



2023-2024 STUDENT HANDBOOK

A publication of HLGU's
Office of Student Life



Our Mission

The vision of Hannibal-LaGrange University is to impact eternity for Christ through higher education.

Our Mission

Hannibal-LaGrange University transforms lives and communities through relevant education anchored in a Biblical worldview.

Our Core Values

- Biblical Worldview
- Educational Relevance
- Community Mindset
- Transformational Leadership
- Generational Impact

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 Office of Student Life.

Hannibal-LaGrange University makes every effort to ensure that the material included in this handbook is accurate. Information is sometimes subject to change that are not included in the handbook. A complete and updated handbook is kept by the Vice President 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, e-mail, and/or campus notices.

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 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

HANNIBAL-LAGRANGE UNIVERSITY CORE VALUES AND EXPECTATIONS

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.

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.

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 it is excessive.

PORNOGRAPHY

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

ACADEMICS

A 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 academic advisors. 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

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.

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.

ACADEMIC MISCONDUCT

Academic misconduct includes cheating and plagiarism. Students are to refrain from the use of unauthorized aids on examinations and assignments. Students are to turn in only those assignments that result from their own efforts and research.

Cheating is utilizing unauthorized materials or aids to complete an assignment or part of an assignment. Cheating may include:

- cutting and pasting from the internet
- taking ideas from peers
- copying answers from a textbook in a manner prohibited by the Professor.

Plagiarism is presenting an assignment or part of an assignment as your work when it has been compiled, written, or produced by others, including artificial intelligence software. In this manner, it is also a form of cheating. Proper citation is to be given for all quotations and/or paraphrasing in accordance with the writing style guidelines from the professor for the specific course. Students with questions should consult with their major advisor or course professor.

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.

Residential Students who withdraw must meet with the Residential Life Staff to make move-out arrangements 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.

Residential Students who are administratively withdrawn from the University must meet with the Residential Life Staff to make move-out arrangements. If a student does not make arrangements, the Residential Life Staff has the right to remove the items from the dorm room and will dispose of 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.

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 for Student Life

Creating an exceptional student experience at Hannibal-LaGrange University.

Mission for Student Life

To provide our students with an environment that cultivates academic, professional, and personal growth

Strategic Goals for Student Life

1. Foster learning and development outside of the classroom
2. Create a distinctively Christian environment
3. Encourage healthy and responsible behavior

Student Life Departments

- ☐ Residential Life
- ☐ Campus Activities and Recreation
- ☐ Clubs and Organizations
- ☐ Missions and Service
- ☐ Campus Ministry
- ☐ Student Conduct

COMMUTER HOUSING POLICY

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. To be eligible for commuter status, a student must meet off-campus housing requirements, live with their parents, grandparents, or approved legal guardian who must live within a 45-mile radius of HLGU's Hannibal campus. Students who are under the age of 21 must have graduated from an area high school within a 45-mile radius. Appeals to the aforementioned policy will be considered by the Director of Campus Life on a case-by case basis.

OFF-CAMPUS HOUSING POLICY

To be eligible for off-campus housing, all student applicants must meet at least one of the following qualifications:

1. Be 21 years of age or older by the established date in the semester for which the student is applying (October 1 for Fall Semester applicants and March 1 for Spring Semester applicants). Students must live in a 45-mile radius from the HLGU Campus and must provide proof of residence with a dated utility bill and/or dated housing agreement (renters lease agreement or document stating the purchase of the home, etc.)
2. Have 90 or more total credit hours at the time of application (includes the student's completed hours and the hours they are attempting). This does not include the future hours of the semester for which the student is applying.
3. Are married and/or have dependents.

Appeals to the aforementioned policy will be considered by the Director of Campus Life on a case-by-case basis, with approval granted only in highly unusual circumstances.

Single students age 21 and older who choose to live off-campus independently, apart from parent/guardians will not be eligible for performance, athletic, or denominational scholarships. International students are required to live in campus housing.

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 Director of Campus Life and Vice President of Student Life. The Resident Directors (RDs) and the Resident Advisors (RAs) are responsible for maintaining order, interpreting and enforcing University regulations within the housing units and for inspecting and protecting University property.

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. Single students age 21 and older who choose to live off-campus independently, apart from parent/guardians 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 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 5 PM the day of commencement. Students remaining beyond the departure time must have permission from the Director of Campus Life and will be assessed a charge of \$50 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 Director of Campus Life will give final approval.

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

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 24 hours prior to the meeting. It is the student's responsibility to be aware of any meeting that is posted on the school calendar. Failure to attend or request an exemption may result in a fine of up to \$50.

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. Students will be asked to inspect their room 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. Residents are responsible for signing up for a time to check out at each break and closing. Failure to properly check-out of the 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, \$100 cleaning fee.
- 2.Key not returned, \$50 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 2-3 times per month. 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 \$100 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. All requirements for a room check will be located on the back of each residential dorm door.

During scheduled breaks, there will be 1-2 random room checks with the students who wish to stay during the break. The Residential Life Staff will communicate with the students on how many room checks will take place. Residential Life Staff will be accompanied by another staff member in the event a student is not present during the room check.

ROOM KEYS

If the key is lost, misplaced, or stolen, \$50 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 Vice President of Student Life (Another administrator of the University may provide authorization if neither the President or Vice President of Student Life are available). The search must be conducted by a full-time employee of the University in the presence of a witness who must be an employee of the University or law enforcement official. If at all possible, the student should be present during the search.

DELIBERATE DAMAGE TO PROPERTY

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

RESPONSIBILITY FOR POSSESSIONS

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

Students are issued keys to their rooms upon moving into the residence and are responsible for their possessions. It is highly recommended that doors be kept locked at all times when residents are not in their rooms. It is advisable to label all possessions, including books, CDs, clothing, 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 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 for repairing 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 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 dean of students 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.

ALL OPEN DORM:

Every Monday, Thursday, Friday and Saturday: 7:00 p.m. – 11:00 p.m.
Daily 2:00 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 Director of Campus Life. 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. Curfew Policy will be in effect for the first 8-weeks of the students first semester at HLGU who has earned less than 24 credit hours.

OVERNIGHT GUEST

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 who are not registered will be charged \$35 per night. 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 Advisor so as to be located in case of an emergency. If staying in a different housing unit, student should check in with the Resident Advisor of the student they are staying with.

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. 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 RD or your RA 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 9:00 a.m. unless it is an emergency.

HEALTH AND SAFETY INSPECTIONS

Room checks are to be 2-3 times per month. Each wing will decide the day and time for room checks to be held. A list of what is expected will be left in the room. During scheduled breaks, there will be random room checks with the students who stayed during the break. The Resident Advisors will be accompanied by another Residential Life Staff during the random room checks in case the resident is not present.

ILLNESS

Good health and hygiene are always important and particularly so in a residence hall where infectious diseases may spread rapidly. Residents should report their illness promptly to their RD or RA. 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 RD 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 Student Life Office with a photocopy of their current health insurance card.

Students may be asked to return home during such illnesses that are contagious or when a student needs special care. The Vice President of Student Life decision will be final in this matter.

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. Student Life will notify students if summer housing is available during the Spring Semester.

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.

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 Christmas campus shut down.

RESIDENCE HALL OPENING AND CLOSINGS

The University will post important opening and closing dates at the start of each term, including when dorms will open. Students should plan accordingly. Students who must report to campus early for the term should seek permission in advance by contacting the Director of Campus Life.

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 RD 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 during Thanksgiving break and Easter Sunday.

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 Director of Campus 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 Director of Campus Life with the names of students involved.
- 5.The Director of Campus Life will provide the on-call RD with a list of approved housing stays.

TV

Individual viewing subscriptions and gaming must be watched on personal devices. Material should meet university standards. Residential staff are authorized to report questionable material to their RD.

STUDENT ACTIVITIES

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.

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.

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

GENERAL POLICIES

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 Director of Campus Life approves the off-campus distribution of advertising posters by students representing University organizations.

COMPUTER USAGE POLICY

Introduction

Campus computing is intended to support the mission of Hannibal-LaGrange University in providing a relevant education anchored in a Biblical worldview and requires responsible, ethical and legal use of computer resources. All students, personnel and other users are expected to abide by the guidelines set forth in this policy. Access to campus computer resources is a privilege contingent on the following: availability of the resources, current academic priorities, adherence to this (and subsequent) computer usage policies, and payment of necessary fees.

The University extends the Computer Usage Policy principles and guidelines to systems outside HLGU accessed via HLGU facilities (e.g., electronic mail or remote logins using HLGU's Internet connections). Networks or computing providers outside the University may impose additional conditions of appropriate use, for which you are responsible.

This policy pertains to anyone on campus who will be utilizing our computer or network resources in any way. If someone has questions about policy guidelines, or allegations of harassment or other irresponsible use of technology resources, he or she should contact the Office of Computer Services (OCS). The Office of Computer Services is located on the first floor of the administration building and may be contacted by phone at 573-629-3032 or by email ithelpdesk@hlgu.edu.

Definitions

Users are HLGU trustees, employees, students, volunteers, and contracted support staff.

Third-party vendors are vendors with which HLGU has contracted services, software or equipment.

Guests are visitors to the HLGU campus. Guests are subject to the same responsibilities and conditions as users but will not have the same privileges. Guests are only allowed access to the Public Wi-Fi.

I. User Responsibilities

University computing resources are available for the purpose of advancing the University's mission. Faculty, staff, and students may use them for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the University, and other University-sanctioned or authorized activities. The use of University computing resources for commercial purposes including any sort of solicitation is prohibited.

The University acknowledges that occasionally individuals use University computing resources assigned to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial uses are permitted by faculty, staff, and students, if they are not excessive, do not interfere with the performance of any faculty, staff member, or student's duties, do not interfere with the efficient operation of the University or its computing resources, do not disrupt classroom activities and are not otherwise prohibited by this policy or any other University policy or directive. Decisions as to whether a particular use of computing resources conforms to this policy shall be made by the Director of Computer Services or appropriate administrator.

Acceptable behavior includes, but is not limited to the following:

1. Using resources for University courses, research, functions, and appropriate correspondence.
2. Respecting copyright and other intellectual property rights. (See Additional Matters Section: D, E, & G)
3. Abiding by security restrictions on all systems to which the user has access.
4. Using personal account(s) properly (i.e. changing passphrases as recommended by the Office of Computer Services and not sharing them.)

Unacceptable behavior includes, but is not limited to the following:

1. Cheating, plagiarism, information theft or academic dishonesty including purchasing papers off of the Internet.
2. Wasting limited resources, such as excessive use of messaging, printing resources, information storage space, network services or game playing.
3. Accessing, examining, or attempting to examine the files, mail, or account of either other computer users or of system management directories, files, or resources.
4. Accessing, examining or attempting to view, or change the configurations of HLGU's computers, printers, routers, switches, networks, etc, or any other user's computers or equipment.
5. Invading the privacy of other individuals or attempting to commit identity theft.

6. Sending, annoying, harassing, or obscene messages. (See Additional Matters Section B)
7. Writing anonymous or pseudonymous communications, which appear to dissociate you from responsibility for your actions, impersonate others and are inappropriate.
8. Using resources for commercial activities including but not limited to commercial solicitation of business. See MOREnet for more information: <http://www.more.net/content/service-policies>
9. Distributing passphrases or otherwise attempting to evade, disable, or "crack" passphrase or other security provisions.
10. Damaging, modifying, or unauthorized relocation of any University hardware or software.
11. Deleting any University-provided software or deleting any data not belonging to the user without proper authorization.
12. Using multiple computers simultaneously.
13. Installing unauthorized software. (See Additional Matters Sections, F & G)
14. Introducing a computer virus or other destructive program.
15. Violating any rules or regulations posted.
16. Accessing materials from the Internet including but not limited to pornography and other questionable materials that are not consistent with HLGU's mission in maintaining a Biblical worldview.
17. "Loaning" your account name and passphrase to others.
18. Using sounds or visuals that might distract or offend others.
19. Using network resources for libel, slander, fraud, misrepresentation or any illegal activity.
20. Using or distributing the University's or anyone's logo, seal, trademark or copyrighted materials without prior approval. (See Additional Matters Section D)
21. Any other act deemed illegal under local, state or Federal law.

II. Official Communications

HLGU may send official communications by a variety of means including but not limited to: email, U.S. Mail, text messages, learning management system, the University portals, and apps.

HLGU has the right to expect that students and employees will read the communications in a timely fashion. A person's failure to read official University communications in a timely manner does not absolve the person from knowing and complying with consent of the official communication.

FERPA

All communications, including protected information, will be consistent with local, state, and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA). To ensure compliance with FERPA regulations, all correspondence which concerns protected information should utilize official HLGU communication methods. See HLGU's FERPA Policy for further details at <https://www.hlg.edu/academics/registrar/ferpa/>

Email

An HLGU email account is only issued to employees, registered students, campus groups and affiliated individuals. The HLGU address will be listed as the official email address in the student or employee's record. HLGU will not be responsible for the handling of email sent or forwarded to outside service providers.

Students give HLGU permission to send FERPA protected information to a non-HLGU email address if they do any of the following:

- a. Initiate a message from a known address,
- b. Respond to an official HLGU message via their alternate email address, or
- c. Provide an alternative email address.

HLGU does not condone auto-forwarding to non-HLGU email accounts. This helps to mitigate the chance that protected data is not inadvertently released.

Data Retention or Recovery

HLGU may outsource some or all of its email services and is not responsible for email retention or recovery. In addition to the University policies, students and employees will be required to agree to and be bound by the vendor's terms of use. Campus constituents are strongly encouraged to maintain a backup of important email and documents. See the Document Retention Policy for more details.

HLGU Mass Email Privileges and Responsibilities

Mass email to the entire student body is reserved for official University use only. Individuals may maintain and send to their own group listings for classes, clubs, friends, etc. Only designated roles approved by the Executive Cabinet receive mass email privileges for campus email groups. See the Office of Computer Services Mass Email Procedure for more details. Employees should not use mass email except for official University business and as is necessary to perform their job duties. Employees may also not

use mass email for solicitations, non-HLGU fundraisers, advertisements of personal items for sale or for partisan purposes.

III. Legal Responsibilities

In addition to the ethical responsibility of the computer user, there are also legal responsibilities. By using the HLGU network, Wi-Fi, or other computing resources, users agree to abide by the terms set forth in this policy. This Agreement is entered into by the parties in the State of Missouri, and the laws of the State of Missouri shall determine all questions pertaining to the construction and validity of this Agreement. Any cause of action or lawsuit brought under this contract shall be filed only in Marion County, Missouri. Those using HLGU network, Wi-Fi or other computing resources agree to indemnify Hannibal-LaGrange University for any and all costs associated with any breach of this agreement including but not limited to damages, judgment interest, court costs, and attorneys' fees.

Federal law has established penalties for infringements upon copyrights, intellectual property rights, and privacy rights of individuals. The Revised Statutes of the State of Missouri Sections 569.095-569.099 have established penalties of tampering with intellectual property of computer users or computer equipment. Individuals may be convicted of a felony with penalties ranging from a one-year sentence and a fine of \$1,000 to a five-year sentence with a \$5,000 fine, depending on the damage caused. Federal penalties may include imprisonment and fines up to \$250,000. In addition, RSMo. 537.525 allows for civil penalties and attorney's fees be charged against offenders.

The guidelines presented here reflect U.S. Copyright Law, DMCA, State of Missouri Statutes, and additional specific rules imposed by the University. These statutes can be found in various locations on the internet. Please ask the library staff for help in locating any of these laws. For information on fair use guidelines please visit <https://www.copyright.com/education-campus-guide-to-copyright/copyright-basics/>

IV. Disciplinary Procedures

Inappropriate use of computing services and facilities will not be tolerated and may result in loss of computing privileges. Disciplinary action will be pursued for violation of these codes and statutes through appropriate University procedures. Violations may result in disciplinary and/or legal action and may result in loss of access, fines, probation or other disciplinary actions through the Office of Student Life or appropriate supervisor.

Computer use privileges may be suspended immediately upon the discovery of policy violations. Suspected violations will be confidentially reported to the appropriate authority. Violations will be dealt with in the same manner as violations of other University policies. Disciplinary reviews will consider a full range of sanctions including, but not limited to, the loss of computer use privileges, dismissal from the University, and legal action including referral to State and Federal prosecutors. Violations of some of the above policies may result in criminal prosecution and the filing of civil lawsuits to recover damages and attorney fees.

V. Additional Matters

A. Privacy and Protection: Users should not expect any measure of privacy concerning information stored on or passing through HLGU's network. Due to circumstances beyond HLGU's control, viruses, vandalism, etc. can cause information to be distributed to anyone. Furthermore, the network administrators may access files, email, etc. as needed for maintenance, to answer inquiries from proper authorities, or other purposes. Upon separation from employment, supervisors and/or replacement may have access to all email and all files that the former employee had stored or access to. Please be advised due to the US Patriot Act, law enforcement agents can access files without a subpoena. Information posted on the internet including social networking sites are publicly accessible, and care should be taken on what is posted.

A limited amount of privacy is provided by assigning users logins and passphrases which normally prevents one user from accessing the account of another user. Even the best of computer systems cannot protect the individual who fails to conceal his or her passphrase. Leaving a computer without logging off is like leaving the door of your home unlocked and open. Using an obvious passphrase is like hiding your door key under the doormat. Users are responsible for all activities done using their account. Users should change passphrases regularly and not share them.

Important work should be stored and backed up regularly. Even so, not all data may be able to be restored. HLGU limits the amount of time certain data is kept. Please see the Data Retention Policy for details.

B. Harassing messages: Users must refrain from sending any messages with racial, sexual, or other negative overtones. (The messages you send will not only be from you, but from HLGU. Be sure that what you provide for public reading on Internet is something that is not contrary to the mission, goals, policies, and perspectives of Hannibal-LaGrange University.) In addition, forwards or other good-natured messages may be annoying or harassing to some people, so please be considerate. You may have good intentions in sending these types of messages but sending them to other people may cause problems.

C. Copyright questions: Any questions or complaints regarding copyright registration should be referred to the Library Public

Services Technician at 573-629-3137. Library staff can also assist in determining where to request permission for copyrighted materials. Permission to use HLGU logos, seal or other HLGU copyrighted materials should be requested from the Office of Marketing and Communications at 573-629-3118. Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may subject those involved to loss of network privileges, disciplinary action, civil or criminal liabilities. See section III & IV for more details.

D. Intellectual property: Questions regarding intellectual property ownership of items developed at or for Hannibal-LaGrange University for instructional use should be referred to the Office of Academic Administration at academics@hlg.edu or 573-629-3092. Questions regarding non-instructional materials should be referred to the Office of Marketing and Communications. Contact the Marketing Coordinator at 573-629-3118 for suspected intellectual property violations done by or through the school.

E. Software authorization: Software should not be installed unless it has been approved by the Office of Computer Services. Requests for authorization may be submitted to IThelpdesk@hlg.edu. Personnel from the Office of Computer Services may delete any unauthorized software found and disciplinary actions may be brought against the party responsible for its installation. In the event of a denial, written appeals may be submitted to the Technology Committee at any time.

F. Peer-2-Peer Networking: Software for Peer-2-Peer Networking such as Bit Torrent, Transmission, WinMX, and Direct Connect is not allowed on computers belonging to the University or accessing the University network, including student computers in dorms. Having this software may result in the loss of network privileges or other disciplinary action.

G. Inspection: HLGU reserves the right to inspect computers if violation of this policy is suspected.

H. Personal Devices: If users bring their own device, services are limited to public Wi-Fi access on campus and the Ethernet in campus housing. HLGU is not required to provide technical support for privately owned devices.

I. Remote Access: Cloud-based services are available to designated users as appropriate and in accordance with vendor licensing agreements. For example, students, faculty and academic staff may have access to the learning management system, but contracted housekeeping staff would not. Remote access to library services is limited to HLGU employees and students only. Remote access to the HLGU network is a privilege granted to a limited number of individuals who have a demonstrated need to perform mission-specific activities while off-campus.

J. Data breach: In the case of suspected thefts involving data, data breaches or exposures (including unauthorized access, use, or disclosure), individuals should provide a description of the incident to the Office of Computer Services (OCS) by either emailing ITHelpdesk@hlg.edu or calling 573-629-3032. The OCS staff will investigate the report to confirm if a theft, breach or exposure has occurred. If so, the Computer Services personnel will follow the appropriate procedure as listed in the incidence response plan. Depending upon the severity of the compromise, other entities such as the Department of Public Safety, Marketing Department or local law enforcement may be involved. If a case of theft, data breach or exposure of HLGU protected or sensitive data is confirmed, the process of removing all access to that resource will begin as soon as possible. If the information is available on a site outside of HLGU, that site will be contacted to have the information removed as soon as possible.

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.

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.

Some examples of social media use include:

- Blogging about movies, sports, or news events;
- Posting updates or activities on your personal accounts;
- Participating in a teacher-established Edmodo group; or
- Using any internet forum 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 is strictly forbidden. Violations of social media as defined by HLGU includes are not limited to the following:

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

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.

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.

HLGU POLICY ON SEX, SEXUALITY, AND GENDER IDENTITY

This policy is intended to address transsexualism, transgenderism, and related gender identity issues. 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. 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 (between a biological male and a biological female) 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.

CAMPUS MINISTRY AND MISSIONS

1. Experience spiritual growth and a profound love for God.
 - a. Through weekly Chapel Services
 - i. 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
 - i. 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 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)
 - i. 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

- i. HLGU Core Groups meet once a week for about an hour and are led by fellow students who are passionate about campus ministry. Core Groups are designed to provide a personal setting for students to intentionally meet so that they might spiritually 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

- i. 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.

- a. 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:

- i. Living with integrity in all things. That students would live life with all sincerity, reliability, and honesty (Proverbs 10:9).
- ii. Loving others as yourself (Philippians 2:3-4). That students would desire and pursue the highest good for their fellow man.
- iii. 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) at the beginning of each semester, for scheduled speakers.

Chapel attendance is recorded by scanning student ID cards as students enter the Parker Theater. 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 three (3) chapel absences or the student must receive an approved chapel exemption.

If a student has earned the required seven (7) chapel credits to graduate 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.

Chapel exemptions for those who qualify can be found on the website: hlg.edu/student-life/chapel/. Exemption 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 Vice President of Student Life. The appeal will be reviewed by University administration; the decision of the administration will be final. Exempted students will receive chapel waiver 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

HEALTH POLICIES

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.

MENTAL HEALTH POLICIES

EMOTIONAL, BEHAVIORAL, AND PSYCHOLOGICAL CHALLENGES

Hannibal-LaGrange University is committed to assisting students with any and all disabilities, including those with mental health issues. HLGU is committed to a culture that welcomes those with mental health concerns and desires to work with them to be a successful student in the classroom and on campus. HLGU 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 all students.

Any student that makes his/her disability known will be assisted in accordance to the mental health policy. Any student desiring to seek a professional evaluation, counseling, or treatment will be assisted to find such services. However, the University is not a professional mental health facility and has limited resources to assist students with serious emotional, behavioral or psychological problems. Students are responsible for following previous treatment and/or therapy prescribed/recommended by licensed mental health professionals and are financially responsible for all services.

Adherence to university policy and academic success is expected. Participation in mental health services may not be used as an excuse for violation of University policies.

Mental Health Procedures

Below is the structure that Hannibal-LaGrange University will use to assist students who pursue mental health services.

1. Hannibal-LaGrange University will use the Student Care Plan and Student Alerts to help identify students who are struggling with mental health. Please see form descriptions at the end of this policy.
2. If a student communicates their struggle with mental health to an HLGU employee or RA, the Student Care Committee (SCC) will meet with the student to assess what action to take.
 - a. If the student has identified that they are suicidal,
 - i. The student's parents will be contacted to arrange a plan of action and arrangements for a mental health assessment and possible treatment.
 - ii. If the parents are not available, the student will be escorted to receive mental health care.
 - iii. The student may not return to class or university property until they have been approved by a licensed physician, psychologist, therapist, or other mental health professional. The student must then provide a doctor's or therapists note, regarding this approval and a release of information to contact the students licensed professional in case any further incidents occur. This documentation must be presented to a Student Care Committee member prior to the student returning to on-campus course work and university property.
 - iv. The student must provide a treatment plan created by their mental health professional to the Student Care Committee in order for the university to assist the student in his/her academic pursuits.
 - v. The student must meet with the Director of Academic and Career Services to establish any academic accommodations that the student may need to further their academic pursuits at Hannibal-LaGrange University.
 - b. If the student is not suicidal, a member of the Student Care Committee will schedule a meeting with the student to assess the next course of action.
3. Mental health situations 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, as well as university property will result in removal from campus and possible suspension. A recommended course of action will be made and a final decision will be given by the Vice President for Student Life in corroboration with the executive cabinet. Any situation where the student is not showing progress or regresses will be evaluated and may be referred to professional counselling and/or TABIT.
 - a. The student may not return to class or university property until they have been approved by a licensed physician, psychologist, therapist, or other mental health professional. The student must then provide a doctor's or therapists note, regarding this approval and a release of information to contact the students licensed professional in case any further incidents occur. This documentation must be presented to a Student Care Committee member prior to the student returning to on-campus course work and university property.
 - b. Re-enrollment decisions are made at the discretion of the TABIT team in partnership with the HLGU Admission Committee. Enrollment decisions are made after prayerful and appropriate professional evaluation of the TABIT

team in 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.

- c. A student may appeal TABIT's recommendation. Please see the Appeal Process in the HLGU Student Handbook.
4. If a student receives University-appointed disciplinary action requiring professional counseling, evaluation, treatment, random alcohol or drug testing, then the Threat Assessment Behavioral Intervention Team (TABIT), along with the Student Care Committee will assist the student with identifying available community resources. The student must comply with the following requirements:
 - a. The student will sign a release to the service provider permitting an exchange of information with the Student Care Committee.
 - b. The student will cooperate with the service provider.
 - c. The student will assume FINANCIAL RESPONSIBILITY for all services.
 - d. Further violation of University policy will subject the student to disciplinary action.
 - e. If it becomes evident that progress is not being made or that progress will not occur, this may result in the individual being removed from University housing and student status. This may be result from the following but is not limited to:
 - i. The student is a threat to themselves and/or others.
 - ii. Policy is not followed and the prescribed process leads to dismissal.
 - iii. The student is evaluated and continued attendance and/or residency is considered to be detrimental to their success or mental health.
 - iv. The student's needs are unable to be reasonably met by the institution.
 - v. The student is deemed unable to function within a normal routine of academic and/or residential life.
 - vi. The student persistently imposes on others placing consistent unrealistic expectations on the time and energy of other students, faculty or staff.
 - f. The student refuses to follow written guidelines to seek professional help.
5. If a student conveys his/her struggles with mental health they may be advised to meet with a mental health professional.
 - a. The student may meet with the on-campus counselor by setting up a meeting with the individual through the Counseling Service Form on the website. The counselor will respond to set up a meeting with the student.
 - b. The student may contact the local counseling agencies to meet with a mental health professional. A list of these agencies will be provided to the student.
 - c. The student will be asked to sign a release of information for the Student Care Committee to speak with the counselor.
 - d. If a student is requesting an Emotional Support or Service Animal, the student will need to follow the guidelines and procedures outlined in the ESA-Service Animal Policy.

Counseling Services

Students at Hannibal-LaGrange University have available to them one Licensed Mental Health Professional to assist with personal and emotional issues. The counseling offices are located within the Behavioral Sciences Division on the second floor of the Burt Administration Building. To make an appointment to see a counselor, students should contact (660) 349- 7395 and/or fill out an intake form, which will allow the counselor(s) to schedule an appointment between classes. In case of an emergency, outside of business hours, call the Men's On-Call Phone (573) 231-8036 or Women's On-Call Phone (573) 231-8037 for instructions.

Financial Arrangements are to be made between the counselor and the student and/or student's family. Students may apply to receive financial assistance for on-campus counseling.

Suicide Crisis Prevention

Ask, Listen, Refer – Individuals have access to the HLGU's Suicide Prevention Training Program. The program was designed to help faculty, staff, and students prevent suicide by teaching individuals to:

- Identify people at risk for suicide
- Recognize the risk factors, protective factors, and warning signs of suicide
- Respond to and get help for people at risk

This training program can be found at www.asklistenrefer.org/hlg. Showing an interest and helping others affirms their validity and worth. Often, listening and providing encouragement is exactly what is needed. When one senses that this is not enough, a referral to the Counseling Services is a viable option. Please see above Counseling Services information.

Emotional Support Animal Guidelines

Hannibal-LaGrange University seeks to provide for students with disabilities in accordance 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. A disability-related need for a requested accommodation exists when there is an identifiable relationship between the requested accommodation and the individual's disability such that the

requested accommodation will enhance the individual's quality of life by ameliorating the effects of his or her disability. Hannibal-LaGrange University receives request for academic accommodation through the Academic and Career Services (ACS) Office. Accommodation applications are available online at <https://www.hlg.edu/wp-content/uploads/2021/08/Application-for-Accommodations.pdf> or in the ACS Office. Please contact the Director of Academic and Career Services for further information. 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 that differ from HLGU's. Students are solely responsible for obtaining any approval required by these external sites.

Definitions:

The University, that is in accordance with the ADA, 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. 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 considered service animals under the ADA, 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. Pets are 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 without documented permission.

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 documented approval to bring the approved service or support animal onto campus.

Request for Accommodations:

Hannibal-LaGrange University receives Reasonable Accommodation Request Form for Emotional Support Animals and Service Animals for housing through the Student Life Department. Reasonable Accommodation Request Forms are available online or in the Student Life Office. All forms must be printed, signed, and completed. Please turn forms into the Student Life Office.

HLGU will keep record of all request(s) and will make a decision on the request. If the request is of a time-sensitive nature, please let appropriate departments know. In the event that additional information is needed to come to a decision, appropriate people will communicate the needed information. It is the University's policy to seek only the information necessary to verify whether the individual is a person with a disability and/or to evaluate if the reasonable accommodation is necessary to provide an equal opportunity to use and enjoy Hannibal-LaGrange University housing. If the University grants the request, the student will receive a letter so indicating a decision.

Hannibal-LaGrange University may deny the requested accommodation if providing it would impose an undue financial and administrative burden on HLGU or fundamentally alter the nature of the University's environment or imposes other individuals. If the request is denied, HLGU will provide a letter communicating an explanation for the denial. If HLGU believes that the requested accommodation poses an undue financial and administrative burden or a fundamental alteration to the nature of Hannibal-LaGrange University's operations, HLGU will schedule a meeting at a mutually convenient time to discuss possible alternative's accommodations that would not impose such a burden or result in a fundamental alteration. HLGU will not require students to accept an alternative accommodation if the student does not agree it meets their disability-related needs. HLGU recognizes that an individual with a disability is generally in the best position to know whether or not a particular accommodation will be effective in providing for their needs. If an agreement on an alternative accommodation is not reached, HLGU will provide a letter regarding the decision on the requested accommodation and a detailed explanation of our reasons for denial or decision to grant an alternative accommodation.

If an individual with a disability believes that the request has been unlawfully denied, they may file a complaint or appeal following the appeal process found in the Student Handbook with the Vice President of Student Life.

Request Procedure for Service Animals or Emotional Support Animals:

Although it is the policy of Hannibal-LaGrange University that individuals are generally prohibited from having animals in residence halls, HLGU will consider a request by an individual with a documented disability for a reasonable accommodation from this prohibition to allow an emotional support animal or service animal. However, no emotional support or service animal may be

kept in university housing at any time prior to the individual receiving documented approval as a reasonable accommodation in accordance to this policy.

A student requesting permission to keep a Service or Support Animal in campus housing should complete the steps below at least 3 weeks prior to the academic year or semester they begin attending HLGU. Students will need to provide annual documentation of disability. Approval of an Emotional Support Animal, and (separately) the particular animal requested by the student, are determined on a case-by-case basis. Students should allow a minimum of 3 weeks for the review process to be completed. Students must reapply each academic year to have an Emotional Support Animal in university housing.

1. The student must meet with the Accommodation Committee (Director of Academic and Career Services and Director of Residential Life) in person or by conference call to discuss the student's request to have an emotional support animal in university housing.
 - a. After the initial contact, if a student is not able to meet in person or by conference call, the Accommodation Committee will reach out to the student to choose a different meeting format.
2. The student should request permission to have an emotional support animal from the Accommodation Committee and provide current/annual documentation of the disability from a licensed physician, psychiatrist, psychologist, or other mental health professional. Documentation should include the following:
 - a. Verification of a disability that substantially limits a major life activity.
 - b. A description of why the animal is necessary for the student to use or enjoy the living arrangements provided by the university.
 - c. A description of an identifiable relationship or nexus between the disability and the support the animal provides.
3. Sign a release form that will be sent to your health professional allowing them to fill out the "Request for Information Re: Emotional Support Animal Form."
4. After steps 1, 2, 3 are completed, the Accommodation Committee will review the student's request.
 - a. The university, in consultation with the resident and other parties as appropriate, may consider the following criteria in determining whether the presence of the animal is reasonable in the making of housing assignments for individuals with emotional support animals:
 - i. Whether the individual or their family has owned the animal for a reasonable amount of time (preferably one year);
 - ii. Whether the animal poses or has posed in the past a direct threat to the individual or others;
 - iii. Whether the animal causes or has caused excessive damage to housing beyond reasonable wear and tear;
 - iv. Whether the size of the animal is too large for available assigned housing space (maximum adult weight of 39 pounds);
 - v. Whether the animal's presence would force another individual from individual housing (e.g. serious allergies);
 - vi. Whether the animal's presence otherwise violates individuals' right to peace and quiet enjoyment; and
 - vii. Whether the animal is housebroken or is unable to live with others in a reasonable manner.
 - b. If the request is approved:
 - i. The individual must provide written consent for Hannibal-LaGrange University to disclose information regarding the request for and presence of the ESA to those individuals who may be impacted by the presence of the animal including, but not limited to, residence hall personnel, potential roommates, actual roommates, and neighbors. Such information shall be limited to information related to the animal and shall not include information related to the individual's disability. Hannibal-LaGrange University reserves the right to assign an individual with an assistance animal to a single room upon availability or a designated floor.
 - ii. 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 Accommodation Committee. Students may find it helpful to have the letter available to demonstrate that the service animal is approved to enter non-residential facilities on campus (i.e. Library, Student Center).
 1. Service Animals are allowed in campus facilities
 2. Support Animals are only allowed in the student's assigned university housing.
 - iii. 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 Director of Residential Life.
 - iv. 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 Accommodation Committee or his/her designee prior to the animal being on campus or other teaching sites.
 - v. If the service or support animal is approved by the Accommodation Committee the student must schedule

a meeting with them 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.

1. For commuting students, prior to the beginning of classes in order to review the agreement and expectations.
- vi. The residential 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 Director of Residential 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, the office of Residential Life will reach a resolution of the matter through an interactive process with the appropriate participant.
- vii. The student must provide contact information for an alternate caregiver who lives off campus and can care for the animal if the approved student is unable to do so (e.g., unexpected hospitalization).
- viii. HLGU will assume no responsibility/liability for the care of a student's emotional support animal.
 1. Students are responsible for the care of their animals as outlined in the Responsibilities of Students Approved for Emotional Support and Service Animals section below.
- ix. The student must notify the Accommodation Committee if the animal is no longer in university housing or if the student is requesting the approved animal be replaced by another Emotional Support or Service Animal.
- c. If the request is denied, the student may appeal the decision via the Vice President of Student Life.

Responsibilities of Students Approved for Emotional Support and Service Animals

1. Care and Supervision.
 - a. The Support Animal is the responsibility of the student alone, who is required to maintain full control of the animal at all times.
 - i. An ESA must be contained within the student's privately assigned individual living accommodations (e.g., room, suite, apartment) except to the extent the individual is taking the animal out for natural relief. When transported outside of these environments, the animal must be on a leash or transported in an animal carrier.
 - ii. The student is responsible for ensuring that the emotional support animal does not interfere with the rights and privileges of the residence or cause difficulties for other residents.
 - iii. Emotional Support Animals may not become the responsibility of another student living on campus. The animal must be taken with the student if leaving campus for a prolonged period of time, as appropriate for the animal, including overnight.
 - iv. The student is responsible for ensuring proper cleanup of the animal's waste and, when appropriate, must toilet the animal in designated areas. Solid waste – including litter- must be placed in a sturdy, securely tied bags before being disposed of in outside trash dumpsters.
 - v. The Accommodation Committee may place reasonable conditions or restrictions on approved animals, depending on the nature and characteristics of the animal.
2. Health and Wellbeing
 - a. Local ordinances regarding animals apply to emotional support animals, including requirements for immunization, licensing, noise, restraint, at large animals, and dangerous animals. Please contact the Hannibal Chamber of Commerce for more information.
 - i. Dogs must wear a license tag and a current rabies vaccination tag.
 - ii. Animals housed in campus housing must be in good health as established by a licensed veterinarian.
3. Financial Responsibility
 - a. Any cost for the actions of the emotional support or service animal – including bodily injury, property damage, pest control and/or non-standard cleaning – must be met by the student. HLGU reserves the right to bill the students account for charges related to emotional support or service animals.
4. Animal Removal

Removal of the animal from the University may be necessary if there are any violations of student responsibilities, the animal poses a direct threat to health or safety of others, or other situations arise that negatively impact campus environment. Should this occur, (1) the student will have 48 hours to remove the animal from campus after receiving communication from the Director of Residential Life to remove the animal; (2) if the animal is not removed within the 48 hour timeframe, HLGU reserves the right to remove the animal and take it to the nearest humane society location; (3) the student will be reported for violation of the student code of conduct; (4) the student will be expected to fulfill any housing obligations for the remainder of the students housing contract

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:

1. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
2. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and alcohol abuse;
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and;
5. 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:

1. 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.
2. 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.
3. Goals and Objectives:
 - a. 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.
 - b. Education of students and employees Objective: Inform all students, employees, and volunteers of standards of conduct, disciplinary processes, and sanctions.
 - c. 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.
 - d. Dissemination and disclosure of information Objective: Make available student and employee handbooks and annual security reports (ASR) both online and in print (if requested).
 - e. 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.
 - f. Conduct Biennial review Objective: Determine program effectiveness and consistency of policy enforcement through quantitative and qualitative measures to identify and implement any changes needed.

DRUG AND ALCOHOL POLICIES

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 students are included here (34 C.F.R. 86.100).

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

Policy on Illegal Drugs

The use of illegal drugs (as defined by the more restrictive of the State of Missouri or Federal statutes) 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 (as defined by the more restrictive of the State of Missouri or Federal 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 and off campus.

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 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. 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.

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.

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 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 a complete listing of Missouri substances, how they are placed on the schedule and additional drug information.

Federal

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).

CAMPUS SAFETY POLICIES

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.

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.

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 may be 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
 - i. Fees are paid in full (parking fees, ticket fees, and auto boot removal fee of \$75)
 - ii. 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 confirmation 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.

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:

1. Director of Campus Life 573-629-3026
2. Director of Public Safety 573-629-3011
3. Men's On Call Phone 573-231-8036
4. 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.

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

DISCIPLINE SANCTIONS

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.

Community Service: This sanction enables the student to serve their sanction by connecting with an approved community service outlet. Supervisors will submit service hours to the Director of Campus Life and Vice President of Student Life.

Mentorship: This sanction enables the student to meet with an approved mentor for a set time to discuss the course of behavior the student has chosen to pursue. Mentors are given material to cover with the student encourage to make wiser choices in following the schools policies. Mentors will keep track of the meetings with the students and turn in weekly progress reports to the Director of Campus Life and Vice President of Student Life.

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.

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:

6. Protect and encourage a culture on campus that honors God.
7. To uphold University guidelines and expectations.
8. To promote personal responsibility.
9. 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 Director of Campus Life. Offenses (including alleged violations of any potentially suspendable offense) are reviewed by Vice President of Student Life and or Director of Campus Life. The Vice President of Student Life is the final appeal for all offenses.

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).

DISCIPLINARY APPEALS

The student who wishes to appeal a decision must notify the Director of Campus Life in writing within three 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. Students can receive the application for appeal from the Office of Student Life.

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. Appeals must be submitted no later than 3 business days (not including weekend or holiday hours) after the dissemination of the verdict of the original hearing. 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.

Appeal Committee

1. This committee would include an Appeal Committee Chair. The committee chair will gather the appropriate committee members; at least 5 to 7 members total from different departments across campus.
 - a. In the event that one of these positions are connected to the original sanction, a substitution will be provided if necessary.
 - b. This committee is only reviewing the submitted evidence but has the right to interview all effective parties with approval and in the presence of the appropriate cabinet member.
2. The committee will review the evidence and make a recommendation to the Vice President of Student Life.
3. The Vice President of Student Life will make the final ruling
 - a. They will review the original evidence and sanction along with the Appeals Committee recommendation.
 - b. The Vice President of Student Life will make a final verdict and notify the Appeals Committee and all effective parties.
 - i. Written letter given to Appeals Committee
 - ii. Written letter given to effective parties in person.
 - c. No additional appeals will take place regarding the final verdict.

Procedure for Appeals

The Appeals Committee

Students can receive an Appeal Request Form from the Office of Student Life. Once the document has been completed, please submitted to the Office Manage of Student Life. Upon the receipt of an appeal request, the Appeal Committee Chair will form the Appeals Committee and the Vice President of Student Life that an appeal has been submitted. The Appeals Committee will have 2 weeks to reach a recommendation from the date of receiving the appeal request.

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

1. The committee with gather the existing evidence pertaining to the specific appeal.
2. The committee will review the evidence gathered.
3. The committee may request to interview all effective parties if further questioning is needed.
4. Discussion and decision by the committee is in closed session. (All effective parties may not be present.)
5. Notification of the committee's recommendation will be presented to the Vice President of Student Life.

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.

Appeals must be submitted no later than 7 business days (not including weekend or holiday hours) after the dissemination of the verdict of the original hearing.

No further appeals will be submitted anytime after the dissemination of the final verdict from the Vice President of Student Life.

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:

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3. New and significant evidence discovered after the original hearing.
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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 it 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 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.

SANCTIONS

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

1. 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.
2. 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.
3. Fines - Fines are used as a deterrent for those who disregard residence hall regulations. Fines are separate from restitution.
4. Restitution - Students are obligated to compensate a party for any damage or loss of property for which they are responsible.
5. Community Service - Students may be required to perform community service hours either on or off campus as an appropriate response to the violation.
6. Mentoring - Students will receive options of people to meet with on a mentor/discipleship type basis for a minimum of 5 weeks. The Mentor would then

Definitions

1. Restrictive Sanction— If it is believed by Hannibal-LaGrange University, 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:
 - a. Restricting participation in a particular activity or activities.
 - b. Restricting the on-campus housing assignment (may require a housing adjustment).
 - c. 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).
 - d. Restrictions in internet usage.
2. Disciplinary Notice
 - a. 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.
3. Disciplinary Probation
 - a. 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 Campus Life 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.
4. Probation with Suspended Imposition of Sentence
 - a. 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.
5. Denial of Privilege to Re-enroll
 - a. 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.
6. Suspension with Suspended Imposition of Sentence
 - a. 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.

7. Suspension

- a. 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.
- b. 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.

8. Dismissal

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

9. Institutional Scholarships Probation

- a. 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.

10. Institutional Scholarships Suspension

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

11. Removal from Campus Housing

- a. Students are 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.

HANNIBAL-LAGRANGE UNIVERSITY'S BEHAVIOR GUIDELINES AND EXPECTATIONS

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

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- Following the hearing, the charged student will be informed of the outcome, including any imposed sanction(s).

STUDENT CONDUCT POLICIES

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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. Loss of Room Key
2. Failure to attend meetings
3. Excessive Noise
4. Dress Code

LEVEL II - VIOLATIONS

1. Curfew Violations
2. Damage to Property due to carelessness
3. Use of profanity/abusive language on campus

LEVEL III - VIOLATIONS

1. Blatant disregard for Conduct Policy
2. Minor Insubordination
3. Student caught beyond lobby but not behind closed doors in room of the opposite sex

LEVEL IV - VIOLATIONS

1. Misuse of Student ID
2. Gambling
3. Minor defacing of property on/off campus
4. Use of tobacco
5. Financial Delinquency to the university

LEVEL V - VIOLATIONS

1. Intentional use or possession of pornographic material
2. Intentional disruption or obstruction of any official university function
3. Major Insubordination
4. Substance-Free Policy violation
5. Vandalism or intentional damage to university property
6. 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.

LEVEL VI - VIOLATION

1. Violation of federal/state or local law
2. Physical/Psychological abuse
3. Any activity compromising the safety of campus
4. Weapon possession
5. Drug Policy Violation

Chart of Offenses and Possible Sanctions

	Level One	Level Two	Level Three	Level Four	Level Five	Level Six
Types of Offenses:	-Loss of Room Key -Failure to Attend Meetings -Excessive noise -Dress Code	-Curfew Violation -Damage to Property due to carelessness -Use of profanity/abusive language on campus	-Blatant disregard for Conduct Policy -Minor Insubordination -Student caught beyond lobby but not behind closed doors in room of opposite sex	-Misuse of Student ID -Gambling -Minor defacing of property on/off campus -Use of tobacco -Financial delinquency to the university.	-Intentional use or possession of pornographic material -Intentional disruption or obstruction of any official university function -Major Insubordination -Substance-Free Policy violation -vandalism or intentional damage to university property -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	-Violation of federal/state or local law -Physical /Psychological abuse -Any activity compromising the safety of campus. -Weapon Possession -Drug Policy Violation
Discipline Sanctions	1st Offense: Verbal Reprimand 2nd Offense: Fine (\$25-50)	1st Offense: Community Service (10hrs) 2nd Offense: Community Service (10hrs) or Fine (\$50-100)	1st Offense: Mentorship (5 weeks) and 2nd Offense: Mentorship (5 weeks) with Community Service (10hrs) or Fine (\$100-200)	1st Offense: Discipline Probation and Mentorship (5 weeks) and Community Service (10hrs) 2nd Offense: Scholarship Probation with Community Service (20hrs) or Fine (\$250)	1st Offense: Scholarship Probation with Mentorship (5weeks) and Fine (\$250-500) 2nd Offense: Scholarship Suspension, Mentorship (16 weeks), and Fine (\$500)	1st Offense: Scholarship Suspension with Mentorship (16 weeks) 2nd Offense: Institutional Suspension
Reported to the Following	Resident Hall Manger (GA's)	Director of Campus Life	Director of Campus Life	Director of Campus Life	Director of Campus Life	Vice President of Student Life

*The University has the right to add or remove to any sanction.