



STEPHENS
COLLEGE

Student Handbook | *Within the Ivy*

August 2024

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Mission, Vision + Ideals of the College

Our Mission

Learn. Grow. Lead.

Our Vision

Inspired by its tradition as an undergraduate women's college, Stephens College engages lifelong learners in an educational experience characterized by intellectual rigor, creative expression, and professional practice, supported by accomplished faculty, talented staff, and engaged alumnae/alumni. Graduates of Stephens College are educated in the liberal arts, informed by diverse perspectives, and committed to lives of leadership, integrity and service.

Our Values

Stephens College is committed to its Ten Ideals as core values that inspire and enrich our lives:

- **Respect** for our own dignity and the dignity of others, embodied in a sense of social justice
- **Courage** and persistence
- **Independence**, autonomy and self-sufficiency
- **Support** for others through the willingness to take and give criticism, acceptance and love
- **Sensitivity** to the uniqueness and fragility of the natural world of which we are part
- **Responsibility** for the consequences of our choices
- **Belief** in our changing selves and in our right to change
- **Creativity** in the spiritual and aesthetic dimensions of life
- **Intelligence** that is informed and cultivated, critical yet tolerant
- **Leadership** which empowers others

Accreditation

Stephens College is accredited by the Higher Learning Commission and the Missouri Department of Elementary and Secondary Education. Contact the Higher Learning Commission: (800) 621-7440 or info@hlcommission.org

For information about academic program accreditations, visit: stephens.edu/about-stephens/accreditation

Code of Ethical Conduct Policy

As an institution of higher learning, Stephens College is committed in all of its operations and interactions to the core values articulated in its mission, vision and values statements. Those values are most clearly expressed through institutional and individual action that meets the highest standards of responsible citizenship, integrity, honor, mutual respect, leadership and service.

This Code of Ethical Conduct establishes a statement of principles to guide the activities of all members of the Stephens College community (Trustees, administration, faculty, staff, and students).

All members of the Stephens College community are expected to demonstrate integrity and respect in their daily activities and in the performance of their professional responsibilities.

Toward that end:

- We affirm our commitment to academic integrity in all of our endeavors. We will be honest, fair, trustworthy, and respectful in creating an environment characterized by the highest standards of academic honesty.
- We respect the rights and dignity of all persons and recognize that discrimination or harassment in any form undermines the fundamental principles and values of the College. We commit to creating a respectful environment through our own actions, to encouraging respectful behavior in others, and to speaking out against hatred, bias and discrimination in any form.
- We recognize that we are all obligated to conduct ourselves in a way that sustains and strengthens the community's trust in the integrity of the College. We will act with fairness and honesty in all of our dealings.
- We recognize that we have a responsibility to protect the personal and institutional information entrusted to our care. We will not abuse this trust or violate any applicable laws by allowing unauthorized access, disclosure and/or discussion of confidential information obtained from official records.
- We will comply with all applicable international, federal, state and local laws, rules and regulations; grant and contract requirements; professional standards; and College policies and procedures.
- We recognize that conflicts of interest or commitment can interfere with the best interests of our students, our institution and our community. A conflict of interest occurs when an individual is in a position to influence a decision on College policies, purchases, programs or decisions from which he/she or a close family member or other associate might directly or indirectly receive a substantial benefit. A conflict of commitment arises when an individual's involvement in outside activities substantially interferes with his/her primary commitments to the College. We will promptly disclose such conflicts and take steps to mitigate or eliminate any that compromise our integrity or that of the College, in accordance with applicable law and College policies.
- We recognize the importance of acting responsibly, in good faith, and with due care and diligence in the use

and control of all College assets and resources entrusted to us. We will be efficient and economical in their use; ensure that all funds received are used prudently, ethically and for their designated purposes; and ensure accurate, complete, and reliable business records are maintained. We recognize that we have a responsibility to be scrupulous in our business dealings and to report known or suspected fraudulent activity or unethical behavior to the appropriate College official.

This Code of Ethical Conduct articulates the broad scope of ethics and accountability expected from all members of the Stephens College community. Existing College policies that articulate relevant procedures can be found on the College's Gateway policies page.

Statement of Nondiscrimination

Stephens College does not discriminate in its employment practices or in its educational programs or activities on the basis of age, color, disability, gender expression and identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status and all other classifications protected by law. Stephens College also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX or disability accommodations, any other concerns related to equity or noncompliance, or requests for a complete copy of the College's policy should be directed to the Stephens College Equity Compliance Team at equity@stephens.edu, stephens.edu/equity or (573) 876-7250. Complaints may also be made to the U.S. Department of Education, Assistant Secretary, Office for Civil Rights (OCR) at 2.ed.gov/about/offices/list/ocr/index.html.

Notification of Rights under the Family

Educational Rights and Privacy Act (FERPA)

Stephens College complies with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), designed to protect student privacy and to ensure the accuracy of educational records. Under FERPA, eligible students have certain rights with respect to their education records. Full policy information may be found at stephens.edu/for-faculty-staff/registrar/ferpa-disclosure. Questions may be directed to the Office of the Registrar at (573) 876-7277 or registrar@stephens.edu or to the Office of the Vice President for Academic Affairs at (573) 876-7213 or academicaffairs@stephens.edu. Complaints concerning alleged failures by Stephens College to comply with the requirements of FERPA may be directed to the U.S. Department of Education, Family Policy Compliance Office at 2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

President's Message

Dear Stephens Students,

Welcome to Stephens College!

As the second-oldest women's college in the United States, Stephens enjoys a long tradition of academic excellence and student-centered curricula – from our three-year, two-summer residential Bachelor of Fine Arts degrees to our online and blended graduate and professional certificate programs. I urge you to take a few minutes to browse through this handbook; it will provide you with all of the information you need about our policies, practices and student services and programs.

Stephens offers you a teaching-and-learning environment well beyond the classroom. Here you will find a supportive community of peers, mentors and teachers, ready to encourage and challenge you to become the best you can be. Upon completion of your studies, you will become a part of our national alumnae network, a global community of strong, successful and engaged women and men who remain deeply committed to the College.

In the meantime, I encourage you to make the most of your Stephens experience. Seek out new opportunities to challenge yourself and be open to the new possibilities that await you. Your years at Stephens will be among the most valuable and transformative times of your life. Enjoy and make the most of every minute! And please, let me know how I can be helpful as you forge your own path and create your own future.

Dr. Dianne M. Lynch President, Stephens College

Within the Ivy: An Introduction

Within the Ivy is reviewed annually to provide Stephens students with concise, current and accurate information about the College's offices, services, extracurricular opportunities, and relevant processes and policies. It is our hope that this document will answer all your questions, direct you to the appropriate College offices for help or for more information, and provide you with the information you need to understand the exceptional community of which you are a part.

Too often, students do not take the time to review the policy information in these pages unless or until they find themselves in a difficult or challenging situation, often related to disciplinary action. We hope you will take a few minutes to scan through the sections of *Within the Ivy* that articulate the College's expectations and requirements regarding your obligations as a member of our community, and our obligations as a community dedicated to providing a safe, inclusive, respectful and responsive learning and living environment for each and every one of our students and employees.

Like all such documents, *Within the Ivy* is always a work in progress: We do our best each year to be sure it is as current and comprehensive as we can make it, and each version of the document is clearly dated. Updated or revised versions are posted on the College website (stephens.edu).

Thank you for your contributions to what makes Stephens College such a special and respectful community.

Office of Student Experience

Parental Communication with the Office of Student Experience

The Office of Student Experience encourages open communication between students, parents, and the College. The College encourages students to contact their parents/guardians regularly and keep them up-to-date with what is happening in their lives. Student Experience assumes that students, as mature adults, are able to attend to their affairs without parental intervention. Normally, the Office of Student Experience will not initiate contact with parents unless the student's status with the College is seriously threatened for health or disciplinary reasons, in which case the college will initiate contact with parents or guardians in person, over the phone, or in writing. The College will follow the Family Educational Rights and Privacy Act regulations.

Dr. Laura Nunnally

Vice President of Student Experience
(573) 876-7212
studentexperience@stephens.edu

Alexandra Bryan

Associate Vice President Student Experience and Cross Cultural Experience
(573) 876-7212
studentexperience@stephens.edu

Alex Bryan

Title IX Coordinator
573.876.7212
titleix@stephens.edu

Keri Gilbert

Associate Vice President Financial Aid and Compliance
(573) 876-7106
finaid@stephens.edu

Accounts Receivable Coordinator
(573) 876-7105
accounting@stephens.edu

Office of Safety and Security

(573) 819-3690
security@stephens.edu

Sady Mayer Strand

ADA/Section 504 Coordinator
(573) 876-7240
successcenter@stephens.edu

Student Services and Programs

Academic Support + Margaret Campbell Student Success Center

Hugh Stephens Library

(573) 442-2211, ext. 4681

Successcenter@stephens.edu

The Margaret Campbell Student Success Center provides academic strategies and resources in addition to ADA/Section 504 accessibility services to Stephens College students. The Center promotes student success by supporting learning and growth both inside and outside of the classroom and promotes accessibility by providing ADA/Section 504 campus accommodations and modifications.

Whether students utilize the Center for one-one-one academic skills coaching, writing, or tutoring appointments; for ADA/Section 504 services; for a brief workshop; or to study independently in a quiet space, they will find that Center staff are warm, friendly, and enthusiastic about supporting Stephens students.

Students seeking support and accommodations under the American with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act should contact the ADA/Section 504 Coordinator in the Student Success Center. *See ADA/Section 504 Policies on for more information.*

Accounting

Lela Raney Wood Hall (LRW) 214

(573) 876-7105 ext. 4105

Fax: (573) 876-7238

Office hours: 8a.m.-5p.m.

Window hours: 9 a.m.-4 p.m.

The Stephens College Accounting office provides a wide range of student services; it's where you get your Student ID and paycheck (if you work on campus). It's also the office where you can pay your tuition or other fees, and cash your checks.

Returned checks Writing a check without sufficient funds is a violation of state law and the violator is subject to prosecution. A check returned to the College due to insufficient funds will result in a charge of \$30 plus the amount of the check.

Student ID Your student identification card is a very important item. It admits you to all campus facilities, activities, the dining hall. Your ID may be used to purchase items in Star's Café, Susie's and to check out library books and cash checks. Guard your student ID carefully. NEVER lend it to anyone. It is a violation of residential life policy to lend your student ID. Freshmen and transfer students are issued a Stephens ID during orientation. Returning students continue to use the ID issued to them when they came to Stephens.

Lost ID

If you lose your ID, report it immediately to the Accounting office. To replace it, you will be charged \$15. Places and situations on the Stephens College campus that require an ID include:

- Dining Hall
- Health Services
- Library
- Susie's

- Recreational activities
- Picking up/cashing checks

Failure to Pay College Accounts

Students with past-due tuition accounts by the 5th day of the term they are enrolled are subject to immediate financial suspension unless clearance is obtained from the Office of Accounting.

Student Experience

Stamper Commons
(573) 876-7230 ext. 4230

This office is responsible for student organizations and department programming. The Assistant Director Student Experience is available to serve as consultant for student fundraising, recruitment and special events for the various student organizations on campus. The objective of this office is to help all students enrich their college experience through involvement on campus. Specific programs include:

Leadership Opportunities

Students are encouraged to get involved on campus and consider leadership roles in student organizations, as a member of residential life team or welcome week team. These opportunities assist students in further developing their leadership skills.

A Balanced Life

Our approach to wellness—A Balanced Life—creates opportunities to integrate the needs of the self by focusing on a holistic approach to wellness. Programming focuses on the five elements on the indivisible self—social self, coping self, creative self, physical self, essential self—so students can practice a balanced life.

Student Programming

The Student Programming Council (SPC), works with the Assistant Director Student Experience, to create fun activities and maintain standing traditions like Midnight Breakfast, Halloween Party and Spring Formal. The goal of SPC is to deliver social and cultural programs to create a sense of belonging and community for all students. All students are welcome to join the Student Programming Council and help create and promote their campus experience.

Campus Safety and Security

Tower Hall
(573) 819-3690

The primary goal of Stephens College Safety and Security is the personal safety of students, faculty, staff and visitors as well as the protection of our property. Although security personnel are trained and qualified, they are not certified law enforcement officers and as such do not carry weapons, have arrest powers or investigate crimes. However, they do work in close cooperation with the Columbia Police Department in the event of a reportable crime. They patrol the campus for unusual occurrences and serve as visible deterrents. They control and regulate parking, open buildings for staff and students, and perform other duties that may arise. Security personnel also provide safety escorts for students, faculty and staff within the campus confines after dark. Security may be contacted 24 hours a day, year-round at 573-819-3690. Our personnel encourage students and staff to report any incident to the Columbia Police Department that would be of a serious nature. Stephens College complies with the Clery Act and with the Student Right-to-Know and Campus Security Act (PL102-542). **See the Policies Section on**

page 44 for more details.

Campus Safety Escort

(573) 819-3690

One of the most important functions performed by Stephens College Security is to escort students, faculty, and staff around campus after dark. **We strongly encourage you to call for an escort anytime you need to be out on campus at night.**

Bicycles on Campus

The Safety and Security Office oversees the campus BikeShare Program. Bicycles, helmets and locks can be checked out upon completion of a BikeShare Membership Agreement and Liability Waiver. Bicycles can be checked out between the hours of 7:30 a.m.-8 p.m. Use of the program is free of charge. The office is located at the ground level of Tower Hall. Please note that any personal bicycles left on campus after June 1 of each year will be donated to a local nonprofit organization.

Safety

Personal safety is everyone's responsibility. Although Stephens College continually reviews and improves security measures on campus, we encourage you to use good judgment and common sense so you remain safe at all times. While Stephens is a secure and safe campus, it is located in an urban area, surrounded by thousands of university students and other downtown residents.

When walking on campus:

- NEVER WALK ALONE AT NIGHT
- When you are out at night, call Security for an escort at 573-819-3690.

In residence halls:

- **Always** lock your door when you leave, even if it is only for a minute.
- **Always** lock your door when you are sleeping.
- Report *any* strangers to residence hall staff.
- Do not lend your keys to anyone.
- Report lost keys immediately to residence hall staff.
- Report any theft or unusual occurrence to the residence hall staff and Security.
- Report any unauthorized or unescorted guests present in the halls to a staff member or Office of Safety and Security immediately.

Counseling Services

Address: 103 Willis Ave.

Phone: (573) 876-7157 ext. 4157

Fax: (573) 876-2318

counselingcenter@stephens.edu

Stephens College provides psychological services to its full-time students free of charge, including intake interviews and assessments; referrals to appropriate psychological resources; individual counseling sessions; and psychological consultation with College personnel regarding student concerns. Counseling is provided through the Counseling Center on Willis Avenue. Students should email the Counseling Center counselingcenter@stephens.edu to schedule an appointment.

Equity + Compliance

equity@stephens.edu
stephens.edu/equity

At Stephens College, our three Equity + Compliance offices (ADA, DEI, and Title IX) work together with all members of our campus community to ensure an environment that is free from harassment, discrimination, abuse, intimidation, violence, and retaliation.

We serve residential, online, continuing education students, faculty, staff and alumnae. We work through policies, programming, training, accommodations, and services on campus to comply with federal, state, and local civil rights laws and regulations and to promote access, respect, and civility for our campus community.

ADA/Section 504 Coordinator

Sady Mayer Strand
Hugh Stephens Library 216
(573) 876-7240
adacoordinator@stephens.edu

Stephens College supports the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Our ADA office serves individuals who wish to register for these services and promotes understanding and accessibility of services throughout the College. Students with documented disabilities may request special services and/or appropriate accommodations. The College's ADA/ Section 504 policies and procedures are described in full at www.stephens.edu/ada. Students with qualifying disabilities should contact the Office of the ADA/Section 504 Coordinator in the Student Success Center for assistance.

Support Animals

- **Service Animals:** In compliance with ADA law, Stephens College allows Student Handlers to bring service animals into College buildings: classrooms, residence halls, meeting spaces, dining areas, recreational facilities, and activity/event locations without prior approval. However, they are strongly encouraged to reach out to the ADA/Section 504 Coordinator to ensure that the transition to campus is seamless.

For more information: stephens.edu/files/resources/service-animal-policy-students.pdf.

- **Emotional Support Animals (ESA):** Stephens College is committed to granting reasonable accommodations to its rules, policies, practices, or services when such accommodations may be necessary to afford people with disabilities an equal opportunity to use and enjoy their dwellings, as required by federal, state and local law including the use of ESAs when properly registered with the ADA/Section 504 Coordinator.

For more information and to register: stephens.edu/about-stephens/equity-offices/ada-accessibility/emotional-support-animal-policies-registration/.

Title IX

Student Experience Office
Stamper Commons 202
(573) 876-7250
equity@stephens.edu

Title IX Coordinator

Alex Bryan
Student Experience Office
Stamper Commons 202
(573) 876-7230
titleix@stephens.edu

This office oversees College policies and procedures related to sex- and gender-based discrimination and harassment as required by federal law under Title IX. Reports of policy violations can be made online at www.stephens.edu/titleix. The Title IX Office also produces important training, awareness, and prevention activities for the campus throughout the year.

This office also supports pregnant and newly parenting students in registering and receiving accommodations for support and leaves of absence.

The mission of this office is to create and maintain an educational and workplace environment that is free from all forms of sexual and gender- based harassment, discrimination, exploitation and intimidation in which all students, faculty and staff can learn, live, work, and thrive.

Food Services: American Dining Services

102 Stamper Commons
(573) 355-2240
dining@stephens.edu

To promote and support a strong and vibrant community at Stephens College, all full-time students are required to participate in the campus meal plan program. Students who live in residence halls without private kitchens (Prunty, Searcy, Tower, Wood) are required to purchase a meal plan. Students who reside in on campus apartments may select a meal plan, but it is not required.

Health Insurance

With the exception of student athletes and students enrolled in equestrian classes, Stephens College students are not required to maintain health insurance as a condition of enrollment. Nonetheless, Stephens highly recommends that all students carry health insurance.

Health Services

Boone County Medical Group
1605 E. Broadway
Broadway Medical Plaza, Suite 110
(573) 815-8130
boonemedicalgroup.org

Hours of Operation: Monday-Friday: 8 a.m.-5 p.m.

After hours care (located at 900 W. Nifong) is available through your health insurance.

Boone Medical Group-Central provides medical care for Stephens College students. Students may receive care such as treatment for minor illness (cold symptoms, UTI symptoms, fever), flu diagnosis, minor injuries and flu and allergy shots at no cost. Preventative care such as yearly physicals and well-woman exams are available through

your health insurance or at a 40% discount for self-pay. Same- day appointments and walk-in care are available. Students need to bring their student ID, list of medications and insurance card (for any care provided outside the services covered by Stephens College).

All full-time undergraduate students are eligible for medical care provided by Boone Medical Group. Students must be enrolled in a minimum of 12 credits at the time services are being requested.

The Boone County Medical Group is a convenient location, being a short walk from the Stephens College campus, and the affiliation with the Boone County Hospital offers the flexibility needed to provide quality care for students.

Parking

Tower Hall
(573) 819-3690

Due to limited parking, all vehicles utilizing campus parking lots must be registered with the Security office. To register, you must complete an online parking registration with all vehicle information. A fee of \$90 is required to obtain a hangtag. Mobility-impaired students with special parking needs should contact the Director of Safety and Security for special parking information. Motorcycles also must be registered and may not be brought into or stored inside buildings.

Parking Fines and Towing

There are no reserved spaces. Vehicle registration does not guarantee that a space will be available in the lot desired. Please read all signs posted in college parking lots.

Motor Vehicle Regulations

- All vehicles parked on the Stephens College campus must have a parking permit. All overnight guests must register their vehicle with Safety and Security.
- Student hangtags must be displayed on the rearview mirror facing outward. Any vehicle not properly displaying a hangtag may be considered a trespass vehicle. Faculty/staff hangtags must hang visibly from the mirror.
- Unauthorized vehicles parked in handicap spaces will be ticketed and towed by the Columbia Police Department.
- Parking fees will be as follows:
 - Parking in a restricted area without a proper permit: \$20 fine
 - Parking in an area not designated as a parking area: \$20 fine
 - Trespass vehicle: \$50 fine; vehicle may be booted
 - Parking in a handicap-designated parking spot: \$50 fine
- Vehicles with no hangtag can be booted or towed on the first offense.
- Vehicles driving on sidewalks will be towed or restrained (booted) and receive a \$50 fine with no prior warning.
- Motorcycles must comply with vehicle regulations.
- If your car is missing, contact Campus Security at 573-819-3690 or the Columbia Police at 573-874-7652.

Spiritual Life

Address: 200 Stamper Commons
(573-876-7253)

Faith-based activities are programmed through student organizations and the Office of Student Experience.

The Firestone Baars Chapel

Designed by world-famous architect Eero Saarinen, who also designed the Gateway Arch in St. Louis, the non-denominational Chapel reflects universal tenets of faith, spirituality and community. Centrally located on campus, the Chapel is the site of campus gatherings and activities.

Residence Life

222 Stamper Commons
(573) 876-7230 ext. 4230
Campus Box: 2092

The Assistant Director Student Experience-Residential and two graduate area coordinators are responsible for all room assignments and changes, communication of residence hall policies, and supervision of residence hall staff and students.

Student Government Association

Adviser: Assistant Director Student Experience
Stamper Commons
(573) 876-7230 ext. 4230

All enrolled students are members of the Student Government Association (SGA), and full-time students are eligible to seek and hold offices in the organization (providing GPA and class standing requirements are satisfied). Information regarding SGA can be obtained by visiting the Student Experience Office in Stamper Commons.

“The purpose of the Stephens College Student Government Association is to ensure the rights and freedoms of the Student Body are upheld through governance and to examine and instate the necessary changes that reflect the desires and needs of the students in Stephens College policies and programs. Furthermore, the Stephens College Student Government Association allocates funds for recognized student organizations and campus improvements.” —*From the SGA Constitution*

Complete information about SGA is contained in the Constitution and Bylaws.
The basic structure of SGA is:

- Executive Branch
- President
- Vice President
- Secretary
- Treasurer
- Student Advocate
- Academic Affairs Chair

Work Study

Office of Financial Aid
216 LRW
(573) 876-7106 ext.4106

Students must be eligible for Stephens Employment or Federal Work- Study to work on campus. Federal Work-Study is primarily federally funded. Stephens employment is completely funded by Stephens College. If you have work-study as part of your financial aid package, you have been granted the opportunity to work on campus to earn a portion of the aid you have received. You will be able to earn the amount listed over the course of the academic year, assuming you work as scheduled. If you choose to work fewer hours or accept a position with fewer hours, you will not earn the full amount.

Jobs are not automatically assigned. Students must complete a Student Employment Form (available in the Office of Financial Aid) and interview for work-study positions. All work-study positions are posted on the Stephens College website, stephens.edu.

On campus, students work in the library, Post Office, academic departments, administrative offices, student experience offices, and recreation areas. Students earn minimum wage with paychecks issued every other week. Student employees are expected to work responsibly under the direction of their supervisors. Students who do not perform as expected may be dismissed from their jobs. If a student chooses not to work on campus, the amount of the employment award will not be made up by other types of aid, and campus jobs may not be available at a later date. If you have an unpaid balance due to the College, you are strongly encouraged to apply your earnings to the amount owed until your account is paid in full.

Every student employed at Stephens College must complete Federal and Missouri W-4 forms and an Employment Eligibility Verification Form (I-9). These forms are available in the Human Resources Office on the 2nd floor of LRW. The student must provide documents to establish identity to sign up for payroll. Acceptable identification can be found on the following government website uscis.gov/files/form/i-9.pdf.

Academic Affairs

All information regarding academic programs, requirements, policies and procedures to qualify for a degree from Stephens College is contained in the Curriculum Catalog. We encourage you to carefully review and refer back to all the information included in the Curriculum Catalog from the academic year in which you entered Stephens.

The Curriculum Catalog, which presents the College's academic programs and requirements, is published on the College website in August every year. The catalog for the year you entered Stephens is your guide to meeting all requirements in your degree program. You may choose to adopt the program requirements articulated in a later catalog at any time, but you may not choose the requirements articulated in a catalog that preceded your date of enrollment.

Academic Advising

Stephens College takes seriously the importance and value of a strong advising program, and the real difference an effective adviser can make in an advisee's college persistence and success. Your faculty adviser will assist you in planning your individual program of studies and activities. Ideally, the advising relationship is one of mutual respect and confidence. The ultimate objective is for you to become self-motivated and self-disciplined in active pursuit of your chosen goals.

Changes in Adviser

The College assigns a faculty adviser to each incoming student, but students have the right to select their own

academic advisers – and many do switch advisers during their time on campus. Faculty understand that students may find another faculty mentor who better fits their learning and personal styles; they know that a request to switch to another adviser does not reflect a student’s lack of appreciation for the services they have provided (in other words, they know it’s nothing personal!). It is not necessary for you to select an adviser from your academic area. If your adviser is not from your academic area and you need additional information about your academic program, contact your program chair. To change advisers, speak first to your current adviser and your new adviser to confirm their understanding of your intentions. Then contact the Office of Academic Affairs, LRW 3rd floor, (573) 876-7213, to file the appropriate paperwork.

Academic Assessment

Stephens College uses formal assessment procedures to document the outcomes of our teaching practices in order to continually enhance and improve your education. All students are strongly encouraged to participate in assessment activities.

Academic Calendar

The Stephens College academic calendar consists of first semester (fall term) and second semester (spring term). Each semester includes four block sessions. The College’s summer course offerings vary from year to year, but typically include courses offered both on campus and online; students in some degree programs – including Performing Arts and Nursing – are required to enroll in summer coursework/programs in order to complete the degree. Graduate and online programs offer a summer semester with a full selection of coursework.

Academic Classification

To be classified as a full-time student, a student must carry at least 12 credit hours every semester. All residential students are to be full-time students, unless permission to register for fewer than 12 semester hours has been granted by the Vice President for Academic Affairs. No student may exceed the maximum of 20 credit hours per semester without the special permission of the student’s academic adviser, the relevant Dean, and the Vice President for Academic Affairs; in all cases, additional fees will be assessed for course loads in excess of 20 semester hours.

Up to 12 semester hours may be earned during the summer and/or intersessions. Credits earned in summer or intersession courses are not included in a student’s full-time tuition and require additional fees

Students are classified according to the number of semester credit hours they have completed, as follows:

First-year: 0.0 to 26.99

Sophomore: 27.0 to 53.99

Junior: 54.0 to 89.99

Senior: 90 or more semester credit hours

Academic Dishonesty Policy

Stephens College is a community of scholars committed to truth. The validity of a Stephens College degree depends upon the integrity of the work that it represents. Academic dishonesty violates the ethical standards of our community and stunts students’ intellectual and personal development. Stephens has therefore adopted an academic dishonesty policy that imposes penalties for students who commit acts of academic dishonesty.

Violations related to academic dishonesty will be referred to the Academic Standing Committee. Academic dishonesty refers to behaviors that violate the academic standards of the College. It includes but is not limited to the following:

- Committing plagiarism. Plagiarism means presenting another person’s work as one’s own. The work in question could be research data, a text of any kind, a performance, musical composition, design, work of visual art, photograph, film, video, choreography, or any other type of intellectual property, whether copyrighted or not. This includes buying another person’s work from any source and presenting it as one’s own.

- Cheating. Cheating means engaging in any dishonest behavior on examinations, tests, quizzes, assignments, or any other academic activity. This includes use or attempted use of unauthorized assistance, collaboration (unless expressly permitted by the instructor), and unauthorized possession of examinations or other academic materials belonging to a member of the College faculty or staff.
- Engaging in activities that disadvantage another student, including destruction, defacement, alteration or unauthorized removal of resource materials or sabotaging another student's work.
- Turning in substantially the same work for more than one course (unless expressly permitted by the instructors).
- Misrepresenting oneself or one's circumstances in order to obtain an advantage in academic activities.
- Using copyrighted material without obtaining the appropriate rights or permissions. The material in question could be a computer program, a text of any kind, a performance, musical composition, design, work of visual art, photograph, film, video, choreography, or any other type of copyrighted material.
- Fabricating or falsifying any data, information, or citation in an academic activity.
- Aiding another student in any act of academic dishonesty

Faculty members should inform students of policies concerning academic dishonesty and possible sanctions in their classes. The general procedures are outlined below.

1. A faculty member suspecting academic dishonesty will first confer with the student. If the teacher is convinced the student is innocent, the matter will be dropped. If the apparently unethical behavior was unintentional, the error will be explained to the student. No penalty will be imposed, although the faculty member must notify the Academic Standing Committee.
2. If the student admits academic dishonesty or if the teacher is convinced the student is guilty, the faculty member may impose a penalty previously specified in the course syllabus, class announcement, or another written form of advance notification. If the faculty member does not have a stated written policy, the penalty will be no more severe than a grade of failure for that assignment, and that grade will be averaged in with the final grade. The Academic Standing Committee will be notified of the incident.
3. If the student chooses to appeal the instructor's decision, they may request a hearing before the Academic Standing Committee by delivering a written request and all supporting evidence to the office of the Vice President for Academic Affairs (VPAA) within ten (10) days of notification of the instructor's decision. Pending the outcome of the hearing, the student should continue to attend the class.
4. Having received a request for a hearing from the office of the VPAA, the chair of the Academic Standing Committee will, in a timely manner, convene the committee for the hearing. The committee chair will notify the student and the instructor of the time and place of the hearing at least three (3) days prior. The student and the instructor have the right to appear in person in front of the committee at the hearing. If they consider it advisable, the committee chair may invite other individuals to take part in the hearing. The hearing will provide a fair opportunity for both the student and the instructor to present fully the specific details of the case. Upon conclusion of the hearing, the Academic Standing Committee will rule by vote in closed session. The Committee will notify the student, the student's academic adviser and instructor of its decision in writing.

The written notification will clearly outline the consequences of subsequent instances of academic dishonesty by the student. The Academic Standing Committee may decide:

- a. To confirm the instructor's finding and impose the penalty or penalties specified in the course syllabus; or
- b. To confirm the instructor's finding and in consultation with the instructor, impose a different penalty; or

- c. To reverse the instructor's finding, impose no penalty and direct the instructor to impose no penalty.
5. In addition to the hearings described above, the Academic Standing Committee will separately review all cases in which a student is guilty of academic dishonesty on more than one occasion. In these cases, the Committee may recommend to the Vice President for Academic Affairs that the student be placed on disciplinary probation, be suspended from the College, or be expelled from the College.
6. In cases of academic dishonesty that affect a degree already conferred, the Academic Standing Committee will make a recommendation to the President of the College regarding revocation of the degree.
7. The only appeal of the decisions made by the Academic Standing Committee is to the President of the College.

Sanctions

1. In situations in which the faculty member and the student come to an agreement on the events of the incident and determine that the student has committed an act of academic dishonesty, the following sanctions will be imposed:
 - a. For the first offense in any one course, the faculty member will determine whether the student should receive an F on the work in question or an F in the course.
 - b. For the second offense in the same course, the faculty member will give the student an F in the course. The Academic Standing Committee also will review the case and may add additional sanctions that could include suspension from the College for at least one semester.
2. In situations where the Academic Standing Committee is asked to hear the case and the student is found guilty of committing an act of academic dishonesty, the following sanctions will be imposed:
 - a. For the first offense, the committee may recommend to the faculty member that the student receive an F on the work in question or an F in the course.
 - b. For a second offense in the same course, the committee may recommend an F in the course in question and also may recommend that the student be placed on disciplinary probation or suspension from the College for at least one semester.
 - c. If a third offense occurs, the committee may recommend suspension or immediate expulsion from the College with no possibility of return.
3. In situations where the Academic Standing Committee reviews instances of two or more violations that occur at any time during the student's college career and involve two or more courses, the following sanctions will be imposed:
 - a. If the student is guilty in two separate instances of academic dishonesty, in addition to the penalties assessed by the individual faculty members, the committee may recommend disciplinary probation or suspension from the College for at least one semester.
 - b. In the event of a third instance of dishonesty, in addition to the penalties assessed by the individual faculty member, the committee may recommend suspension or immediate expulsion from the College with no possibility of return.
 - c. In cases of academic dishonesty that affect a degree already conferred, the Academic Standing Committee will make a recommendation to the President of the College and the Board of Trustees. The Board of Trustees will determine if the degree is to be revoked.

4. Grade adjustments are reported to the Office of the Registrar with appropriate explanations.

Students who feel their faculty are in violation of the Academic Code of Conduct have the responsibility to contact the program director, the Dean and/or the Vice President of Academic Affairs in a timely manner.

Academic Honors

The Dean's List encourages and acknowledges excellent academic performance. Recognition of Dean's List status is included on a student's academic transcript for each semester it is earned.

Students who have no Incompletes, who successfully complete a minimum of 12 credit hours in the relevant semester, and who earn a semester grade point average of 3.6 to 3.79 are named to the Dean's List with Honors. Students who have no Incompletes, who successfully complete a minimum of 12 credit hours in the relevant semester, and who earn a semester grade point average of 3.8 to 4.0 are named to the Dean's List with High Honors.

Attending Classes at the University of Missouri or Other Local Colleges or Universities

Stephens College is a member of the MMACU (Mid-Missouri Association of Colleges and Universities), a consortium of colleges and universities located in central Missouri. Full-time students enrolled at Stephens College may cross-register at another MMACU institution in courses not available at Stephens without additional tuition (unless they exceed the number of credits covered by flat-rate tuition at Stephens; special course/lab fees may apply). Beginning the second semester of the first year at Stephens, full-time students in good academic standing may choose this option. Students who cross-register must comply with the academic policies of the MMACU institution for that enrollment.

MMACU partner institutions include: Lincoln University (Jefferson City), University of Missouri (Columbia), Westminster College (Fulton), William Woods University (Fulton). A similar arrangement is also available through Columbia College. Course schedules are available on their individual websites. More information is available in the Curriculum Catalog under MMACU or by contacting the Stephens College Registrar at (573) 876-7277 or registrar@stephens.edu.

Campus-Sponsored Trips

Students participating in campus-sponsored off-campus travel need to comply with the following guidelines:

1. Students traveling without insurance will be required to sign a waiver releasing the College from liability.
2. Students must travel in College-owned vehicles or use commercial transportation when traveling. Use of private, personal vehicles is not approved by the College. However, if a student chooses to drive a private vehicle or be a passenger in a private vehicle in connection with this activity or event, the College is not responsible for assuring the safety and reliability of private transportation nor does the Stephens College auto insurance cover the private vehicle. The student accepts all risks and responsibilities related to private vehicle travel and activities. All rules governing student behavior, as listed in *Within the Ivy*, are applicable off campus. Students should always remember that they are representatives of the College and that their behavior should reflect the standards of the College.
3. The sponsoring faculty or staff member in charge of the trip is ultimately responsible for emergency decisions made off campus. Students are expected to respect those decisions, made both for student safety and for the benefit of the College-sponsored program.
4. The sponsoring faculty or staff member is responsible for creating specific guidelines for student safety. Specific event guidelines should be published by the sponsor, distributed to and signed by each of the participating students.
5. Any student traveling in College-owned or -sponsored transportation must sign a College-approved liability

form.

Cell Phone Usage in Class

Unless directed otherwise by their instructor, students will silence and put away cell phones, computers, and other electronic communication devices (i.e., smart watches, tablets, etc.) during classes.

Class Attendance

There is a strong positive correlation between class attendance and academic success. Consistent with the College's commitment to student learning, students are expected to attend all regularly scheduled meetings of courses in which they are enrolled (except when other campus obligations, such as participation in athletics, requires them to be absent). Absence from class for any reason does not exempt a student from completing coursework.

Faculty determine the attendance policy for their classes. This information is included in the class syllabus, and it is permissible to use attendance as a factor in determining a student's grade.

Attendance at the first class meeting of each course is mandatory. Failure to attend may result in your seat being assigned to a student on the course wait list. Students are responsible for notifying the Office of Student Experience in the event of an emergency that delays their return to campus.

Only students who are formally enrolled in a course may attend any class session of that course. Students are responsible for ensuring that their names are included on the class roster; if a faculty member fails to call a student's name during the taking of class attendance, it is the student's responsibility to inform the faculty member that they are not included on the roster. The faculty member will ask the student to contact the Office of the Registrar to the omission. Students will not be allowed to continue in class until the faculty member has received from the Registrar written notification that the student has been added to the class roster. Students who complete the coursework in classes in which they are not officially enrolled will not be assigned course credit, nor will they be allowed to retroactively register for the courses.

Students are responsible for communicating with their professors about class absences. When possible, such communication should occur prior to the beginning of class so arrangements can be made for the student to complete the work; this is particularly important when students know they will be absent for multiple class sessions due to scheduled participation in athletics. Unless absences are otherwise covered by College policy (as in the case of athletics or registered accommodations), class absences are deemed "excused" at the discretion of the professor, who may require documentation such as a doctor's note; it is the professor's prerogative to disallow completion of make-up work in the case of unexcused absences.

Failure to Pay Policy

If a student does not pay their bill in full or make payment arrangements through Nelnet (formerly TMS), they will not be allowed to attend or enroll in classes and are not allowed to stay in residence halls or use the dining plan. Students with past-due tuition accounts are subject to immediate financial suspension unless clearance is obtained from the Office of Accounting. A hold is placed on the accounts of students with past due balances and is removed only when the obligation is paid in full.

Intellectual Property Policy

The mission of Stephens College is to educate and meet the changing needs of students. This mission is carried out in a learning community that encourages a spirit of intellectual inquiry among faculty, students and staff. The Experience of scholarly research and creative works and inventions, known broadly as intellectual property, is a natural outgrowth of such activities. The products of this scholarship may create rights and interests on behalf of the creator, author, inventor, sponsor, and the College.

The College's Intellectual Property Policy supports and rewards research, creative expression and scholarship. The policy is designed to help faculty, students and staff identify, protect, and administer intellectual property matters and define the rights and responsibilities of all involved.

For more information: gateway.stephens.edu/assets/Policies/Intellectual-Property.pdf.

Leave of Absence Policy

Students, who during the semester, need to withdraw from the College but plan to return the following semester may request a leave of absence (LOA). The same rules apply as the Withdrawal Policy regarding refunds and leaving campus. All courses will reflect a final grade of "W." The student may contact her/his academic adviser during pre-registration to set up her/his next semester's schedule. The Leave of Absence form is available from the Office of Student Experience of the Office of Retention and Student Success.

Satisfactory Academic Progress (SAP)

Students receiving any financial aid must fulfill certain criteria to determine that they are in good standing and maintaining satisfactory progress in their course of study. For financial assistance purposes full-time undergraduate students must maintain satisfactory academic progress defined as successful completion of at least 66.7% of their attempted courses with a cumulative 2.0 GPA. Students must complete their degree requirements within 150% of the published time-frame for their degree program. At the end of each semester, a determination of continued eligibility for financial assistance is made. Transfer credit hours count in the total attempted/completed credit hours calculation. Incompletes and repetitions will be calculated as attempted hours in the semester in which they are graded and awarded.

Any student who fails to meet the established criteria will be placed on financial warning for one semester. Continued failure to meet the established criteria will result in financial assistance suspension and loss of all eligibility for financial assistance.

For more information, see the Curriculum Catalog or contact the Director of Financial Aid.

Study Abroad

Stephens offers several study abroad opportunities (see annual Academic Catalog). Programs offered through other colleges or universities must be approved by the Associate Vice President Student Experience and Cross Cultural Experiences, the student's academic adviser and the appropriate Dean.

Unforeseen Circumstances and Attendance

The following steps/considerations should be adhered to if a student has short-term absence due to a medical illness, or a prolonged absence due to a sudden serious illness, family crisis, or other extenuating circumstance:

1. The student should contact professors as soon as possible, notifying them regarding the absence.
2. For a short-term medical illness, the student must submit a note from the attending doctor, stating the day of the medical visit and when the student may return to classes, to the Vice President of Student Experience. The Vice President of Student Experience will contact faculty members with the verification information for their consideration.
3. For a prolonged absence, the student should also contact the Vice President for Student Experience, who will contact professors and other relevant offices on campus, verifying the extenuating circumstance.
4. The student may need to discuss academic accommodations (i.e., extensions of due dates, excused absences) with the professor. It is at a professor's discretion to deem what accommodations, if any, are appropriate. When granted by the professor, accommodations provide students the flexibility to address life circumstances

while maintaining a responsible approach to academic responsibilities.

5. The Vice President for Student Experience, in collaboration with other campus constituencies, can help students develop a plan on how best to work through individual situations. The plan may include referrals to campus resources, including counseling services. When life circumstances are particularly disruptive to academic study in terms of severity or timing, students may have to consider dropping or withdrawing from a course, withdrawing from a semester, arranging an incomplete, or taking a Leave of Absence.

Withdrawal and Refund Policy

Any student who withdraws from the College during the course of the academic year must provide written notification to the Vice President for Student Experience. A student is legally registered until a completed withdrawal form is submitted. The date of notification is the date of withdrawal, unless a later date is requested. Students are expected to leave within 48 hours of the date of withdrawal.

If any refund is due upon withdrawal, it will be made on the basis of the written notification and the tuition and fees refund policy in effect that year. If the student withdraws from the College on or after the first day of class, a grade of "W" will be recorded as a final grade for all classes in which the student was enrolled. Students withdrawing from the College will not receive partial credit for courses that were not fully completed.

In the event that a student withdraws after the 60% completion point in the semester or summer program, the student will be charged 100% of all fees and will be deemed to have earned 100% of their financial aid. Withdrawal may be voluntary or at the request of the College.

Organizations

Procedures for Recognizing and Registering a Stephens College Student Organizations

The Student Government Association (SGA) is the College's governing body for all college-sanctioned student organizations. The SGA provides funding to support the activities of officially registered groups. Any full-time student may propose a new student organization at Stephens College by following these steps:

1. Develop a constitution and bylaws and submit them to the Assistant Director of Student Experience.
2. Your group's Constitution/bylaws should include the official name of the organization, membership regulations, dues to be paid (if any), goals of the organization, offices or leadership structure (term of office, title, election, termination), a nondiscrimination statement and any other information pertinent to the ongoing operation of the organization. The College will expect that the group will function in accordance with its Constitution and bylaws.
3. Your proposal must identify a faculty or staff member who has agreed to serve as your group's adviser. The adviser must sign a statement acknowledging responsibility for advising the organization and affirming his/her commitment to working actively with the group to ensure its success.
4. The minimum membership for a sanctioned organization is five.
5. The Constitution of your group must comply with College policy and state and federal law. The Assistant Director of Student Experience can review your draft to confirm that it meets those requirements.
6. You will need to submit a roster of current officers to the Assistant Director of Student Experience, including students' names, titles, addresses and phone numbers.
7. Designate a Stephens student to serve as the group's President. This individual will be responsible for the organization's campus activities and events and must sign a statement acknowledging those responsibilities.
8. If the group is affiliated with a national organization, the national organization's constitution and bylaws also must be submitted to the Assistant Director of Student Experience.
9. Registered groups must comply with all college regulations and policies, and with all applicable state and federal laws. Failure to comply with established policies and procedures may result in disciplinary action and/or loss of status.

Registered Groups' Rights and Responsibilities

Once registered, the group can reserve space on campus on a first-come, first-served basis for group meetings and functions by notifying the Assistant Director of Student Experience and then making arrangements through SC Events. Groups must pay for special services and catering through their organization budget (i.e. special set-up, overtime, etc.).

Student Organizations

Stephens College offers students the opportunity to participate in a wide variety of student organizations. If you do not see a group that interests you, you are encouraged to start one!

Stephens student organizations fall under nine different categories, including academic, cultural, Greek life, honorary, programming, religious, service, and special interest.

Our student organizations expand a wide area of interests:

- Black Women Enlighted (B.W.E)
- Beta Beta Beta (Tri-Beta)
- Poets of Infinity
- Sigma Eta Rho
- SLATE
- Warehouse Theater Company
- Green Legacy
- The Design Collective
- Spiritual Susie's
- Stephens Game Table Society
- Esports Club
- Chi Alpha
- Pre-Vet
- Interstellar
- Rainbow Alliance
- Association of Student Athletes

Please contact the Assistant Director of Student Experience, or email studentexperience@stephens.edu for a complete list of all registered student organizations.

Athletics

Stephens College is proud to be a member of the National Association of Intercollegiate Athletics (NAIA), an organization of more than 300 colleges and universities and 60,000 student athletes around the country dedicated to the highest level of ethical and student-centered athletic competition. (See NAIA.org.)

Stephens College competes in four NAIA sports: basketball, soccer, softball and volleyball. The College offers athletic scholarships in all sports.

Residence Life

Policies and Procedures

At Stephens College, our residence halls are an integral and essential part of the College experience. We strive to create a living environment that is safe, secure, where students will have the opportunity to be a responsible community member, learn from others, and expand their educational and social experience through the many interactions with fellow residents. Our expectation is residents will live in an environment of mutual respect for their peers through minimal interference from excessive noise, disrespect, and disruptive behavior by peers and/or their guests. While residents have the right of free expression, it does not include the right to harass, threaten, or injure others. Students are expected to abide by the following residential policies and procedures:

Residency Requirement

Stephens College is committed to the residential nature of the campus and believes on-campus living is an integral part of the campus and educational experience. Stephens College specifies students must live in residence halls for 4 semesters (excluding summer) while enrolled at the College unless they are married or commute from the home of their parent/legal/guardian/grandparent guardian who resides in Boone County, or are 24 years or over or have dependent children living with them. No married students may live in the residence halls. If the student meets any of these basic requirements for an exemption, the student must submit the off-campus living appeal form and receive approval from the Student Experience Office. Stephens College students who are at Junior or Senior status (if they have completed their 4 semesters) may choose to live off campus and also must complete the off-campus living appeal form and submit to the Student Experience Office. Students living in the residence hall must carry a minimum twelve (12) credit hours a semester. Infractions of the residency requirement will be a violation of the policy and students may be subject to room and board fees.

Housing

Housing Fee

A non-refundable one-time housing fee of \$250 must be paid prior to a room being assigned. This fee is applicable to new, entering students only. Currently enrolled students who plan to return do not pay an additional fee.

Housing Selection

New students are assigned housing prior to their arrival on campus and will receive notice of their room assignment and roommates as soon as the information is available. Housing selection for returning students occurs in the spring each year through an online housing selection process. You must be enrolled for the Fall to participate in online housing selection. Selection priority is based on class classification, calculating completed credits and current enrolled credits to determine their classification.

Roommate/Room Assignments

Students who choose to live in a double room will need to find their own roommate. The College reserves the right to reassignments of accommodations as considered necessary to bring rooms to capacity. Students paying for double occupancy living space are subject to being moved should their roommate move for any reason. A single student occupying a double occupancy room without a roommate for 2 weeks or more will either need to find a new roommate or be subject to a pro-rated single room charge or the Student Experience Office will assign a roommate. Expanding into a room or occupying additional space in any way without authorization will result in charges for both the room the student is assigned to and any other room that is storing their belongings.

Room Changes

All room change requests must be approved by the Student Experience Office before a student moves. Residence Life staff can be especially helpful in sorting out your needs and the best responses to those needs. Room changes

are not made during the first two weeks of the academic year in order to allow time for students to become adjusted to the academic and residential environment. The College reserves the right to make room changes when deemed necessary; however, room changes will not be made on the basis of race, religious beliefs, sexual orientation, or disability.

Keys

Each student is issued a key to their room. Loss of keys during residency or failure to return the keys at time of check-out will result in a charge for a change of lock or key replacement. Students are prohibited from allowing other students or guests the use of their room key. Access to each Residence Hall is activated through the student's student ID. Students are prohibited from allowing other students or guests the use of the student ID. **IF YOU LOSE YOUR KEY and/or your student ID, REPORT IT IMMEDIATELY TO THE DIRECTOR OF SECURITY SO YOUR KEY AND ID CAN BE DEACTIVATED TO MAINTAIN THE SECURITY OF THE HALL.**

Lockouts

Students are reminded to carry their room key with them at all times. If a student is locked out of their room, they will need to call Campus Security to unlock her door. At no time will a member of the residential hall staff or Campus Security grant access to another student's room without the student's permission.

College Furnishings

College property, including furnishings, must not be moved from the assigned area. At no time may furniture be placed in hallways or lounges. There is a \$10.00 per piece per day fine for furniture found outside of its assigned areas. Water-filled furniture is not permitted. Rooms will be furnished according to the number of persons occupying each room. (Ex. All single rooms will have one bed, dresser, desk, and chair). Additional furniture requests will not be honored.

Community Areas

Community areas (lobbies, laundry rooms, kitchens, hallways, etc.) are the responsibility of all students living in the building. The expectation is students will treat these areas as they would their own home, understanding that the student is living in a community.

Room Check In/Out

Students are required to check in with the residence hall staff prior to moving into their room. At this time, they will be required to complete and sign the Room Condition Form. Each student will be asked to inventory the contents and condition of the room. Any time a student changes rooms or when they leave at the end of the year, the Residence Life staff will check the room for damages. If items are missing or damaged the responsible student will be charged for repair or replacement. If a room requires extra cleaning the resident will be charged for a minimum of one hour of labor costs. Failure to comply with check out procedures will result in an improper check-out charge of \$30. Students accept responsibility for their room and furnishings upon date of occupancy and are responsible for damage at check out.

Students checking out of a hall/room must complete all required procedures, including cleaning of room, completion of room condition form, and turning in keys to Residence Life Staff.

Any student not remaining in the residence hall for the Spring Semester must have completed all check-out procedures and removed their belongings from their room before 10:00 a.m. on the day the hall closes for Fall Semester. Failure to do so will result in a \$30.00 improper check-out fee. The student is liable for any damage to College property and agrees to pay for the replacement or restoration of the property, with the exception of an act of God or reasonable wear and tear. Students are not permitted to use tacks, screws, nails, tape, decals, felt pens or paint on woodwork, furniture or walls. Pictures and bulletin boards may be hung using approved hangers. Students will be held responsible for any damage caused to College property. At the end of the academic year, all students must move out of the residence **halls within 24 hours** of their last exam. Students participating in Commencement exercises may stay until 10:00 a.m. on the day following graduation. At the end of the school year, your room must be left completely empty, including closets. Over the summer, Facilities personnel either

paint or wash all walls and trim, as well as wax the floors. This cannot be accomplished if personal items are left in the rooms. Stephens College is not responsible for anything left in your room.

Personal Possessions

The student is liable for any damage to College property and agrees to pay for the replacement or restoration of the property, with the exception of an act of God or reasonable wear and tear. The College is not responsible for items left in residence hall room, after check out, withdraws, leaves for college-scheduled breaks or a leave of absence. Any personal property left on the premises following the termination of the agreement and the checking out by the resident, is completed will be deemed abandoned and will be disposed of according to College procedures.

Housing During Scheduled Breaks

Residence halls and apartments are closed to students during winter break, and summer break unless the student has a 12-month housing contract or summer housing contract.

Residence Hall Policies

Alcohol and Drugs

The responsible, private use of alcoholic beverages by persons 21 years of age and older is permitted in the private areas of residence halls; no alcohol is permitted in any shared or public space. Alcohol use is subject to restrictions of state law, College policy, and all other policies in the student handbook. The student shall not manufacture, sell, deliver, possess, use or be under the influence of a controlled substance without legal authorization, nor shall the student distribute or provide alcoholic beverages to minors. A controlled substance includes any drug, substance or immediate precursor covered under Missouri law, including but not limited to opiates, barbiturates, amphetamines, marijuana, hallucinogens, and prescribed controlled substances. The possession of drug paraphernalia is also prohibited. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of state or federal law.

Alcoholic Beverages

The following is in effect for all students and their guests in the residence halls:

- No one under the age of 21 is allowed to consume or possess alcoholic beverages.
- No alcohol is allowed in a room where a minor is present, even if that person is not consuming the alcohol.
- It is unlawful for **anyone** to have an open container of alcohol in a public place, including the hallways, lobbies or lounges and outside the residence hall itself.
- The youngest person's age determines the age of the entire room.
- The possession of empty or full kegs, pony kegs, "party balls", or other common source containers of alcohol is strictly prohibited in all residence halls.

Failure to comply with the alcoholic beverage policies will result in disciplinary action and/or non-academic disciplinary probation.

Drug Policy

State law prohibits the possession, use and sale of illegal drugs, including marijuana, and the illegal possession or dispensing of prescription drugs and drug apparatus. The College regards any student who possesses, uses, distributes, or contributes to another's use of illegal drugs as engaging in unacceptable conduct. Students engaging in such use will be referred to the Vice President for Student Experience for appropriate disciplinary action. For a first offense in the personal use of marijuana, students at a minimum will be placed on non-academic probation for

one semester; additional sanctions may be imposed, at the discretion of the Vice President for Student Experience. Subsequent offenses or violations of other parts of this policy may result in immediate suspension. Stephens cooperates with state authorities in their attempts to enforce existing laws regarding drugs.

Personal Property Policy

The College shall assume no responsibility, and the student or other party to the housing agreement shall indemnify and hold harmless. Stephens College and its agents and employees, for any and all claims arising from personal injury or for the loss, damage or theft of personal property belonging to or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around the residence halls, theme houses or Greek houses. Students are strongly encouraged to carry insurance for protection against such losses.

Smoking Policy

Stephens College prohibits the use of any lit cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, including electronic cigarettes, on campus. The College prohibits any advertising or sale, or free sampling of all tobacco products, including smokeless tobacco, on college property. Littering the campus with the remains of tobacco products or any other related waste product is prohibited.

Pet Policy

For more than 15 years, Stephens College has been welcoming dogs, cats, birds, and other pets to campus. Today, Stephens is considered one of the most pet-friendly campuses in the country. Multiple residence halls at Stephens College are entirely pet-friendly. However, no pets are permitted in the pet-free Residence halls. Pets are prohibited in other areas of the College (e.g., academic buildings, classrooms, library, etc.).

Allowable and Prohibited Pets

Pets Allowed Under This Policy:

1. Dogs: Must be a minimum of six (6) months old and neutered or spayed. No exceptions will be made. Must be housebroken. Must be current on all vaccinations, including, but not limited to, DHLPP, rabies, and Bordetella; heartworm tested; current on flea/tick preventatives. Must be registered with the City of Columbia and must wear tags.
2. Cats: Must be a minimum of six (6) months old and neutered or spayed. No exceptions will be made. Must be litter box trained. Must be current on all vaccinations, including, but not limited to, FVRCP, rabies, FeLV/FIV negative; current on flea/tick preventatives. Must be registered with the City of Columbia and must wear tags.
3. Rabbits, hamsters, rats, mice, gerbils sugar gliders, and guinea pigs: Must be kept in a cage, aquarium, or other appropriate housing when student is not in the room.
4. Birds: Must be kept in a cage, or other appropriate housing when student is not in the room.

Prohibited Pets and Other Items:

1. Dogs: The following dog breeds or any derivative/mixes thereof are prohibited: Pit Bull; Rottweiler; German Shepherd; Chow; Akita; Wolf breeds; any mix containing these*; or any aggressive breed.
2. Snakes
3. Spiders
4. Livestock or farm animals

5. A wet aquarium should not exceed 40 gallon
6. Owners are not permitted to breed any animal or small pet for food or other purposes.

*In the cases of mixed breeds, students may send a description and photograph of the dog to the Office of Student Experience. These pets will be evaluated on a case by case basis.

NOTE: The College reserves the right to refuse admittance to any pet regardless of type or breed for any reason if the administration deems that the pet may not be an appropriate fit for the college. DESIGNATED RESIDENCE HALLS Designated residence halls that are pet-friendly: Searcy, Prunty, and Tower. Residence halls that are pet free: Columbia and Wood

Exceptions

Exceptions to the policy include Service Animals as indicated in Stephens College Policy 2.3.15. In compliance with the American with Disabilities Act, Stephens College allows Partners/Handlers to bring Service Animals into residence halls. Service Animals are considered working animals, not pets.

General Requirements for a Pet

1. Only one full-time pet is allowed per student (including foster pets and approved ESA/Service animals).
2. Pet registration and annual pet fees are due to Residence Life prior to the arrival of the pet on campus.
3. Pets are allowed in pet-friendly residents' rooms only, not in the common areas.
4. The owner must maintain control of the animal at all times within the Residence Hall. Pets are not allowed to roam free in a dormitory room while their owner is in class; they must be crated, caged or kept in other appropriate housing.
5. Owners are responsible for any damage or injuries caused by their pets and must take appropriate precautions to prevent property damage or injury. This includes property damage and injuries caused by the owner's pets to their own property or pets or to other students' property or pets.
6. All pets must be on a leash or in a carrier when outside owner's room or when walked on campus property.
7. The owner should ensure that the pet does not display aggressive behavior. If the pet does display aggressive behavior upon arrival to campus, the pet may be removed from the residence halls.
8. Owner negligence or mistreatment of a pet will not be tolerated. Any case of neglect or mistreatment will be directed to the Office of Student Experience for conduct action.
9. To the extent possible, the pet should be unobtrusive to other students. The owner should ensure that the pet does not display behaviors or make noises that are disruptive or frightening to others. Students with noisy pets will be given a three-week grace period at the beginning of the semester to get their pet adjusted to life in the residence halls. If at the end of the three-week grace period the pet is still causing disruption to the living community the following steps will be taken: a. Verbal warning; b. Written warning; c. Removal of pet.

Care And Maintenance of a Pet

1. The care and supervision of the pet is the responsibility of the owner. The cost of care, arrangements and responsibilities for the well-being of the pet are the sole responsibility of the owner at all times.
2. The owner is solely responsible for cleaning up after the pet. (See sanctions below)

3. Pets that are ill or in poor health should not be taken into public areas.
4. Abandonment, neglect and mistreatment of any pet by any member of Stephens College will not be tolerated. No warnings will be issued. In the case of abuse, the pet will be removed from the situation in order to prevent contact with the person(s) responsible for the abuse. (See sanctions below)

Procedures

If the student lives in a pet eligible residence hall and elects to bring a pet to campus for a period of time, the following must be completed before a pet is allowed to stay on campus in a residence hall:

1. A Pet Floor Program Agreement that includes; pet information sheet, veterinary documentation, recent picture, City of Columbia Registration and a non-refundable pet fee.
2. This agreement, along with a list of approved pets can be picked up from the community director of the student's hall or at the Residence Life office. NOTE: Pets staying/visiting on campus for three days (maximum) or less are not subject to the pet fee, but all other documentation is required prior to the pet staying in the residence hall. NOTE: Each student is limited to one visiting/guest pet at a time. NOTE: Stray or wild animals on campus should not be fed; they may be infected with diseases and pose a health and safety hazard.

Removal of a Pet

Pets may be removed from residence halls for the following reasons:

1. An Out of Control Pet: An owner may be directed to remove a pet if it is out of control, and the owner does not take effective action to control it. If the out-of-control behavior happens repeatedly, the owner may be prohibited from bringing the animal onto campus until the owner can demonstrate that he/she has taken significant steps to mitigate the behavior.
2. Non-Housebroken Pet: An owner may be directed to remove a pet that is not housebroken or one where waste products are not disposed of appropriately.
3. Direct Threat: An owner may be directed to remove a pet that the College determines to be a substantial and direct threat to the health and safety of individuals. This may occur as a result of a pet exhibiting aggressive behavior, or a substantial lack of cleanliness of the pet.
4. Fundamental Alteration: The presence of the pet constitutes a fundamental alteration or change so significant that it alters the essential nature of services and/or facilities.
5. Undue Administrative and/or Financial Burden: The presence of the pet constitutes an undue administrative and/or financial burden incurred by the College.
6. Illness: Any animal with signs of illness, including but not limited to a known disease (such as rabies or psittacosis that can be transmitted to humans), severe diarrhea, severe vomiting, fever, or open sores, should not be on campus until deemed noninfectious/contagious by the written statement of a licensed veterinarian.
7. Abandonment, neglect and mistreatment of any pet by any member of Stephens College: This situation will not be tolerated. No warnings will be issued. In the case of abuse, the pet will be removed from the situation in order to prevent contact with the person(s) responsible for the abuse.
8. Security, in consultation with Assistant Director of Student Experience or the Vice President of Student Experience, has the authority to remove a pet that is displaying unacceptable behavior immediately. A pet will be immediately removed from a residence hall at the owner's expense if it has been brought to the campus without permission and appropriate paperwork, and appropriate sanctions will be applied to the owner(s) responsible (see below).

Sanctions

1. Each student will be expected to properly care for their animal and the animal is not to be left during breaks. A fine of \$250 will be assessed to any student who is not properly taking care of their animal or leaves the animal behind without supervision during breaks, weekends or when leaving for any other reason.
2. Abandonment, neglect and mistreatment of any pet by any member of Stephens College will not be tolerated. No warnings will be issued. In the case of abuse, the pet will be removed from the situation in order to prevent contact with the person(s) responsible for the abuse. These actions will be subject to the discretion of the Office of Residential Life and possible referral to the Vice President for Student Experience for conduct action.
3. To assist in eliminating odors, pet waste is to be disposed of in the trash dumpster outside the building, not in the trashcans inside. The use of training pads for everyday use is highly discouraged. Failure to clean up after a pet, after an accident or outside in the campus quad or in the pet walking area, will result in the following:
 - a. 1st offence: Warning
 - b. 2nd offence: \$50.00 fine
 - c. 3rd offence: the owner will be asked to take the pet home
4. Violation of this policy will result in a \$50 charge for treatment of the room by an exterminator and removal of the pet, and the student will be referred for disciplinary action.
5. If there is aquarium-related damage, the cost to the student will be assessed at an hourly wage for clean-up and full cost of repairs.
6. If a pet has been brought to campus without permission and appropriate paperwork, the pet will be summarily removed, the owner will be fined \$500 and will be referred for further disciplinary action to the Vice President for Student Experience.

Weapons/Explosives

Dangerous weapons, (including, but not limited to: firearms, fireworks, flammable liquids, knives, and other unauthorized dangerous objects) are not permitted in student rooms or in the residence halls. Residents having weapons or explosives in the residence halls will be subject to disciplinary action and/or removal from the residence halls.

In accordance with Section 571.107 RSMo., a concealed weapon may not be carried into any educational institution. As a private institution, Stephens College bans concealed weapons on all its property. Except as otherwise stated in this policy, the possession, transportation, and use of firearms and other dangerous weapons is prohibited on Stephens College property and at both on- and off-campus college sponsored events. Dangerous weapons are not allowed on campus at any time. Any dangerous weapons may be confiscated permanently.

Guests Procedures

A guest is defined as anyone who is present at the invitation of a student or anyone who is accompanied by a student on college-owned property. All nonresident guests are permitted under the following conditions: the student host must have permission of roommate to have a guest and must be responsible for the conduct of this guest; all guests must comply with Guest and Visitation Policy; and overnight guests are limited to no more than two consecutive nights and three consecutive days in a seven-day period starting the first day/ night your guest arrives.

- Students must complete the guest registration form located at stephens.erezlife.com
- All guests must be escorted by the host resident at all times.

- The student host must have permission of the roommate to house a guest.
- If you leave the hall for any reason your guest must leave the hall as well.
- Residents are responsible for the behavior of their guests at all times.
- Guests may not be given access to room key or student ID at any time.

Appliances

The College reserves the right to impose reasonable limits on the use or storage of appliances or equipment in campus residence halls to decrease the danger of fire and damage from overloading the electrical circuits. Disallowed items include but are not limited to: halogen lamps, microwave or toaster ovens, hot plates, air conditioner units (standing or window) deep fat fryers, gas or charcoal grills, power tools, coffee pot with a hot plate heating device, hot pots or track lighting. The kitchen items may be used in the community kitchens. Residents who are in violation of this policy will be charged \$50 and the item will be confiscated and held until it can be removed from campus.

Bicycles on Campus

The Safety and Security Office oversees the campus BikeShare Program. Bicycles, helmets and locks can be checked out upon completion of a BikeShare Membership Agreement and Liability Waiver. Bicycles can be checked out between the hours of 7:30 a.m.-8 p.m. Use of the program is free of charge. The office is located at the ground level of Tower Hall. Please note that any personal bicycles left on campus after June 1 of each year will be donated to a local nonprofit organization.

Fire/Safety Hazards

Fire safety is everyone's responsibility. Use only heavy-duty UL-approved extension cords. In addition, live holiday trees, candles, halogen lamps, non-electric fuel lamps and lanterns, simmer pots, and incense may not be used or kept in campus housing. Residents who are in violation of this policy will be charged \$50 and the item will be confiscated and held until it can be removed from campus.

Furniture in Residence Halls

All residence hall rooms and apartments are furnished by the College (a complete list of furnishings by residence hall is available from the Student Experience Office). Students may not alter residence hall rooms or furnishings. All furnishings must remain in the assigned location.

Bulletin Boards

All posters and flyers must be approved through the Office of Student Experience before being hung anywhere in the residence halls. Once approved, flyers may only be placed on the bulletin boards located around campus. Flyers posted on doors, walls, windows etc., will be removed.

Candles and Incense

Candles and incense are fire hazards. Insurance requirements and safety standards strictly prohibit their use in student rooms. Violating this policy will lead to disciplinary action and/or fines. Decorative candles will be permitted without wicks.

Care of Your Room

In addition to keeping your room clean, do not use tacks, screws, nails, tape, decals, felt pens or paint on woodwork, furniture or walls. Pictures and bulletin boards may be hung using Command strips. If your room has to be repainted because of damage to walls, you will be charged for each wall.

Food Orders Delivered to Halls

Any food ordered from the outside to be delivered to the residence halls must be received by the person who placed the order. Students must come to the outside door to receive orders at all times.

Lobby/Lounge Furnishings

Furnishings provided in the lobbies and lounges are there for the use of hall residents. Any student who removes furniture from these areas to a student room or other location is subject to a \$10 charge per item of furniture.

Residence Hall Safety

It is each person's responsibility to be aware of safety precautions. Guard yourself and your belongings as well as watch out for your neighbors and their belongings. **Fire doors must be kept closed at all times. Do not hang anything from the fire sprinklers!**

Damage Liability

The student is liable for any damage to College property and agrees to pay for the replacement or restoration of the property, with the exception of an act of God or reasonable wear and tear. Students are not permitted to use tacks, screws, nails, tape, decals, felt pens or paint on woodwork, furniture or walls. Pictures and bulletin boards may be hung using approved hangers. Students will be held responsible for any damage caused to College property.

Hallways

All hallways must be kept clear for safety reasons. No items may be placed in the hallways. Bicycles may not be stored in the residence halls. If your furniture or furniture from your room is left in a hallway, you will be fined \$10 for each piece per day.

Personal Property Insurance

The College does not provide insurance coverage for your personal property. Check to see if you are covered under your family's or guardian's homeowner's policy and the conditions of that coverage. The College will assist you in verifying a loss for an insurance claim under your policy if you have filed a report.

Theft

To guard against theft – keep your room locked and do not lend anyone your keys. If you believe something may have been stolen from you, report this information to your hall staff immediately. Contact the office of Safety and Security to make a theft report and they will assist you in contacting the Columbia police to complete a report so they may investigate the theft.

Fire Alarms and Drills

In order to ensure your knowledge of the proper procedures and exit routes from the halls, each hall has at least one fire drill each semester. Continuous ringing of the fire alarm bell means either there is a fire requiring residents to vacate the building or there is a drill. Follow the procedure. Quickly close your window, obtain a coat, towel and shoes, leave the room light on, shut your unlocked door and proceed out of the building as instructed. Failure to leave the hall during a fire drill will result in a \$50 fine and possibly other disciplinary sanctions.

Tampering with Fire Alarms/Equipment

Pulling a fire alarm under false circumstances or tampering in any way with fire safety equipment is a serious offense which could jeopardize the lives of people in your residence hall. It is prohibited to tamper with room smoke detectors. This will result in a hefty fine and disciplinary sanctions from the local authorities and/or the College. If the room smoke detector needs the battery changed, contact the Office of Safety and Security.

Tornado Alarms

In case of a tornado, the city sirens will sound. Proceed to the lowest level of the building, away from windows and doors. If you cannot get to a basement, get to an inside corridor, shutting the door to your room. To stay abreast of emergency notifications, sign-up for the LiveSafe alert system.

Students who are deaf, hearing impaired or visually impaired should notify the ADA Coordinator to make appropriate accommodations for warning systems to meet their needs.

Sales/Solicitation

Sales and solicitations are prohibited. Door-to-door soliciting and advertising is prohibited. If you find a solicitor in the residence halls, please contact the Office of Safety and Security.

Trash

All trash must be taken to the designated trash rooms/trash cans. If you are found to be leaving trash outside your room in the hallway, you will be fined \$10 per occurrence.

Waterbeds

Waterbeds are prohibited.

Residence Hall Staff

The residence life staff consists of a professional staff member, Graduate Area Coordinators (GACs), Community Directors (CDs), Resident Advisors (RAs) and a number of front desk workers. The professional staff, along with the assistance of the GACs, CDs, and RAs, are responsible for creating and maintaining a sense of community in the residence halls. These staff members are trained in community building, in programming and administrative procedures, and are available to help students in a variety of ways.

Residence Hall Rights and Responsibilities

A central element to living successfully with others in the residence hall is respect for others and their safety, the building and furnishings, and for your own and others' academic pursuits. The policies established for residence hall life provide a framework for community living. It is your responsibility to become acquainted with all pertinent procedures, as you are responsible for your behavior and that of your guests.

Quiet Hours

Each residence hall establishes quiet and/or courtesy hours. If none are established, it is still expected that you will be considerate of the needs of other residents at all times. (It should be quiet enough to study in student rooms at ALL times. As a general rule, if the noise you make can be heard outside your room, it is too loud.) **Violation of quiet hours or considerate noise levels may result in disciplinary action.**

Right to Privacy

The College will not enter a student's room unless accompanied by the student, their authorized representative, or a second authorized College representative. However, the College reserves the right to enter student rooms for the purpose of inspecting the premises for adherence to fire and life safety guidelines or when an authorized agent of the College has reasonable belief that:

- a. an occupant of the room may be physically harmed or endangered;
- b. damage is being done to College property;
- c. college policy as stated in the College Catalog, the Residence Hall Staff Manual, Within the Ivy, or subsequent written notice is being violated; or
- d. housekeeping, maintenance, and/or repair is necessary.

We will not admit relatives, friends or outside service personnel to your room without resident's permission.

Residence Hall Bill of Rights

Each person, as a resident of the residence halls, possesses certain individual rights and responsibilities which must be held in high regard. This document is intended to define minimal expectations and freedoms of residents that they may exercise without placing constraints upon the rights of other residents. Each individual has the right to engage in those physical, educational and social pursuits that are a necessary part of her college life.

Primary Rights of the resident include:

- **The right to read and study free from undue interference in one's room.** One of the basic purposes of the College is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right. (It should be quiet enough to study in student rooms at all times. As a general rule, if the noise you make can be heard outside your room, it is too loud.)
- **The right to sleep, the right to one's personal belongings, the right to free access to one's room and suite facilities, the right to a clean environment in which to live.** Optimal physical conditions are essential as they support, reinforce and provide for positive conditions in which to learn and live.
- **The right for redress of grievances.** If the academic and residence communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear of intimidation, harassment, hazing, physical and/or emotional harm, and free from the imposition of sanctions without due process.
- **Subordinate Rights**, of the resident are those which should be protected, but should not infringe upon the reasonable exercise of the primary rights defined above. The subordinate rights include:
 - **The right to personal privacy.** All persons should have freedom from interference with their personal activities and should be able to maintain privacy for other than academic reasons.
 - **The right to host guests.** All students should have the opportunity to maintain personal contacts and friendships with other persons. Guests are to respect the above stated rights of the host's roommate and of other residents. All residents are responsible for the actions of their guests at all times in the residence hall.

Any abuse of these rights is subject to review and action according to College discipline procedures. However, processes of mediation involving students and staff are considered an important method of resolving conflict among members of the same community.

Hall Services

Desk Services

Each residence hall has a front desk that is open during specific times. The desk staff are student employees who handle procedures such as ensuring guests in and are responsible for enforcing policies while they are on duty, handling emergencies which arise when the other hall staff members are not available, providing a variety of information and generally helping things run smoothly. Your hall desk is an excellent place to look for assistance. Residence hall front doors are locked at all times.

Dry Erase Boards

Each residence hall has a dry erase board in the lobby area where information is posted on a daily basis. It is essential to read this frequently, even more than once a day, as items are added as they are received. The board will inform you of campus and community events, hall news, deadlines, the most up-to-date information, if the water is shut off for repairs, recognition of a resident's birthday, etc.

Laundry Facilities

Each residence hall is equipped with washers and dryers. Please be careful and considerate when using these facilities. Keep an eye on your laundry and take it out as soon as it is done to prevent loss of your belongings and so that others may use the machines. Check and clean lint traps on dryers before and after using them. Keep the doors to washing machines OPEN so they do not smell or start to mold. Be mindful of pet-free washer and dryers.

Repairs

If you notice things in your room or the hall which need to be repaired, give this information to the residence life staff, and submit a work order to Facilities on the Asset Essentials app or the form on the student gateway. If you believe your problem is an emergency (e.g., the toilet is flooding), call Facilities, ext. 4171, immediately. For night time emergencies, call Security, 573-819-3690. Each day, repairs are made by the Facilities staff, who prioritize the requests based on the type of problems involved, giving preference according to the degree of inconvenience caused by the problem. At times, they will need to order parts to make a repair, delaying the service. If you think your request has been overlooked or delayed too long, follow up on your request to determine the status of your request.

Reporting a Residence Life Violation

In order to preserve the health and well-being of the residential communities, reporting violations is the responsibility of the residents. Residential Life staff and students are expected to report probable violations, within a reasonable timeframe, to the appropriate individual(s).

- If a student believes a violation has occurred, she should contact her Residential Advisor or the on-call staff so the concern can be documented.
- The Residential Life staff will complete an Incident Report and submit to the Office of Student Experience.
- In certain incidents, security may be called and will also document the incident and submit the report to the Office of Student Experience.

Depending on the nature of the violation, will be reviewed by the Assistant Director Student Experience-Residential to determine if an investigation is necessary.

Stephens College Policies and Procedures

College policies and procedures are the result of a continual process of review, careful consideration and consultation by the Student Government Association, faculty, administrative officers and College Trustees who represent you and the College as a whole. You are expected to know and abide by all College policies stated in the Within the Ivy Student Handbook, the Curriculum Catalog, other program or building policies, and state and federal laws. Failure to abide by these standards may result in disciplinary action. As noted previously, the College reserves the right to amend these policies as needed. These policies do not constitute a contract and should not be viewed as such.

Access to Closed Buildings

Stephens College strives to provide a safe campus environment. Monitoring and controlling access to campus facilities is an essential element of our campus security. Stephens College provides access to campus facilities to students, faculty, staff, and to the public during normal building hours of operation. Access to campus facilities outside of these hours is provided to individuals based on need and requirements of their individual role on campus.

It is the goal of Stephens College to provide maximum access to students to the specialized academic work areas that support and enable their academic and creative work. The following articulates the conditions under which the College operates its facilities and provides access to students outside of regular business and class hours:

1. Campus academic buildings close after the last scheduled class in each building; as a result, times may vary for each building, depending upon the course schedule. Security staff make an interior building check at closing.
2. Students can request permission from their faculty, from the Vice President for Academic Affairs, to remain in a building or to enter a building after the official closing time. At all times, Security officers are available to open a locked academic building to an approved student. After dark, Security officers will, upon request, provide a walking escort service to a student from a residence hall or car to the academic building.
3. Security officers are required to request identification from individuals requesting an after-hour access to locked locations. The request for identification is for officer logging purposes.
4. Students approved to enter and/or remain in a closed academic building may remain for the duration that they are working on academic projects. Students leaving a building in the middle of the night are strongly encouraged to call Security for an escort to their residence halls or from their car parked on campus to/from any campus building.
5. Students are encouraged, when possible, to only be in closed buildings when accompanied by other students. Individuals not affiliated with Stephens College are not allowed to enter or remain in closed buildings.
6. Students who jeopardize their own safety or the safety of others by propping open an outside door or inviting unapproved guests into a building will be subject to disciplinary action and may permanently lose their after-hours access privileges.

Americans with Disabilities Act (ADA) / Section 504 of the Rehabilitation Act of 1973 (Section 504)

Stephens College is committed to providing reasonable, non-retroactive accommodations to qualifying students, faculty and employees with disabilities as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, as well as state law. Disabilities may include mental or physical impairments that substantially limit one or more of a person's major life activities, and which require modifications to the programs, services or facilities of the College. Consistent with the law, Stephens College is not obligated to provide accommodations that are unduly burdensome or unreasonable, or that fundamentally alter the nature of the College's programs.

Stephens College actively engages the expertise and commitment of its community to facilitate the accommodation of students with disabilities. The College's ADA/Section 504 Coordinator is a member of the Student Success Center staff. For full policy information or to request services and accommodations, visit www.stephens.edu/ada.

Campus Chalking Policy

Chalking is allowed on campus so long as the chalking is done on uncovered sidewalks where the rain can wash it away. The College will charge the costs associated with manual cleaning to any individuals or student organizations that chalk where it cannot be washed away by rain.

Campus Closure Policy

Stephens College recognizes the need to prepare for unexpected situations that may require the temporary closure of campus and to ensure timely notification to students, staff, faculty, and visitors in the event of such closures.

The decision to close any or all College offices or to suspend or relocate any College functions (including instruction) will be made by the President or authorized designee in circumstances that include but are not limited to natural emergency, in support of national or state policy, or for reasons of health and safety.

During campus closure, classes are taught remotely, and employees (except those designated as situationally critical or "essential") will telework. Employees critical to campus operations and safety, including those responsible for the health and safety of students, will continue to work on campus. The necessity or feasibility of maintaining these operations will vary by the circumstances causing the closure, such as weather, public health emergency, natural or man-made disasters, major utility failure, etc.

All announcements of changes in operations will be released by the President through established College processes. Only the President or their designee has the authority to suspend, close or relocate campus operations, in part or full, in the event of an emergency such as a natural, mechanical, or man-made incident. The President may place into immediate effect any emergency regulations, procedures and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

Drug and Alcohol Policy

It is the College's policy to provide a learning, living and work environment that is free of illicit drugs, tobacco smoke, and the unlawful use or abuse of alcohol. Accordingly, the unlawful possession, use, purchase or distribution of alcohol on College property, or as part of any College activity, is prohibited; the unlawful possession, use, purchase or distribution of illicit drugs (including marijuana), controlled substances (including stimulants, depressants, narcotics and hallucinogenic drugs) or paraphernalia -- or the misuse of prescription drugs, including sharing, procuring, buying or using in a manner different from the prescribed person, or by someone other than the person for whom it was prescribed -- is prohibited on College property or as part of any College activity.

The College regards any student who possesses, uses, distributes, or contributes to another's use of illegal drugs or alcohol as engaging in unacceptable conduct. Students engaging in such use will be referred to the Assistant Director Student Experience-Residential for appropriate disciplinary action. For a first offense in the personal use of marijuana, students at a minimum will be placed on non-academic probation for one semester; additional sanctions may be imposed, at the discretion of the Assistant Director Student Experience-Residential. Subsequent offenses or violations of other parts of this policy may result in immediate suspension. Stephens cooperates with state authorities in their attempts to enforce existing laws regarding drugs and alcohol.

For more information: stephens.edu/files/resources/drug-and-alcohol-policy.pdf

Equal Opportunity, Harassment, and Nondiscrimination Policy
(including Title IX Sexual Harassment, Sexual Assault, and Sexual Misconduct)

Stephens College adheres to all federal, state, and local civil rights laws and regulations prohibiting discrimination in private higher education institutions.

Stephens College does not discriminate in its admissions practices (except as permitted by law), in its employment practices, or in its education programs or activities on the basis of age, color, physical or mental disability, ethnicity, gender expression, gender identity, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status and all other protected characteristics under applicable local, state, or federal law, including protections from retaliation for those opposing discrimination or participating in any grievance process within the institution, with the Department of Education Office of Civil Rights, the Equal Employment Opportunity Commission, and/or other human/civil rights agencies.

Any member of the Stephens College community whose acts deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the College community on the basis of that person's actual or perceived protected characteristics listed above is in violation of the Stephens College Nondiscrimination Policy.

When brought to the attention of Stephens College, any such discrimination will be promptly and fairly addressed and remedied by the College according to the appropriate grievance process.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Stephens College policy. When speech or conduct is protected by academic freedom or freedom of speech, it will not be considered a violation of Stephens College policy, though supportive measures will be offered to those impacted. All offense definitions encompass actual and/or attempted offenses.

Discriminatory harassment – defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived characteristic protected by policy of law – is a form of prohibited discrimination under Stephens College policy.

Stephens College does not tolerate discriminatory harassment of any student, employee, visitor, or third-party. Stephens College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a “hostile environment.”

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, and/or physical conduct that is severe or pervasive and objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, Stephens College may also impose sanctions on the Respondent through application of the appropriate grievance process.

Stephens College reserves the right to address offensive conduct and/or harassment that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not based on a protected characteristic. Addressing such conduct will not result in the imposition of discipline under Stephens College policy, but may be addressed through respectful conversation, remedial actions, education, and/or other Informal Resolution mechanisms.

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Missouri regard sexual harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, stalking, and other forms of sexual misconduct and exploitation.

Also prohibited on the basis of a protected characteristic is harassment/harm/endangerment, intimidation, hazing, bullying, and online harassment and misconduct.

Full policy information, grievance resolution procedures, and an online report form are available at stephens.edu/titleix.

Reporting Sexual Assault

It is the College's goal to empower individuals who believe they have experienced an incident of sex- or gender-based discrimination or harassment to make the decisions that are best for them. Various campus and community advocates, counselors and emergency first responders are available to offer assistance in this regard. Moreover, seeking assistance and advice promptly from one of these resources may also be important to ensure one's physical safety or to obtain medical care or other support. It may also be necessary to preserve evidence, which can assist the College and/or law enforcement in responding effectively. Assistance is available 24 hours a day, 7 days a week.

Being forced into sexual activity, even if it is a date, a steady relationship or a casual acquaintance, is still a sexual offense. Making decisions and regaining control are important to the healing process after an assault.

Remember, you are not alone, and you are not to blame. Sexual offenses can happen to anyone, regardless of age, gender, race, sexual orientation or socioeconomic status. In the event of sexual assault, Stephens College can offer supportive measures and assistance to help individuals feel safe and move on with their lives.

Steps to Take:

- Get to a safe place. First and foremost, an individual who is the victim of sexual assault, intimate partner violence, stalking or other violent actions is urged to get to a safe place away from the perpetrator or from any other potential danger as soon as possible. Individuals on campus that are not in a safe place should contact the Office of Safety and Security at (573) 819-3690 or local law enforcement at 911 immediately. Individuals off campus should contact local law enforcement at 911 immediately.
- Seek support. Call someone who can help and support you through this process, such as a close friend, a relative, a residential adviser or a rape crisis counselor.
- Get medical attention right away. Even if you do not want to report the event to the police, you may have hidden internal injuries, sexually transmitted infections, or a pregnancy that requires medical care. Having the evidence collected in this manner will help to keep all options available to you but will not obligate you to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should you decide later to choose that option. Medical care, including emergency contraception (a way to prevent pregnancy after unprotected sex), is available at local hospital emergency rooms, as well as the Planned Parenthood Columbia Health Center at 711 North Providence Road.
- Preserve evidence. Collecting evidence does not obligate an individual to any particular course of action, but it can assist law enforcement should criminal charges ultimately be pursued. For evidence collection purposes, do not shower, bathe, drink, eat, brush your teeth or hair, smoke, change your clothes or wash your linens. Such activities destroy physical evidence that could be useful in the possible prosecution of the alleged perpetrator. If you have already done so, which is a normal response, you should still seek medical care, as these activities do not necessarily prevent the collection of evidence. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a

clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. Victims are also urged to photograph visible injuries. Pictures of injuries should be taken in both close-up and wide-angle formats.

- Consider contacting campus or community resources. The Title IX Office is here to help you with anything you need including referrals and appointments. This could include the Counseling Center, (573) 876-7157. Campus Security also is available to assist you and may be reached by calling (573) 819-3690. True North of Columbia provides emergency shelter, counseling and advocacy services for victims of intimate partner violence and sexual assault. They can be reached at (573) 875-1370 or (800) 548-2480 or truenorthofcolumbia.org.
- Consider Contacting Law Enforcement. If you go to the hospital, law enforcement will automatically be called, but you are under no obligation to speak with them. The Columbia Police Department can be reached by calling 911 or (573) 874-7652 or an online crime report can be submitted at como.gov/police. Write down everything that you remember. Even if a detail seems small to you, it may be important. Sometimes victims of sexual assault will remain quiet for weeks, months or years before coming forward with an assault. If you have suffered harm and have been silent, seeking support from someone you can trust and feel comfortable with is important. Stephens College encourages you to talk to somebody in order to get the support you need.

Dating Safety Tips

Meeting new people is exciting, but you should always be cautious when interacting with someone you don't know. Use your best judgment and put your safety first, whether you are exchanging initial messages or meeting in person. While you can't control the actions of others, there are things you can do to help you stay safe.

Online Safety

- Protect your personal information
- Stay in the online platform while you're getting to know someone – users with bad intentions often try to move the conversation to text, messaging apps, email, or phone right away
- Never send money or share financial information
- Block and report all suspicious or offensive behavior to the app
- Protect your account – don't share your password and be sure to log out if using a public or shared computer

Meeting in Person

- Don't be in a rush – take time to get to know someone before agreeing to meet or chat outside of an app – ask questions and screen for red flags – use the phone or video chat for screening before meeting
- Meet in public and stay in public for the first few times – if your date pressures you to go to a private location, cancel or end the date
- Tell friends or family about your plans including where you're going – have your charged cell phone with you at all times
- Be in control of your transportation so that you can leave whenever you want
- Know your limits – be aware of the effects of drugs and alcohol on you specifically; they can impair your judgement and your alertness – if your date tried to pressure you more than you're comfortable with, hold your ground and end the date
- Don't leave drinks or personal items unattended – know where your drink comes from and know where it is at all times and keep your phone, purse, wallet, ID/keys, and anything containing personal information on you at all times
- If you feel uncomfortable – LEAVE

Sexual Health & Consent

- Protect yourself – when used correctly and consistently, condoms can significantly reduce risk of contracting and passing on STIs
- Know your status – not all STIs show symptoms, and you don't want to be in the dark about your status – stay on top of your health and prevent the spread of STIs by getting tested regularly
- Talk about it before you get physically intimate with a partner
- Communication is everything!
- CONSENT – all sexual activity must start with consent and should include ongoing check-ins with your partner – consent can be withdrawn at any time, and sex is never owed to anyone

Risk Reduction Tips

With recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act:

- Make your limits known as early as possible
- Tell a sexual aggressor “NO” clearly and firmly
- Try to remove yourself from the physical presence of a sexual aggressor
- Find someone nearby and ask for help

Take care of your friends and ask that they take care of you; a real friend will challenge you if you are about to make a mistake; respect them when they do

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk of being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you
- Understand and respect personal boundaries
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go, or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, assume you DO NOT have consent
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage. Don't abuse that power
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language

Fundraising Policy

Stephens College emphasizes the importance of active participation in and nurturing of the philanthropic culture at Stephens College. In order to achieve a united and coordinated approach with our current and former donors and prospective donors (alumnae/i, parents, friends, corporations/foundations, etc.), our administrators, deans, faculty, students, student organizations, and volunteers must seek clearance to contact or initiate any fundraising initiatives. The exposure to opportunities to fund any project or program for any member of our community must receive approval (in concept through to execution) from the Vice President of Advancement before executing the concept. All monies raised through approval process will have designated gift funds identified for receipt of those gifts. Monies raised without prior consent or approval will not have an accounting receptacle and will not be receiptable.

For more information: gateway.stephens.edu/assets/Policies/Fundraising-Policy.pdf

Hazing Policy

Hazing is defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Stephens College does not tolerate hazing of any kind; students who participate in such activities will be subject to penalties up to and including expulsion.

Subtle Hazing:

Behaviors that emphasize a power imbalance between new members/ rookies and other members of the group or team. Termed "subtle hazing" because these types of hazing are often taken-for-granted or accepted as "harmless" or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members/rookies on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members/rookies often feel the need to endure subtle hazing to feel like part of the group or team. (Some types of subtle hazing may also be considered harassment hazing).

Some Examples:

- Deception
- Assigning demerits
- Silence periods with implied threats for violation
- Deprivation of privileges granted to other members
- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and Drills/Tests on meaningless information
- Name calling
- Requiring new members/rookies to refer to other members with titles (e.g. "Mr.," "Miss") while they are identified with demeaning terms
- Expecting certain items to always be in one's possession

Harassment Hazing:

Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/rookies. (Some types of harassment hazing can also be considered violent hazing).

Some Examples:

- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations
- Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness.
- Be expected to harass others

Violent Hazing:

Behaviors that have the potential to cause physical and/or emotional, or psychological harm.

Some Examples:

- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity or forced sex-based activity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

Hoverboards and Similar Devices Policy

The safety and welfare of Stephens College students, faculty and staff are of paramount importance to the institution. To that end, the use, possession, or storage of Hoverboards and similar devices are prohibited on all Stephens College property.

Hoverboards include self-balancing scooters, battery operated scooters, and hands-free segways.

Immunization Policy

Stephens College is committed to maintaining a healthy and safe learning environment for its students, faculty, staff, and guests. To that end, Stephens adheres to state law and best practices with regards to its immunization policy and recommends the Hepatitis B series, Varicella (if student has not had Chicken Pox), an up-to-date tetanus, and the COVID-19 vaccine and boosters.

Required proof of immunization:

- Stephens College also requires two Measles/Mumps/Rubella (MMR) vaccines. Requirement is waived if born before December 31, 1956.
- As required by Missouri State Law all students living in residence halls must provide proof of Meningococcal Meningitis.

Other recommended vaccinations:

- Hepatitis B series
- Varicella (if student has not had Chicken Pox)
- an up-to-date tetanus
- the COVID-19 vaccine and boosters

Information and Technology Use Policy

All students will be provided with a Stephens network log-in and log-in ID and email account. All students receiving a Stephens email account will agree to comply with the Information and Technology Use Policy, which is provided upon registration for the account. Internet and email use are privileges and may be revoked at the discretion of the College. All campus computers are connected to a local area network, which requires a network log-in for access.

Stephens College cannot guarantee the retention or integrity of any computer or file in any campus computer lab. The College cannot guarantee that a computer lab will be virus-free at all times. Personal computers cannot be repaired or replaced by the College if damaged by power outages or surges.

Use of Stephens College technology resources is a privilege, not a right. Regulations surrounding computer usage include but are not limited to:

Printing

Students must log in with their Stephens network account to use the printers in labs across campus. Each student will be granted an amount of printing money every semester to accommodate anticipated printing required for a typical class load. Certain classes require extra printing. In those cases, faculty can request additional printing funds for each student enrolled in that class. A reasonable amount to cover printer costs needed for classwork is then placed in the student's print account by the College. Students may print other work but run the risk of depleting their printing account. Students may deposit additional money into their accounts for this printing service. Students may go to the library or contact Information & Technology Services (I&TS) to add money to a printing account.

Access

Students using computers for classwork or administrative purposes shall have priority access to computers in campus labs. Students who access Stephens computer resources are assigned a login-user ID and password for their personal or classroom use.

Campus Network Access

Wireless access is available for students who choose to use the wireless connection. I&TS supports network access but can only provide limited support of personal computers.

Computer Ethics and Security

Stephens' computing resources are provided to faculty, staff and students. With the privilege of access, however, comes responsibility. As with any shared, finite resource, it is unfair to others to use the College's technology resources without regard to the needs of fellow students. Computer resources on campus are to be used primarily as tools to facilitate teaching and learning.

Stephens College respects and complies with all laws and regulations associated with technology use. It is unethical and often illegal without valid authorization to obtain access to services and data that do not belong to you; to consume or utilize services that do not belong to you; or to alter or destroy data that do not belong to you. Users who do not comply with the rules found in this policy and in the Student Conduct Code may have their user IDs restricted or revoked, have their access curtailed and/or face disciplinary action. Severe cases of abuse may result in prosecution, disciplinary probation, or expulsion.

Passwords

Never share your user ID or password. Leaving a computer without logging off is like leaving your front door unlocked and open. Using an obvious or easy-to-guess password is like hiding the key to your front door under the welcome mat. Pick a strong password, and never record the password where someone might find it; a strong password is one that contains a mix of uppercase letters, lowercase letters, numbers, and special characters. If you suspect your password has been compromised, change it or notify the IT Helpdesk (helpdesk@stephens.edu) so that it may be changed for you.

Never open an email or click on a link to launch a program unless you are certain about what it does and you completely trust its source. In the recent past, such programs have corrupted the College's systems, sent obscene messages in the recipient's name to other users, and replicated and spread viruses.

Social Media

Be thoughtful about the information you share on your social media sites, including Facebook, Twitter, Instagram, or Tumblr. Future employers and internship providers may ask you to friend them so they can check your newsfeed; they may ask for your username so they can follow you on Twitter. The College does not survey these sites regularly but will become involved in a student's posting on such a site if postings violate College rules and/or harass another member of the College community. The Vice President for Student Experience will determine whether such situations will be adjudicated by a Hearing Panel of the Student Conduct Code Hearing Board, depending upon the severity of the alleged infraction.

Email

Students are responsible for checking their campus email in order to stay informed about College events, policies and deadlines.

Media Piracy

Any student determined to be illegally downloading copyrighted media materials will be referred to the Office of Student Experience for appropriate disciplinary action.

Home Pages

Students may use the College's system to publish to the Internet, but each student is wholly and fully responsible for any such publication.

Sources should be cited, information should be correct and timely, and copyright notices must be included where appropriate. Stephens adheres to the Digital Millennium Copyright Act and all other copyright laws. I&TS may refuse to list any page inconsistent with College regulations or intellectual property laws.

Computer & Telephone Help/Repair

All telephone, hall computer and printer repairs should be reported to the IT Helpdesk, (573) 876-2381 (or ext. 4381).

Violation of Computer Policies

Students violating computer policies will be referred to the Student Conduct Code Hearing Board. See the Student Conduct Code on page 108 for more information.

The full Information and Technology Use Policy can be found at: stephens.edu/files/resources/acceptable-use-policy-computer-use.pdf

Questions should be directed to helpdesk@stephens.edu or (573) 876-2381.

Campus Living and Food Service Policy

Full-time students enrolled in residential degree programs are required to live on campus for the first two years, a total of 4 semesters, excluding summer of their program, Full-time students living on campus in residence halls are required to purchase a meal plan; students living in campus apartments with kitchens, or living off campus, are not required to have a meal plan.

Because Stephens' financial aid awards are based on the total cost of attendance, students who choose to live off campus or do not purchase a meal plan will see a commensurate reduction in their Stephens grant aid.

Parking Policy

Stephens College is a private college; therefore, the parking lots for the purpose of parking is considered to be private property. The operation and parking of any vehicle on campus is a privilege, not a right. Stephens College reserves the right to regulate the use and parking of any motor vehicle on campus property for the safety of the campus community.

Campus parking lots are provided for the convenience of valid permit holders and visitors to the campus conducting business, attending events, or attending Stephens College. Possessing a valid permit does not necessarily guarantee a parking space on campus or in a desired lot.

Due to the limited availability of designated parking on Stephens College campus, compliance with rules and regulations by all members of the Stephens College community is imperative for the campus parking program to be successful. Violations of the rules and regulations may result in receiving a citation, booting of vehicle, (clamp that surrounds a vehicle wheel, designed to prevent the vehicles from being moved) revocation of parking privileges, or towing of vehicle at the owner's expense.

It shall be the responsibility of the owner of the vehicle to:

- Complete the online vehicle registration form and provide all necessary information including make, model, and insurance information.
- Pay the cost of the permit prior to being issued a parking permit.
- It shall be the responsibility of the permit holder to:
 - Properly display their parking permit hang tag. Hang tags are to be hung from the rear-view mirror with the color code facing outward. Motorcycle/scooter permits must be located in plain sight, with the color code facing outward.
 - Park their vehicle in approved parking lots. Each lot identifies approved parking by color-coded signage. The color-coded signage must match the color-coded parking permit.
 - Secure their vehicle and take all precautions against loss or theft. Stephens College assumes no responsibility for articles left in vehicles or for loss by theft of vehicle, or damage to vehicle.

Campus Safety and Security officers are responsible for enforcing all parking rules and regulations. Campus parking

regulations are in effect 24 hours, 7 days a week.

Temporary parking permits: Temporary parking permits are provided to visitors to campus who plan on parking on campus longer than 24 hours. Temporary parking permits can be obtained from the Safety and Security office and are provided at no cost.

Citations will be issued to permit holders or any motorized vehicle owners found to be in violation of campus parking rules and regulations. A set parking fine will be assessed by Stephens College to the student's account. Students also have the option to pay the fine in cash in the Accounting Office during regular business hours.

Violations:

- Parking in restricted area without proper permit
- Parking in area not designated as parking
- Parking in handicap space
- Trespass Vehicle: any motorized vehicle parked on Stephens College property without having purchased a valid parking permit or displaying a valid temporary parking permit. All trespassing motorized vehicles are subject to booting and towing at the owners expense after a 24 hour period.

For more information:

gateway.stephens.edu/assets/Policies/Parking-Policy.pdf

Personal Property Policy

The College shall assume no responsibility, and the student or other party to the housing agreement shall indemnify and hold harmless Stephens College and its agents and employees, for any and all claims arising from personal injury or for the loss, damage or theft of personal property belonging to or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around the residence halls or other campus buildings. Students are strongly encouraged to carry insurance for protection against such losses.

Posted Materials Policy

Posters and fliers related to Stephens College events and activities, awareness campaigns, and other important information may be posted on designated bulletin boards across campus and in the residence halls or by using the electronic slider boards via the Marketing Office.

Posters and fliers may not be posted on any walls, windows or glass doors. Items placed on non-designated surfaces will be removed.

Student Organizations that would like to hang posters/fliers must come to the Office of Student Experience for pre-approval and stamping. Only those affiliated with Stephens College and posting information relating to Stephens College may post fliers on-campus.

Pregnant and Parenting Students Policy

Stephens College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in educational programs and activities.

Under the Department of Education's (ED) Title IX regulations, an institution that receives federal funding "shall not discriminate against any student, or exclude any student from its educational program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination

of pregnancy, or recovery therefrom.” According to Title IX, appropriate treatment of a pregnant student includes granting the student leave “for a period of time as it deemed medically necessary by the student’s physician,” and then effectively reinstating the student to the same status as was held when the leave began.

Therefore, Stephens College will provide pregnant students opportunities to make up missed work wherever possible. Extended deadlines, make-up assignments (e.g. paper, quizzes, tests, and presentations), tutoring, independent study, online course completion options, and incomplete grades that can be completed at a later date should all be employed in addition to any other ergonomic and assistive supports. To the extent possible, Stephens will take reasonable steps to ensure that pregnant students who take a leave of absence or medical leave return to the same position of academic progress that they were in when they took leave, including access to the same course catalog that was in place when the leave began. The Title IX Coordinator has the authority to determine that such accommodations are necessary and appropriate, and to inform faculty members of the need to adjust academic parameters accordingly.

In situations such as clinical rotations, performances, labs, and group work, the institution will work with the student to devise an alternate path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave.

Students are encouraged to work with their faculty members and Stephens’ support systems to devise a plan for how to address the conditions as pregnancy progresses, to anticipate the need for leaves, to minimize the academic impact of their absence, and to get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

For more information: gateway.stephens.edu/assets/Uploads/Stephens-Pregnant-and-Parenting-Students-Policy.pdf

Professional Boundaries with Students Policy

Stephens College is dedicated to providing all students with a learning environment free of all forms of harassment or exploitation. Because there are special risks inherent in intimate, romantic or sexual relationships between individuals in inherently unequal power positions – including the increased potential for conflict of interest, exploitation, coercion, favoritism, and bias – such relationships between College employees and students are restricted by College policy as follows:

- **Students enrolled in the College’s Undergraduate Residential Programs:**
No employee of Stephens College shall have an intimate, romantic or sexual relationship with any student enrolled in its undergraduate Women's College or Conservatory programs.
- **Students enrolled in the College’s Graduate and Continuing Studies (GCS) Programs:**
Employees may not engage in intimate, romantic or sexual relationships with students enrolled in the College’s Graduate and Continuing Studies (GCS) programs over whom they have or might reasonably expect to have direct pedagogical or supervisory responsibilities, regardless of whether the relationship is consensual. Conversely, employees must not directly supervise any student with whom they have an intimate, romantic or sexual relationship.

For purposes of this policy, “direct supervision” includes the following activities (on or off campus): course teaching, examining, grading, advising for a formal project such as a thesis or research, supervising required research or other academic activities, recommending in an institutional capacity for admissions, employment, fellowships or awards.

This policy applies to any Stephens College employee who has authority over or mentoring relationships with students, including athletic coaches, supervisors of student employees, advisors and directors of student organizations, counselors, as well as any others who advise, mentor or evaluate students. “Students” refers to

those enrolled in any and all educational and training programs at Stephens College.

The integrity of the teacher-student relationship is central to the Stephens College mission. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion when intimate, romantic or sexual relationships also exist.

All alleged violations should be reported to the Director of Human Resources, who will meet with the parties involved and others as deemed appropriate, to address the complaint as expeditiously as possible. Every reasonable effort will be made to preserve confidentiality and protect the privacy of all parties in the course of the investigation. Violations of this policy shall be considered misconduct and will be subject to disciplinary action, up to and including termination.

Psychological Emergencies Policy

A student who experiences a psychological emergency should contact the College Counseling Center at (573) 876-7157, Campus Extension: 4157, immediately. If there is a psychological emergency and the College Counseling Center cannot be reached or it is after hours, students should contact Safety and Security at (573) 819-3690. Students who engage in behaviors that may be disruptive or harmful to themselves or others will be evaluated by the Student Behavioral Intervention Team and be subject to the procedures related to such an assessment.

Student Addresses

Students are required to notify the College of their permanent address and telephone, summer address and telephone, and the person to contact in case of an emergency. All permanent, vacation or summer address and telephone changes and corrections should be brought to the Office of the Registrar, 248 Lela Raney Wood Hall, and to the Stephens College Post Office in Stamper Commons.

Student Complaint Policy

The Student Complaint Policy affords Stephens undergraduate and graduate students the opportunity to bring issues to the administration and have them addressed in a timely manner. Under this policy, a student may submit a Student Complaint Form when direct and informal resolutions are unsuccessful. Once submitted, the form is then directed to the appropriate party/ies for review and resolution. Both the Student Complaint Policy and the Student Complaint Form can be found on the Student Gateway.

Please note that in order to use the Student Complaint Form, students must first show that they have tried to informally resolve the issue in a direct manner before submitting formal student complaints. Formal complaints should not be submitted about routine, minor issues, which are often resolved quickly by contacting the appropriate personnel (e.g. a question about a billing item, a Facilities request, or an IT concern).

For more information: stephens.edu/files/resources/student-complaint-policy.pdf

Complaint Form: stephens.edu/about-stephens/consumer-information/student-complaint/

Tabacco-Free Campus Policy

Stephens College promotes the health, well-being and safety of college students, faculty, staff and visitors. Therefore, Stephens College prohibits the use of all forms of tobacco products on College property. The College prohibits any advertising or sale, or free sampling of tobacco products on College property. Littering the campus with the remains of tobacco products or any other related waste product is prohibited.

Adherence to this policy is the responsibility of all members of the College community. It is expected that students, faculty, staff, College affiliates, contractors and visitors to campus will comply with this policy. Members of the College community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness of and encourage compliance with this policy.

Effective implementation of this policy relies on the courtesy, respect and cooperation of all members of the College community. If someone is seen using tobacco on College property, an individual may inform the tobacco

user of this policy and request that he/she comply. If the individual does not comply, details of the policy violation may be referred to the Vice President for Finance and Administration (VPFA) for appropriate resolution.

Sanctions for violations of this policy include, but are not limited to, disciplinary action and/or non-academic disciplinary probation.

For more information: gateway.stephens.edu/assets/Policies/Tobacco-Free-Campus-Policy.pdf

Weapons Policy

In accordance with Section 571.107 RSMo., a concealed weapon may not be carried into any educational institution. As a private institution, Stephens College bans concealed weapons on all its property. Except as otherwise stated in this policy, the possession, transportation, and use of firearms and other dangerous weapons is prohibited on Stephens College property and at both on- and off-campus college sponsored events.

For more information: gateway.stephens.edu/assets/Policies/Weapons-Policy.pdf

The Women's College Admissions Policy

The Women's College's undergraduate residential program is a living-and-learning community of women, a sisterhood that encourages and supports women's independent voice, free agency and powerful leadership. Consistent with that mission, the Women's College residential program enrolls only students who are sexed or gendered women and who self-identify and live as women, or who are assigned female at birth but whose self-identity may not fit within the gender binary. The program does not enroll students who self-identify or live as men.

Students whose sex or gender identity transitions after enrollment in the Women's College such that it is no longer consistent with the College's admissions policies will be allowed to remain at the institution only to complete the current semester. Evidence of such transition will include self-identification as male through such practices as consistent pronoun use, social media profiles, etc., and/or physical transformation associated with hormone therapy or a surgical process. The College will assist the student in transferring to another institution.

The Women's College will continue to use female pronouns and the language of sisterhood, both of which powerfully convey its core mission commitments and institutional identity.

For more information: gateway.stephens.edu/assets/HR/Admissions-Policy.pdf

Appeal of College Policies, Procedures or Decisions

Students who disagree with a decision by College officials are responsible for the initiation of the appropriate appeal process as described in the relevant policy. In particular, please note the following information regarding:

- *Academic Standing Committee:* To request an appeal related to decisions about academic dishonesty, academic degree requirements, academic withdrawals, grade appeals and other academic issues and concerns, contact the Vice President for Academic Affairs at (573) 876-7213 or academicaffairs@stephens.edu.
- *Student Conduct Code Hearing Board:* A committee of faculty and staff trained to review cases involving violations of the Student Conduct Code, including violations of the Sexual Offenses Policy.
- *Student Behavioral Intervention Team (SBIT):* A committee of staff and administrators trained to review cases in which students are engaging in behaviors that may directly threaten the safety of the campus community. The SBIT Hearing Board comprises three members of the SBIT, two members of the Academic Standing Committee, and two members of the Student Conduct Code Hearing Board.

- *Equity + Compliance Team*: To request an appeal related to decisions about equal opportunity, harassment, and nondiscrimination grievances, contact the Title IX Coordinator or the ADA/504 Coordinator at (573) 876-7250 or equity@stephens.edu.

Student Honor Code

The following Honor Code, adopted by the Student Government Association, articulates the values and principles of Stephens College students:

“We, the students of Stephens College, in keeping with the high standards of this institution, are committed to upholding the traditions of academic honesty and personal integrity. We promote an atmosphere of mutual trust among students, faculty and administrators — trust that Stephens students will conduct themselves honorably. We will not cheat or steal or tolerate those behaviors in fellow students. Each student is responsible for protecting these standards for the benefit of the entire Stephens College community.”

Student Conduct Code

The Code of Student Conduct provides you with a brief overview of the regulations, rules, policies and procedures that ensure the safe, fair, and effective operation of our campus community. This section of *Within the Ivy* describes your obligations and responsibilities as a student at Stephens College, and describes the College’s processes for addressing infractions of its policies or procedures. In addition to their inclusion here, College policies are addressed in greater detail in the Policies section

Preface:

- The Stephens College Student Conduct Code (SCC) applies to any undergraduate student enrolled in or accepted in any academic program at Stephens College.
- The College has established these regulations and policies to ensure and protect the execution of its educational mission and to safeguard the interests of the Stephens College community.
- SCC policies and regulations apply to student conduct that occurs on campus or at any College-sponsored event. In addition, the College at its discretion, may apply the standards in circumstances in which there has been a violation of the law or an act of misconduct that occurred in other locations when the behavior directly impacts the College community.
- Students who violate these regulations are subject to disciplinary action as described in the SCC.
- Students may be held accountable to both the College and to civil authorities for violations of the law as well as the SCC. Disciplinary action normally proceeds independently of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.
- These regulations are articulated here in order to provide students with a general description of misconduct. This document is not intended to define prohibited conduct in exhaustive terms.
- Students who violate the Student Conduct Code or the rules and requirements in the *Within the Ivy* Student Handbook may be subject to disciplinary action. Non-academic infractions may result in a meeting with members of the Student Experience staff to discuss appropriate behaviors and potential sanctions; placement on “non-academic disciplinary probation,” for a specified period of time; or referral to a Student Conduct Code Hearing Board. Academic infractions may result in referral to the Academic Standing Committee.
- A business day is defined as a day when College administrative offices are open.
- The SCC is not a contract. The College reserves the right to amend any provision at any time. The College will

publish such amendments in relevant campus publications.

- The College may, in its sole discretion, attempt to resolve instances of student misconduct informally before invoking the procedures in the SCC.
- Behavior that may have been influenced by a student's mental state (regardless of the ultimate evaluation), or use of alcohol or drugs shall not limit the student's responsibility for the consequences of his/her actions.
- The College will not assume responsibility for, nor participate in the collection of, privately incurred debts involving students.

Regulations for Student Conduct and Scholarship

Personal Identification and Representation

Violations of the SCC shall include but not be limited to:

- Academic dishonesty, which includes but is not limited to:
 - Cheating – Cheating means engaging in any dishonest behavior on examinations, tests, quizzes, assignments, or any other academic activity. This includes use or attempted use of unauthorized assistance, collaboration (unless expressly permitted by the instructor), and unauthorized possession of examinations or other academic materials belonging to a member of the college faculty or staff;
 - Falsification – intentional forgery, misrepresentation and/or invention of any information or citation in any academic work;
 - Supporting or facilitating dishonesty – knowingly assisting another person to commit an act of academic dishonesty, including substituting for another person in an examination or representing another's academic work as his/her own;
 - Plagiarism – a form of academic dishonesty. Plagiarism is defined as using another person's phrase, sentence or paragraph without quotation marks; using another's design, choreography, ideas or compositional structure without properly crediting the author, artist or composer; paraphrasing without introducing or documenting the source; using someone else's design/art project, speech or composition, and presenting it as one's own (for example, buying a paper from any source).
 - Representing oneself as another person with or without that person's permission.
 - Representing oneself as acting for or on behalf of the College, any student organization or any official College group without the explicit prior consent of the appropriate officials of the College, the student organization or student group.
 - No student or group may represent itself as acting on behalf of the College in the solicitation or collection of funds for any purpose without approval in advance by the appropriate College office.
 - Tampering with or falsifying any College records, documents, computer files, storage units, terminals or programs that contain any type of College records.
 - Unauthorized accessing of the records of any individual that are protected by the College's policies regarding privacy and confidentiality.
 - Falsification or dishonesty, either orally or in writing, in response to charges brought before hearing boards or officials of the College.
 - Refusal to provide identification upon the request of any properly identified official or employee of the College acting in performance of their duties.

- Altering, lending, or improperly possessing a College Identification Card. A College Identification Card believed to have been altered or to be in the possession of a person other than the owner may be confiscated by any student, staff or faculty member in the course of his/her charged work responsibilities.
- Misrepresentation, including submitting false time sheets or misuse of purchasing authority.

Civility, Safety and Environmental Health

The following shall constitute violations of the SCC:

- “Harassment,” which includes but is not limited to:
 - “Physical assault,” which includes but is not limited to physical attack upon or physical interference with a person that prevents the conduct of his or her usual affairs; cause the person to fear for his or her physical safety or to suffer physical injury that includes but is not limited to hitting, kicking, spitting, or biting. The College is particularly concerned about incidents in which students are subject to physical assault in connection with their membership in a particular racial, religious, gender or sexual orientation group, disability or veteran status.
 - Behavior that interferes with the conduct of a person’s usual affairs, including but not limited to the posting or distribution of threatening letters, the use of threatening language, harassing or threatening telephone calls, text messages or social media, or vandalism of another person’s property or space. The College has particular concern about incidents in which students are subject to such conduct because of membership in a particular racial, religious, gender or sexual orientation group, disability or veteran status.
 - Use of social media to intimidate, harass, threaten another individual is prohibited. Examples of social media include but are not limited to the following: Facebook, Instagram, texting, Twitter, etc.
 - “Hazing,” which includes but is not limited to conduct associated with the initiation into any group that willfully or recklessly endangers the physical or mental health of any student or other person.
 - Sexual assault or any other uninvited behavior of a sexual nature.
- The improper use or possession of controlled substances or related paraphernalia, including, but not limited to:
 - The improper use, possession for the intent of sale, or distribution of any controlled substance.
 - The use or possession of drug paraphernalia, including but not limited to pipes, water pipes, bongs, roach clips, and vials.
 - The unauthorized use or possession of a hypodermic syringe, hypodermic needle, or any instrument adapted for the administration of controlled substances by injection.
- An intentional interruption or disturbance of the business of the College, including demonstrations that have not been registered with the Vice President of Student Experience.
- Failure to comply with the directions of College officials who are acting in the performance of their duties.
- Possession or use of fireworks, firearms, or other hazardous or dangerous weapons, including facsimiles of such weapons.
- False reports of fire or other dangerous situations or events, failure to report a fire to officials, or any intentional interference with the response of College or City officials to emergency calls.
- The creation of a fire hazard, the improper use of electrical appliances, or the possession of hazardous substances.

- Endangering behavior that includes but is not limited to:
 - Endangering the safety of self or others, or property, including but not limited to throwing or dropping objects from the bridges, sitting on window sills, tampering with elevator equipment or other machinery, damaging or removing a fire extinguisher or fire alarm, food fights, or water fights and snowball fights that involve unwilling participants.
 - Engaging in or inciting others to engage in behavior that constitutes a disturbance of the peace, including but not limited to using or threatening violence to others, damaging or destroying property, stealing or looting, setting fires, throwing bottles or other projectiles, impeding or impairing emergency personnel services or equipment, obstructing traffic, refusing to leave when asked by an authorized person, or otherwise engaging in any action that might lead to intentionally or recklessly harming or endangering the physical safety or property of another.
 - Failure to evacuate a College building after being requested to do so, or a fire alarm has sounded.
- Stealing from any College retail unit (including but not limited to the campus store and any retail food outlet).
- Bullying, including but not limited to aggressive behavior or intentional harm that is carried out repeatedly and over time and occurs within an interpersonal relationship characterized by an imbalance of power.
- Cyber-bullying or cyber-stalking, including threats, harassment, humiliation or other targeting of another person using the internet, interactive and digital technologies, or mobile phones.
- Violations of any College policy or regulation, including but not limited to the restrictions on alcoholic beverages and smoking.

Care of Property

Property is defined as belongings, equipment, or materials, including those produced, owned or in possession of students, faculty, staff, guests, vendors, contractors or other members of the College community. The following shall constitute violations of the SCC concerning property:

- Unauthorized possession, theft, use, removal of, defacing, or tampering with property.
- Damage to or destruction of such property.
- Unauthorized presence in or use of College premises, facilities or property. College property that is damaged or removed will be charged to the individual or group responsible at the standard rate established by the College for repair and replacement.
- Theft or other abuse of computing resources, including but not limited to:
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Use of another individual's identification and/or password.
 - Use of computing resources to interfere with the work of another student, faculty member or College Official.
 - Use of computing resources to send obscene or abusive messages.
 - Use of computing resources to interfere with normal operation of the College computing system.
 - Use of computing resources in violation of copyright laws.

Non-Academic Disciplinary Review

Review Procedures

Persons wishing to report a non-academic violation of the SCC may initiate proceedings with a member of the residential life staff by completing an incident report. In certain circumstances, a student may file a written complaint with the Office of Student Experience, upon receipt of a written complaint, the Assistant Director Student Experience-Residential and/or the Vice President of Student Experience shall review the matter and interview all relevant parties. If, following that review, the Assistant Director Student Experience-Residential determines that there are not reasonable grounds to believe that a non-academic violation of the SCC has occurred, they shall dismiss the complaint, and inform the accused student in writing.

If, however, the Assistant Director Student Experience-Residential believes that there are reasonable grounds to believe that a non-academic violation of the SCC has occurred, they may take steps to address the alleged violation by meeting with the parties in conflict, and by consulting with academic advisers, College administrators, or other staff. If informal resolution is not appropriate or successful, the Assistant Director Student Experience-Residential may impose a sanction consistent with College policies, or, at their discretion, refer the matter to the Vice President of Student Experience.

Any student dissatisfied with the decision of the Assistant Director Student Experience-Residential Life may appeal to Vice President for Student Experience. Any student dissatisfied with the decision of the Vice President of Student Experience may appeal to the SCC Hearing Board, recognizing that the Hearing Board could ultimately impose more severe sanctions than those imposed by the Assistant Director Student Experience-Residential or Vice President for Student Experience.

The Vice President for Student Experience may take immediate action to remove a student or students from campus, consistent with applicable College policies and law, when they determine that the student(s) poses a direct threat to themselves, to others, or to the campus community. (See Student Behavioral Intervention Team Policy.)

SCC Hearing Board

The SCC Hearing Board is a standing committee of Stephens College community members eligible to hear non-academic disciplinary matters under the SCC. The SCC Hearing Board consists of eight members recommended by the vice presidents of Academic Affairs and Student Experience and will include a designated member of the Student Government Association (SGA).

A Hearing Panel of no fewer than three members will be selected from among the members of the SCC Hearing Board to participate in each hearing. The panel will appoint a Panel Chair from among the three members. The members of the Hearing Panel must be impartial, i.e., not personally involved in the alleged act(s) with which the student is charged. All members of the SCC Hearing Board will be required to complete a training session annually to ensure they are well informed about the College's disciplinary processes and regulations.

Hearing Proceedings

Written notification will be emailed to the campus email address of the accused student no fewer than five (5) business days prior to the hearing. A business day is defined for the purposes of this policy as any day in which the college's administrative offices are open. This notification will include the nature of the alleged violation(s), the date, time and location of the hearing, the members of the Hearing Panel, and information on hearing procedures.

The accused student may object to the inclusion of any member of the Hearing Panel; such objections must provide a rationale and should be submitted to the Office of the Vice President for Student Experience within two (2) business days of the receipt of the written hearing notification. If the Vice President for Student Experience

determines that the objections are reasonable, alternate panel member(s) will be appointed if possible. Students also may request a postponement for reasonable cause. Such requests must be submitted to the Office of the Vice President for Student Experience at least three (3) business days before the hearing is to take place. Such requests may be granted or denied at the discretion of the Hearing Panel Chair.

The accused student is entitled to be assisted by and accompanied to the hearing by one support person. If a student does not have a relationship with someone who could fill that role, the College will appoint such an individual upon the student's request. The support person will not be permitted to testify, serve as a witness, or provide a statement on behalf of the accused student. The support person cannot be another student.

Failure on the part of the accused student, complainant, support person, or witnesses to attend the hearing will result in the SCC Hearing Panel making a recommendation on the alleged misconduct on the basis of the available information, without the benefit of the accused student's involvement, the accompanying individual's support, or witnesses' testimony.

The Hearing Panel Chair shall determine the appropriateness of all evidence and testimony, as well as the relevance of all questions. The accused student and the complainant (with their support persons) shall have the right to be present at all times during the hearing, except during deliberations. Appropriate members of the staff will be allowed to remain in the hearing room during the proceedings at the discretion of the Hearing Board Chair. Where the student denies the charge(s), the College shall bear the burden of proving the charge(s) **by a preponderance of the evidence**. In cases where a charged student fails to appear after proper notice, a hearing may be conducted despite his/her absence.

The Hearing Panel may rely upon oral statements of witnesses and upon written reports and other documents. The Hearing Panel also may take notice of matters that would be within the general experience of College students or officials.

A Hearing Panel shall include in the record a written summary of testimony, findings of fact(s), and rationale for recommended sanctions. The entire record shall be forwarded, within two (2) business days, to the Vice President for Student Experience. The Hearing Panel's decision shall be provided to the accused student within two (2) business days of receipt by the Vice President for Student Experience. The College will also provide notice of the Hearing Panel's decision to the complainant.

Sanctions

In determining a sanction, the Hearing Panel may consider the student's past disciplinary record; the nature of the offense; the severity of any damage, injury, or harm resulting from it; and other factors. The College has a special concern for incidents in which persons are subject to harassment because of membership in a particular racial, religious, gender or sexual orientation group, disability or veteran status. Such incidents damage not only individuals, but also the free and open academic environment of the College. More severe sanctions are appropriate for such conduct. If the charge against the student(s) is sustained, the responsible College official may impose one or more of the following sanctions:

Expulsion

Expulsion is a permanent separation of the student from the College. The sanction will be recorded on the student's transcript. The student will also be barred from College property. Only the President of the College may recommend re-admission of a student who has been expelled.

Suspension

Suspension is a separation of the student from the College for a specified period of time. Suspensions that take effect during a semester may result in the loss of academic credit for that semester. The suspended student also loses financial assistance from the College on the date of the suspension and for the duration of the suspension. The student should not participate in any College-sponsored activity and will be barred from College premises. Upon completion of the term of the suspension, the student must apply for readmission to the College.

College/Housing Probation College Probation is a specified period of time during which any further violations of the SCC may result in suspension or expulsion.

Supplementary Sanctions

In addition to the sanctions outlined above, supplementary disciplinary sanctions may be imposed by the Hearing Panel. Such sanctions may be utilized by themselves or in combination with any other sanctions.

The following are examples and are not intended to be an all-inclusive list:

- Removal from the residence hall or residence hall system.
- Privileges may be revoked. Examples include ineligibility to live off campus and restrictions on residence hall visitation.
- Students may be temporarily removed from their living space and placed in a quiet environment.
- Restitution may be required to be paid to the injured party or parties.
- The students may be referred for specialized help to persons such as the student's academic adviser, psychiatric counselor, clergy member, physician, parents or Counseling Services.
- An education project assignment may be arranged so that the students will have an opportunity to observe specific human behavior related to his/her own misconduct. For example, students may be asked to make reports on night court, juvenile court, Alcoholics Anonymous, service agencies or participate in some campus activity with rehabilitative value.
- Work projects may be assigned. Examples include mopping halls, washing walls or cleaning bathrooms
- A reprimand may be given to indicate official disapproval of the student's behavior and to warn that further misconduct may result in additional disciplinary action. In such cases, a note is included in the student's personal folder outlining the misconduct and the fact that a reprimand was given.

Appeals

Any student found to have committed a non-academic violation of the SCC and sanctioned by an SCC Hearing Panel has the right to appeal to the President. A written notice of appeal must be delivered to the Office of the President within five (5) business days from the mailing date upon which the written decision was sent to the accused student. A written memorandum stating the grounds of the appeal shall be filed by the accused within five (5) business days of filing the Notice of Appeal. The following guidelines apply to appeals:

- The President shall appoint an impartial designee to serve as the appeals officer.
- The scope of the review shall be limited to (1) determining whether a fair hearing was provided and (2) determining whether the sanction imposed, given the facts and circumstances, was excessive.
- If no basis for appeal is present, the appeal is dismissed and the decision of the SCC Hearing Panel is final.
- If the appeal is not dismissed, the President may order a new hearing, or may modify the sanctions previously assessed.
- The decision on appeal is final.
- During the appeal process, the accused's status as a student will not change except for reasons relating to the emotional or physical welfare of the accused, or for reasons involving the safety of persons or property. (See Involuntary Withdrawal Policy.)

Records and Confidentiality

The formal written decision will be provided to the accused, and where required by law, to the complainant, at no expense. A document articulating the nature of the complaint, the resolution of the hearing, and where

appropriate, the sanction will be retained in the student's academic file. In cases in which a student has appealed successfully, all documentation related to the complaint that was dismissed will be removed from the student's file and destroyed.

Student Behavioral Intervention Team

Stephens College is committed to providing a learning environment in which students have the opportunity to focus their energy and attention on their intellectual, emotional and personal development. On rare occasions, the College may find it necessary to respond to students who may be in crisis or whose behaviors may directly threaten the safety of the campus learning environment. In establishing a collaborative, professional team to respond to those situations, the College ensures its ability to respond effectively and confidentially through a process of identification and intervention that supports student success and ensures campus security.

The Student Behavioral Intervention Team (hereinafter "SBIT") is a collaborative team of College professionals that convenes to conduct individualized assessments, based on the best available objective evidence, to determine whether it is reasonably likely that a student poses a direct threat to themselves, to others, or to the campus community. In this context, "direct threat" is defined as a "*significant risk* of causing substantial harm to the health or safety of a student or other members of the College community that cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations."

Significant risk means "a high probability of substantial harm that is not just a slightly increased, speculative or remote risk."

Procedures and Responsibilities

The Student Behavioral Intervention Team (SBIT)

Stephens College has established a Student Behavioral Intervention Team to:

- monitor and/or provide a systematic response to situations involving students whose behavior may be disruptive or harmful to themselves or others; or to students who may pose a direct threat to themselves or to the health and safety of members of the Stephens College community;
- provide a panel and administrative professionals to consider whether a student meets the standard to proceed with a full investigation and hearing on the question of whether the student should be involuntarily withdrawn from the College;
- provide a panel of administrative professionals to consider whether the College should in the best interests of the student and the community impose an immediate and interim withdrawal on a referred student until a more thorough assessment and hearing can be held;
- in situations in which the SBIT determines that the student's behaviors are the result of a disability, provide recommendations regarding reasonable accommodations that may enable the student to remain safely in his/her educational programs.

The SBIT consists of staff from Student Experience, Academic Affairs, Counseling, Safety and Security, and Student Success and Retention.

The Process:

Records

Records created by the SBIT relating to individual students are education records protected under the Family Education Rights and Privacy Act (FERPA). Records are maintained in the Office of Student Success and Retention.

Referrals

Referrals to the SBIT may be made by any member of the College community who is concerned about the well-being or safety of an individual student or the campus community as a whole, or who has reason to believe that a student may pose a direct threat to themselves, or to the campus community.

The Investigation

The SBIT will conduct an investigation to assess a referred student's current ability to safely participate in his or her education program.

The investigation should include, whenever possible, a meeting of the Vice President for Student Experience, the Chair of the SBIT and the student who is the subject of the referral. At that conference, the Chair of the SBIT shall describe the concerns articulated in the referral; explain this policy and process, and provide the student with a copy. In circumstances where the College determines that a medical evaluation is required, the Chair of the SBIT will inform the student that she/he/they must meet with a designated health professional within a specified period of time for an evaluation; and inform the student that failure to meet with the health professional may result in a disciplinary charge under the Student Conduct Code for "failure to comply with an official request."

The investigation may also include:

- consultation with administrators, faculty, staff and other students who may have witnessed or have been affected by the specific behaviors of the student;
- consultation with the student's parent or guardian, or other family member, if appropriate under FERPA, and other privacy regulations, regarding the student's behaviors;
- consultation with mental health or other medical professionals as permitted by law, regarding the student's current medical condition, which may include a request for current medical records.

Conclusions and Outcome

If the SBIT concludes as a result of the preliminary assessment that the student does not present a direct threat to themselves or to the College community, it may take any action it deems appropriate, including but not limited to:

- allowing the student to resume all campus activities without further review or treatment;
- referring the student to the Office of the Vice President for Student Experience for consideration of possible violations of the Student Code of Conduct;
- recommending that the student seek appropriate treatment.

If the SBIT concludes as a result of the preliminary assessment that the student's continued presence on campus poses a significant threat of imminent and serious physical harm to self or others or to property, or that the student's presence directly and substantially impedes the lawful activities of others, the SBIT may impose upon the student an interim withdrawal until a hearing can be scheduled.

The Hearing Process

Evaluation by a Health Professional

In initiating the investigation and hearing process, the SBIT may request medical information from the student. The College also reserves the right to select an appropriate health professional to evaluate the student and shall notify the student of the time and place of the evaluation. The cost of any evaluation by a College-selected health professional will be covered by the College. When the health professional meets with the student, the student should be informed that the results of the evaluation will be made available to the student and to the SBIT.

If the health professional determines that the student does not meet the standard for involuntary withdrawal, that

opinion will be reported in writing to the SBIT. In rare cases, and with adequate cause, the SBIT may request additional information or another evaluation. Typically, however, such a determination would terminate this process.

If the health professional determines that the student may meet the standard for involuntary withdrawal, a written report of the evaluation shall be submitted to the SBIT and a copy shall be provided to the student. The report may include recommendations such as withdrawal, mandatory treatment, a behavioral contract, or a lighter academic load. Such recommendations are not binding upon the College.

Upon receipt of the health professional's determination that the student may meet the standard for involuntary withdrawal, the Chair of the SBIT will schedule a hearing of the SBIT Hearing Board in accordance with the following guidelines:

1. An SBIT Hearing Panel will be appointed by the President to address each review. The Hearing Panel will consist of three members of the SBIT, two members of the Academic Standing Committee, and two members of the Student Code of Conduct Hearing Board.
2. The student will be informed in writing of the time, date and location of the informal hearing, either by personal delivery or email, at least two (2) business days in advance.
3. The case file and the names of prospective witnesses will be available for inspection by the student in the Office of the Vice President for Student Experience at least two (2) business days before the informal hearing.
4. Formal rules of evidence will not apply. Any person who disrupts the hearing may be excluded.
5. The student may choose to be accompanied by a support person, who can be a licensed psychologist, psychiatrist, or physician acting as an advocate, or a member of the faculty or staff of the College. The support person may not testify or present evidence.
6. The support person will be allowed to consult with the student during the hearing. The student will be given reasonable time to ask relevant questions, as well as to present relevant evidence.
7. The hearing may be conducted in the absence of a student who fails to appear after proper notice.
8. The hearing shall be recorded by the College and the recording maintained in the pertinent case file for as long as the case file is maintained by the College.

The Decision

The SBIT Hearing Panel will base its decision on the preponderance of the evidence presented at the hearing. The decision is based on the majority vote of the SBIT Hearing Panel; no minority decisions are allowed.

The SBIT Hearing Panel may decide:

1. that the student does not meet the standard for involuntary withdrawal, and allow the student to return to her/his regular activities on campus;
2. that the student meets the standard for involuntary withdrawal, and to allow the student to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, a lighter academic course load, or any combination. When making its determination of appropriate probationary conditions, the SBIT may consult on an informal basis with College faculty and staff.
3. that a student meets the standard for involuntary withdrawal and should be removed from campus immediately.

The SBIT Hearing Panel's decision will be announced within two (2) business days of the hearing. The decision will be delivered to the student via email with read receipt requested. The decision will become effective immediately

upon receipt.

Appeal

Within five (5) business days from delivery of the SBIT Hearing Panel's written decision, the student may request review by the President. In his or her written appeal, the student should state precisely the specific points that merit reconsideration and provide any additional information or documentation in support of his or her position. The appeal must be delivered by email or hand delivered to the Office of the President.

The President shall have access to the full case file, including the recording of the hearing. Within three (3) business days of receiving the written appeal, the President will inform the student of her decision in writing. That decision will be delivered to the student via email with read receipt requested.

The President may (1) affirm the SBIT Hearing Panel's decision, (2) send the matter back to the SBIT Hearing Panel for further review of the additional documentation or information, (3) affirm the SBIT Hearing Panel's decision but alter the disposition from withdrawal to probationary enrollment under specified conditions, or (4) reverse the SBIT Hearing Panel's decision and reinstate the student without conditions. The President's decision is final and not subject to further review.

Readmission

A student who is withdrawn pursuant to this policy may not re-enroll or be readmitted to the College before the start of the next term. The student must submit a written request for readmission to the Vice President for Academic Affairs, who will in turn refer the matter to the SBIT; the SBIT may require the student to submit additional documentation or evaluation materials as it deems necessary. Readmission may be granted only if the SBIT determines that the conditions that caused the withdrawal are no longer present.

The student is not entitled to a hearing or appeal on the SBIT's readmission decision.

Deviations from Established Procedures

Reasonable deviations from these procedures do not invalidate a decision unless significant prejudice to a student results.

Voluntary Withdrawal

At any point, the student may request a voluntary withdrawal. Approval of a voluntary withdrawal terminates the involuntary withdrawal process but does not terminate any pending disciplinary action.

Students who voluntarily withdraw will be charged pro-rated tuition and fees in accordance with the withdrawal policies described in this handbook. They are subject to the readmissions processes outlined in the Student Handbook.