



# 2021-2022 STUDENT HANDBOOK

**Table of Contents**

**Introduction.....2**

**Campus Ministry and Missions.....3**

**Honor Code Policy .....4**

**Honor Code Statement .....4**

**Academic Integrity .....4**

**Cheating.....4**

**Plagiarism.....4**

**Student Responsibilities.....5**

**Consequences for Honor Code Violations .....5**

**Honor Code Pledge.....6**

**Respect for Property of Others.....7**

**Riots, Mass Disturbances, and Disorderly Conduct .....7**

**Social Networking.....7**

**HLGU Policy on Sex, Sexuality, and Gender Identity.....8**

**Standard on Sexual Conduct.....8**

**Sexual Misconduct Policy.....8**

**Weapons.....8**

**Policy on Alcoholic Beverages.....9**

**Illegal Drugs.....9**

**Tobacco.....9**

**Disciplinary Hearings.....9**

**Withdrawal from the University ..... 10**

**Administrative Withdrawal..... 10**

**HLGU Student Email..... 10**

**Weather Related Closings..... 10**

**Bulletin Boards..... 10**

**Campus Computer and Internet Access..... 11**

**HLGU Immunizations/Health Form Policy.....11**

**Emotional, Behavioral, and Psychological Problems.....12**

**Service and Support Animal Policy for Students.....13**

**Student Activities and Recreation.....17**

**Membership in Organizations.....17**



Hannibal-LaGrange University is a Christian institution of higher education whose desire is to glorify God in all things. As a Christian university, HLGU seeks to provide an environment that best promotes and fosters the personal and spiritual development of every student. Each student who enrolls at HLGU assumes an obligation to conduct themselves in a manner that is compatible with both the Christian faith as well as the goals and purposes of Hannibal-LaGrange University and the policies and guidelines that govern it.

HLGU is committed to promoting and practicing Biblical truths in pursuit of personal and academic excellence. The policies and guidelines found in this handbook are meant to help students positively shape their experience and develop a Christ centered life at HLGU. The policies and guidelines are based on the four truths below.

1. **You are highly valued in His eyes.** 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.
2. **You have great potential for service.** 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.
3. **You have a high calling for His kingdom.** 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.
4. **You are to be a person of honor for His glory.** 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 policies are the institutions way of making sure that we are being good stewards of what we have been blessed with.

**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.**

## **CAMPUS MINISTRY AND MISSIONS**

### **1. Experience spiritual growth and a profound love for God.**

#### **A. Through weekly Chapel Services**

We believe that chapel is a vital component to spiritual growth and the HLGU experience. Its purpose is to develop the whole person by providing a shared sense of community through worship, spiritual encouragement, and educational enrichment. Chapel consist of student led worship and each week will feature distinguished speakers and guests who will offer challenging and engaging messages. Chapel is designed to foster a positive atmosphere of spiritual life on campus. We believe that students should view chapel service as supplement for their spiritual growth and is not intended to take the place of church attendance.

#### **B. By assisting in the development and practice of personal spiritual disciplines**

HLGU Campus Ministry also seeks to help students in developing and practicing spiritual disciplines by leading them in various Bible studies, book studies, worship, and organized prayer. One of the ways students can develop their spiritual life on campus is by joining one of our many Core Groups, which will allow for a more in-depth biblical study, topical study, and thoughtful discussion among their peers. In addition to the weekly chapel services, HLGU Campus ministry will also help in facilitating various worship nights, such as Ignite the Fire which is held once a month.

#### **C. By connecting with the local church (local church integration)**

We believe that the Bible calls us to be committed to a local church congregation and therefore essential for Christian living. As such, HLGU Campus ministry seeks to help in spiritual growth by connecting students with local church leaders and pastors. We encourage local churches to provide spiritual guidance, accountability, and intentionally invest in the lives of students. For information on local churches contact the office of campus ministry and missions at (573) 629-3026

### **2. Engage in Christian Community and Service.**

#### **A. Core Groups**

HLGU Core Groups meet once a week for about an hour and are led by upper classmen who are passionate campus ministry. Core Groups are designed to provide a personal setting for students to intentionally meet so that they might spiritual grow through studies, prayer, and community engagement. Core Groups give students an opportunity to study topics more in-depth while also establishing relationships through shared experiences. For information about joining a Core group please call the office of campus ministry and missions at (573)629-3026.

#### **B. Local, Domestic, and Global Missions (HLGU GO)**

HLGU Campus ministry helps students engage in service by coordinating local, domestic, and global ministry projects and missions. Campus ministry is dedicated to equipping students and mobilizing them to serve. Through HLGU missions, students can expect to broaden their perspectives and further their spiritual development. Our ultimate goal is to provide our students with opportunities to use the knowledge they have gained through their academic pursuit to serve others.

### **3. Exemplify Christ through godly character and conduct.**

We believe that the mark of the Christian life is to be conformed to the image of Christ. By experiencing spiritual growth and engaging with Christian community and service, we want to encourage students to exemplify Christ by:

#### **Living with integrity in all things**

That students would live life with all sincerity, reliability, and honesty (Proverbs 10:9).

#### **Loving others as yourself (Philippians 2:3-4)**

That students would desire and pursue the highest good for their fellow man.

#### **And above all, glorify God (Philippians 4:8)**

That students would exalt God through excellence in effort.

## **CHAPEL**

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.

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 will convene at 11 a.m. every Wednesday in the Roland Fine Arts Center, Parker Theatre. See the chapel schedule, available on the website ([www.hlg.edu](http://www.hlg.edu)) at the beginning of each semester, for scheduled speakers.

Chapel 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. Chapel will open for students to scan beginning at 10:45 a.m. Those who arrive at chapel later than 11:10 a.m. will not receive credit. Students who depart from a chapel service prior to the official conclusion will not receive credit for chapel.

### **CHAPEL ATTENDANCE REQUIREMENTS**

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

Eight (8) or more semesters require seven (7) chapel credits

Seven (7) semesters require six (6) chapel credits

Six (6) semesters require five (5) chapel credits

Five (5) semesters require four (4) chapel credits

Four (4) semesters require three (3) chapel credits

Three (3) semesters require two (2) chapel credits

Two (2) semesters require one (1) chapel credit

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

1.

Students are expected to earn a chapel credit each fall/spring semester prior to their senior year and one semester their senior year.

2.

Full-time students (enrolled for 12 hours or more) who are 24 years of age or older are not required but are encouraged to attend chapel. Students who turn 24 during a semester are required to fulfill chapel requirements for that semester.

3.

Full time commuter students attending an evening program are not required but encouraged to attend chapel.

4.

Part time students (enrolled for 11 hours or less) are not required but encouraged to attend chapel.

5.

Full time commuter students, (students 23 and younger) who have a Wednesday 8:00 am, 9:00 a.m. or 10:00 a.m. class, are required to stay for chapel at 11:00 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.

Exemption forms are available in the office of Student Life and are handled on an individual basis by the Director of Campus Ministry and Missions. are for one semester and require reapplication at the beginning of each semester. The application deadline will be by the third chapel of the fall and spring semester respectively.

Students who are denied chapel exemption may appeal the decision by writing a letter of appeal to the Dean of Students. 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 maybe required to re-attend chapel to earn the credit.

#### **CHAPEL BEHAVIOR**

Students are expected to abide by the Chapel behavior guidelines and failure to do so are subjected to disciplinary action, which can include, but not limited to not receiving chapel attendance credit. Students are expected to comply with the following chapel behavior guidelines:

1. Students are expected to remove caps or hats during times of prayer.
2. Students are not to converse, read, or study during chapel.
3. The use of electronic devices is prohibited with the exception of taking notes and use of Bible.
4. All students should stand when the congregation is asked to stand.
5. 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.
6. Students who scan for chapel credit but do not stay for the entire length of the chapel service will not receive credit and may be penalized two (2) absences for each offense.
7. Students who need to step out of chapel for a brief moment for reasons such as using the restroom, must turn in their student I.D. with the chapel monitor and will receive their I.D. upon reentry.

#### **CHAPEL ANNOUNCEMENTS**

Chapel announcements must be submitted for approval to the department of Campus Ministry and Missions the Thursday prior to the chapel date you want your announcement to be made.

## **HONOR CODE POLICY**

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.

## **Grievance Procedures**

There are orderly procedures by which students may be heard concerning a just grievance. Procedures are outlined in the 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.

## **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.

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.

## **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.”

## **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.

### **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:

Director of Public Safety	573-629-3011
Vice President for Student Life	573-629-3014
Men's Res Life On-Call Phone	573-231-8036
Women's Res Life 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.

### **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, TikTok, Instagram, YouTube, Google+, Tumblr, Snapchat, Yik Yak, Friendsy, Pinterest, and Flickr.

Some examples of social media use 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.

## **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.

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 Vice President for Student Life.

## **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).

**Title IX Coordinator: Jordahn Leonard [Jordahn.leonard@hlg.edu](mailto:Jordahn.leonard@hlg.edu) 573-629-3058**

## **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.

## **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. 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 do not give students an excuse to violate the University's alcohol and drug policy.

## **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

[Click here to view of Drug and Alcohol Prevention Program](#)

## **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.

## *Disciplinary Hearings*

### **DISCIPLINARY APPEALS**

Major and minor violations: The Vice President for 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 Vice President for 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 Vice President for Student Life will respond within three business days upon receipt of the appeal. The Vice President for Student Life serves as the final appeal in major violations.

### **GROUND FOR APPEAL**

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

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

#### **APPEALS COMMITTEE PROCEDURE**

Upon the receipt of an appeal request, the Vice President for Student Life will notify the Vice President for Student Life 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.

# *General Information*

## **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.

Officially withdrawn students, as stated in the HLGU Catalog, who are residential students must meet with the Residential Life Staff to make arrangements to move out of the dorms within 24 hours of submitting the University Withdrawal Form to the Registrar's Office.

## **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.

Administrative withdrawn students, as stated in the HLGU Catalog, who are residential students must meet with the Residential Life Staff to make arrangements to move out of the dorms. If a student does not make these arrangements, the Residential Life Staff has the right to remove the items from the dorm room and will dispose of the items as they see fit.

## **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.

## **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 is payable in the business office.

## **ACCESS TO CLOSED BUILDINGS**

Campus Building hours can be found here ([link](#))

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.

#### **ACCESS TO CLOSED BUILDINGS CONTINUED**

- 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.

#### **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](http://www.hlg.edu)) and information will also be posted to the official Facebook page: [www.facebook.com/HLGUniversity](http://www.facebook.com/HLGUniversity).

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

#### **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 Vice President for Student Life approves the off-campus distribution of advertising posters by students representing University organizations.

#### **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.

## **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.

## **EMOTIONAL, BEHAVIORAL, AND PSYCHOLOGICAL CHALLENGES**

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 Vice President for Student Life will assist the student with identifying available community services. The student must comply with the following requirements:

1. The student will sign a release to the service provider permitting an exchange of information with the 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 student's 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 Vice President for Student Life 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 Vice President for Student Life 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.

## 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 Vice President for Student Life 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).

## **SERVICE AND SUPPORT ANIMAL POLICY FOR STUDENTS CONTINUED**

### 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 Vice President for Student Life. 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 Vice President for Student Life 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 of student life live with the student in campus housing, the student must schedule a meeting with the Vice President for Student Life 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 Vice President for Student Life 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 participant

## **STUDENT ACTIVITIES AND RECREATION**

To encourage student interaction leadership and personal development, the University provides a number of student/campus activities. The mission and goal of Hannibal-LaGrange University Campus Activities is to *Create a lively campus atmosphere through educational and recreational experiences*. 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 campus 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 Vice President for Student Life. Therefore, in order to prevent misunderstanding, it is best to consult the director of student activities 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 curfew.

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. Please contact the office of Student Activities for more information at (573)629-3006.

## **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. Please contact the office of Student Activities for more information at (573)629-3006