy statement assists both students and campus employees (faculty, staff, and administration) in handling student complaints through a positive and beneficial process.

The Hannibal-LaGrange University (HLGU) purpose is to provide an exceptional collaborative learning environment that prepares students for meaningful personal lives, professional accomplishments, and responsible citizenship. HLGU is committed to:

- Continuous improvement of both its academic and non-academic support services for its students.
- Adequate, easily activated procedures to deal with student complaints.
- Effective complaint resolution processes using clear, fair, and reliable management.

- Opportunities to analyze recurring or persistent problems that ensure improvement of student life and student satisfaction.

The Institution is committed to providing students with access to appropriate procedures for stating concerns and registering appeals.

HLGU intends to treat complaints seriously with prompt, confidential, respectful, and fair resolution for all parties. It is also committed, wherever possible, to dealing with complaints at the informal level. Complaints that are resolved quickly, informally, and with the fewest people provide the greatest opportunities for removing any impediment to good working/teaching/learning relationships.

The complaint policy and procedures are based on the following principles:

1. That the procedure to resolve any complaint is fair, impartial, and capable of offering appropriate outcomes;
2. That complaints are treated confidentially and respectfully;
3. That the complaint procedures are easily understood and conveniently accessible by both students and staff;
4. That bias in favor of either students or staff is avoided;
5. That the complaint system is supported at all levels of the University;
6. That no student suffers detriment as a result of making a complaint—any attempt to penalize a student for filing a complaint may be subject to University disciplinary procedures;
7. That, wherever possible, complaints are resolved informally with the fewest necessary people involved;
8. That all students have the right to appeal informal decisions to the Formal Complaint Process;
9. That a mechanism is in place to monitor the nature and outcome of complaints across the University for the purpose of identifying patterns of issues and complaints of widespread concern to students; and
10. That the effectiveness of the complaint system is regularly evaluated by the administration for needed modifications.

Informal & Formal Complaints

A student complaint usually involves a policy or procedure that is perceived to have been incorrectly or unfairly applied in the student's particular case. In most instances, complaints can best be resolved through an informal process beginning with talking to the campus employee and/or the employee's supervisor if necessary. The informal process is often quick and removes simple misunderstandings. The student is encouraged always to seek the informal resolution first. If a satisfactory resolution is not reached at that level, then the formal student complaint process may be used (see below).

Informal Student Complaint Process

The majority of complaints are resolved successfully at this level. Examples of informal complaint resolution are:

1. Questions about grades: the resolution should begin with an appointment with the instructor.
 - a. Often an explanation may be more than sufficient, or, on the other hand,
 - b. The instructor may discover and resolve an error in the grading.
 - c. If a resolution is not reached, then a visit with the academic department chair may be useful before entering the formal student complaint process.
2. Questions on a billing statement: these are usually resolved with a simple trip to the business office.
3. Issues about student life: many issues are resolved with a visit to the dorm residence director or to the dean of students.
4. The academic adviser can often provide guidance about what office or person can assist in resolving many issues.

Basic steps in the informal process include:

1. Begin by discussing the matter with the staff, faculty, or department where the issue originated.
2. If the issue is not resolved there, then contact with the relevant supervisor, department chair, or associate/assistant dean may be instrumental in seeking a resolution.
3. If these steps do not produce a resolution, the student may use the formal student complaint process.

Formal Student Complaint Process

If the informal process does not provide satisfactory resolution, then the following procedure may be followed.

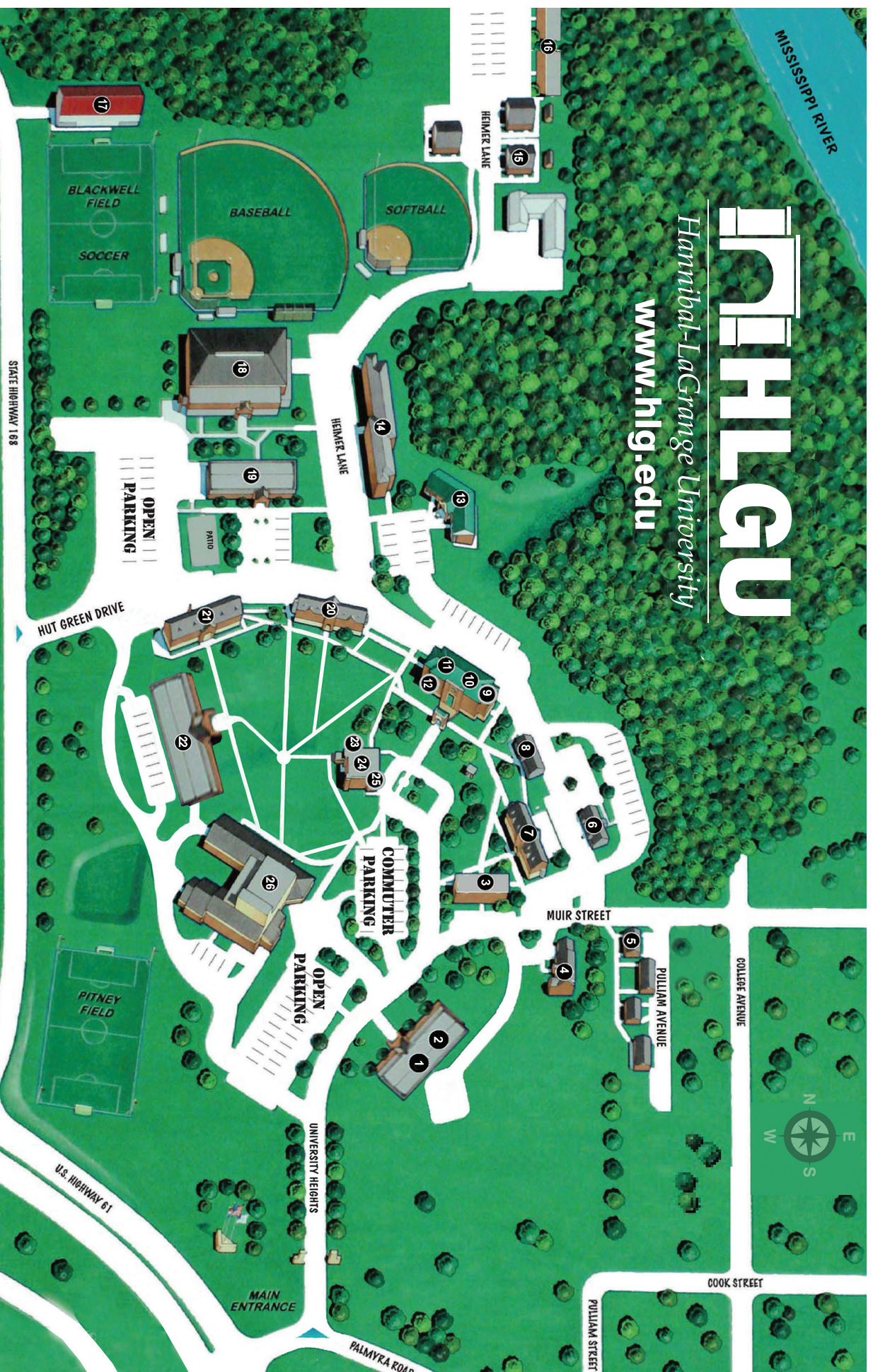
1. Fill out the complaint form.
2. The office of student life will respond within 5 working days, but sooner when possible,
 - a. To the Complainant by . . .
 - i. Acknowledging that the complaint was received.
 - ii. Stating the steps that will be taken to resolve the issue.
 - b. To the relevant office, person, or department either named in the complaint or selected as the best approach for resolving the complaint by . . .
 - i. Requesting a plan within 3 working days for resolution of the complaint.

- ii. Requesting a report within 7 working days describing the outcome of the plan by giving
 - (1) The status of the complaint,
 - (2) How the complaint was resolved, or
 - (3) The steps attempted for resolving the complaint.
- 3. The student is entitled to a satisfactory resolution. If the student is not satisfied with the resolution, the appeal and grievance processes stated in the student handbook may be followed. The personnel (someone not involved in the complaint) in the office of student life will counsel the student through the appeal process.
- 4. The office of student life will keep formal records about all formal student complaints and their resolution and will pursue those complaints that are not resolved in a timely fashion.
- 5. The office of student life will regularly analyze the complaints to discover patterns and suggestions for needed improvements in general campus policies and/or procedures. These will be brought to the executive cabinet by the dean of student life on a regular basis as follows:
 - a. The list of types of formal student complaints (or lack thereof) will be entered into the minutes at least quarterly.
 - b. Any patterns observed will be presented at least once a semester followed by a discussion about needed changes in the wider environment of campus policies, relationships, or procedures.
 - c. Any need for a revision of this statement (or lack of need) will be presented at least annually.

HLGU

Hannibal-LaGrange University

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|---------------------------------|--|---|--------------------------------|
| 1. Roland Library | 8. Mary Wiehe Bldg. | 15. Quadruplex Apartments | 22. Carroll Science Center |
| 2. Fireside Café | 9. Burt Administration Bldg. | 16. Fletcher North & South Halls (Men's Hall) | 23. L.A. Foster Student Center |
| 3. Kleckner Hall (Women's Hall) | 10. Public Safety | 17. Secker Fieldhouse | 24. University Bookstore |
| 4. Prince House | 11. Snack Shack & Subs | 18. Mabree Sports Complex | 25. The HLGU Loft |
| 5. Pulliam Street Apartments | 12. Adult & Online Learning | 19. Partee Center/Dining Hall | 26. Roland Fine Arts Center |
| 6. Becky Thatcher Bldg. | 13. Carroll Missions Center | 20. Nunn-Cook Hall (Men's Hall) | |
| 7. Pulliam Hall (Women's Hall) | 14. Lewis Hall/Brown Hall (Women's Hall) | 21. Crouch Hall (Men's Hall) | |