

Student Handbook

Within the Ivy



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Be yourself.
Be good at it.

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We're not big fans
of following
your dreams.

We prefer chasing them down
and showing them who's boss.

Mission of the College

Mission

Learn. Grow. Lead.

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.

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

Ten Ideals

Inherent in the culture at Stephens College is the tradition of the *Ten Ideals*, which originated in 1921. Each year, 10 students whose activities represent the overall ideals of Stephens College are selected as personifications of individual Ideals. The *Ten Ideals* are as follows:

(1983 through today)

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

Accreditation

Stephens College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

The Health Information Administration (HIA) program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

The Missouri Department of Higher Education approves the College's programs. Stephens' education programs are accredited by the Missouri Department of Elementary and Secondary Education (DESE), 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102; (573) 751-4212. Certification for Early Childhood, Elementary, and School Counselor K-12 is granted through MO DESE.

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 published each year 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 of your questions, direct you to the appropriate College offices for help or 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 (www.stephens.edu).

All policies established within this document are advisory to the President and the Board of Trustees of Stephens College. Questions or concerns should be directed to the Office of the President (president@stephens.edu, 573-876-7210).

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

Academic Affairs

This section of *Within the Ivy* describes the College's academic services, policies and processes.

Dear Stephens Students,

As the Vice President for Academic Affairs (VPAA) I am pleased to support your academic experiences at Stephens College. This is a very special institution—the second-oldest women's college in the United States. Academics are at the heart of what we do at Stephens College. We offer distinctive and innovative educational opportunities and have passionate and brilliant faculty. Our experiential pedagogical curriculum provide outstanding preparation to fuel discovery, innovate solutions and prepare students for careers of today and those yet to unfold.

Leslie Willey, Ph.D.
Vice President for Academic Affairs
LRW 3rd Floor
(573) 876-7108
lwilley@stephens.edu

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.

Advising Days

Each semester, the College schedules a class-free advising day to allow students to meet with their advisers in preparation for upcoming registration. Students are expected to schedule an appointment with their academic adviser to discuss goals and plan degree programs.

Academic Appeals

Stephens College provides opportunities for students to appeal the outcomes of its various academic processes and policies. Please see detailed information under Appeals, page 117, in the Academic Disciplinary Review section (page 113) of the Student Conduct Code.

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.

Major Assessment

Each degree program at Stephens College has developed its own assessment plan. Check with your academic adviser or Program Chair/Dean for more information on the specific requirements of your major.

Academic Catalog

The Academic Catalog, which presents the College's academic programs and requirements, is published as a .pdf (fixed document) on the College

website in August every year. Save a copy of the catalog of the year you entered Stephens to have it available at all times. It 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 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 admitted as a part-time student or 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 Honor Code

The following Honor Code was adopted and is endorsed by the Stephens College Student Government Association:

“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.”

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.

Academic and Student Records (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. (As FERPA relates to Stephens College, an “eligible student” is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review their education records within 45 days after the day Stephens College receives a request for access. A student should submit to the Office of the Registrar (LRW 248) a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

If the requested records are not maintained by the Registrar's Office, the Registrar or her designee shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Stephens College to amend a record should write the Registrar (or whatever school official is responsible for the record, as indicated by the Office of the Registrar) to clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Stephens College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, *except to the extent that FERPA authorizes disclosure without consent.*

A postsecondary institution may disclose Personally Identifiable Information from the education records *without obtaining prior written consent of the student:*

- To other school officials, including faculty, within the College whom the College has determined to have legitimate educational interests. A school official is a person employed by Stephens College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the

school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Stephens College.

- To officials of another educational institution where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
 - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
 - To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
 - To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
 - Information the school has designated as directory information under §99.37. (§99.31(a)(11))
 - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
 - To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
 - To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
4. The right to withhold the disclosure of “Directory Information.” FERPA allows Stephens College to disclose appropriately designated “directory information” upon request without a student’s written consent. Directory information is information that is generally not considered harmful or an invasion of privacy if released, and includes:

- A student's name, address, telephone number, email address;
- A student's date and place of birth, dates of attendance, and grade level;
- A student's major field of study, most recent educational agency or institution attended, and degrees, honors and awards received;
- A student's photograph when the student is participating in officially recognized College activities and athletics;
- A student's weight and height as a member of an athletic team;
- A student's ID number, user ID or other personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (a student's SSN cannot be used for this purpose).

Students who wish to withhold directory information should contact the Office of the Registrar (LRW 248; 573-876-7277). Stephens College assumes no liability for honoring a student directive that Directory Information be withheld.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Stephens College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

Questions about FERPA and student records may be directed to the Office of the Registrar (573-876-7277) or to the Office of the Vice President for Academic Affairs (573-876-7213). Students who wish to allow

parents or others who would not otherwise be allowed under FERPA to review their educational records should visit the Office of the Registrar (LRW 248) to sign the appropriate authorization form.

Academic Support

Hugh Stephens Library

(573) 442-2211, ext. 4681

The Student Success Center (SSC) promotes student success both inside and outside the classroom by offering one-on-one and group sessions focused on many course subjects, as well as in time management, study skills, and writing. Through the SSC, students develop the skills they need to become effective, independent learners able to thrive at Stephens College and beyond.

The Student Success Center provides free academic support to full-time students. SSC tutors may see students individually or work with them in small groups. Spontaneous visits are welcome, if students don't mind waiting for tutoring sessions.

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 page 43 for more information.*

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 this handbook. In particular, please note the information regarding:

The Academic Standing Committee: A committee of faculty responsible for cases involving academic dishonesty, academic degree requirement appeals, academic withdrawals, grade appeals, and other academic issues and concerns;

The 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;

The Judicial Review Board: A committee of students with a staff adviser, trained to review minor infractions of housing and Student Life policies;

The Student Safety Advisory Team (SSAT): 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 SSAT Hearing Board comprises three members of the SSAT, two members of the Academic Standing Committee, and two members of the Student Conduct Code Hearing Board.

American Disabilities Act (ADA)/Section 504 Appeals Committee: A committee including the ADA/Section 504 Coordinator, the Director of Residence Life, a food services representative, an academic dean, and a member of the facilities staff that considers ADA/Section 504 accommodation requests and appeals.

Housing/Meal Plan Appeals: A committee of Vice Presidents that reviews appeals on housing and meal plans. Contact the Office of Student Life for information, 223 Stamper Commons, (573) 876-7212.

Students with questions about these processes should direct them to the appropriate College official:

- Academic Appeals: Contact the Office of the Vice President for Academic Affairs, 3rd floor, Lela Raney Wood Hall, (573) 876-7213.
- Appeals related to student activities, Residence Life, Health Services, Security: Contact the Office of the Vice President for Student Development, 223 Stamper Commons, (573) 876-7212.
- Americans with Disabilities Act/Section 504 appeals: Contact the ADA/Section 504 Coordinator, Student Success Center, Hugh Stephens Library, (573) 876-7240.

- Title IX appeals, including those related to sexual offenses: Contact the Title IX Coordinator, Shannon Walls, Special Assistant to the President, 3rd floor, Lela Raney Wood Hall, sbwalls@stephens.edu, (573) 876-7250.

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 without additional tuition. Beginning the second semester of the first year at Stephens, full-time students in good academic standing may choose this option. MMACU credit counts toward the maximum credit allowed in a semester. Students who cross-register must comply with the academic policies and special course fees, if applicable, of the MMACU institution for that enrollment.

Students must register for cross-enrollment at the University of Missouri-Columbia prior to the first day of class. Beginning on the first day of the MU semester through its add deadline students will be charged a 'late registration' fee that is the equivalent of one semester hour of undergraduate tuition.

Campus-Sponsored Trips

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

1. College-sponsored trips require that the sponsoring program complete appropriate forms in the Office of Accounting, 206 Lela Raney Wood Hall, (573) 876-7105, campus extension 4105.
2. Students traveling without insurance will be required to sign a waiver releasing the College from liability.
3. Students should travel in College-owned vehicles or use commercial transportation when traveling. Use of private, personal vehicles is not approved by the College.

4. 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.
5. 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.
6. 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.
7. Any student traveling in college owned or sponsored transportation must sign a college-approved liability form.

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.

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 Life 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 she is not included on the roster. The faculty member will ask the student to leave the classroom immediately and to contact the Office of the Registrar to

correct the omission. *Students will not be allowed to return to 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 course-work 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.*

Class attendance policy will be included in every course syllabus. It is permissible to consider attendance as a factor in determining a student's grade.

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), 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.

Unforeseen Circumstances and Attendance

The following steps/considerations should be adhered to if a student has 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. The student should also contact the Office of Vice President for Student Development, who will notify professors and other relevant offices on campus, verifying the extenuating circumstance.
3. 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.

4. The Office of the Vice President for Student Development, 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.

Computers (See I&TS: Information and Technology Services)

Dean's List (See Academic Honors)

Degree Requirements

Students should consult the undergraduate curriculum catalog of their year of entry at Stephens College for a full listing of degree requirements. Students may choose to adopt the degree requirements of any catalog after their year of entry, but may never choose to adopt the degree requirements in any catalog prior to their year of entry; students wishing to make such an adjustment or appeal to change or eliminate a degree requirement should consult first with their academic adviser and the Office of the Registrar, and then should submit a written appeal to the Academic Standing Committee.

Students dissatisfied with the decision of the Academic Standing Committee regarding degree requirements can appeal to the Vice President for Academic Affairs, 3rd floor, Lela Raney Wood Hall, (573) 876-7213. Appeals should address errors in process or fact. The decision of the VPAA regarding degree requirements is final and cannot be further appealed.

While Stephens College understands the importance and value of academic advising, it is in all cases ultimately the responsibility of the student to understand, register for, and complete all requirements of all degree program(s) in which she is enrolled. The degree-audit feature of MyStephens provides a current summary of a student's progress

toward degree completion and should be consulted on a regular basis, and in particular, prior to course registration each semester. Students are also expected to meet regularly with their academic advisers to discuss their academic and professional plans and progress.

Regardless of their major/minor degree programs, all undergraduates at Stephens College are required to complete a minimum of 31 credits from among courses offered in the College's General Education curriculum (or the acceptable equivalent earned through other institutions).

Examination Periods

All classes are required to meet during the time assigned in the examination schedule published by the Office of the Registrar in the Schedule of Courses. During the examination period, classes meet to complete the work in a course through a final examination, special project, critique or some other means determined by the instructor.

Facilities Access

Campus facilities are open at posted times only. By calling the Office of Safety and Security (573-876-7299), you may gain access to some locked facilities. See *Access to Academic Buildings* on page 42 for details.

Failure to Pay College Accounts

Students with past-due tuition accounts on November 1 of the first semester and April 1 of the second semester are subject to *immediate financial suspension* unless clearance is obtained from the Office of Accounting.

A hold is placed on the transcripts of students with past due accounts and is removed only when the obligation is paid in full. **Stephens College will not release the transcript or degree of anyone subject to such a hold.**

Grade Appeals

The grade-appeal process provides recourse to a student who has evidence or who believes evidence exists that an inappropriate grade has been assigned as a result of bias, clerical error, or capricious, or arbitrary method. All grade appeals shall be conducted according to the following process:

1. Before initiating a grade appeal, the student shall meet with the professor. The student may ask to see the professor in the Program Director/Dean's office or she/he may ask her/his adviser or a student advocate to accompany her/him to the appointment. It is the responsibility of the student to bring to the meeting any coursework she/he have in her/his possession for the instructor to review. At the meeting, the instructor will:
 1. Review the work the student has brought to the meeting;
 2. Review any student work still in the instructor's possession;
 3. Explain how the grade was determined, based on the expectations established in the syllabus or the assignment grading rubric;
 4. Re-calculate the grade to confirm there were no clerical or mathematical errors.
2. If the instructor agrees that a grade change is appropriate, a Change of Grade form is to be completed and forwarded to the Office of the Registrar with all signatures. An instructor may change a grade without review by the Academic Standing Committee if the change is processed within one semester (either fall or spring) after the grade is assigned. Grades that have been on record for more than one semester may not be changed unless approved after an examination of the circumstances by the Academic Standing Committee.
3. If the discussion with the instructor does not resolve the issue, the student may petition (in writing) to the Dean of the School through which the course was offered. (If the Dean is also the instructor involved, the appeal will go to the Vice President for Academic Affairs.) The student will submit the petition to the Dean with copies of the course syllabus, tests, assignments, grading rubrics and papers in the student's possession. The Dean will notify the instructor in writing.

The instructor will have fourteen (14) business days to respond to the Dean in writing and include copies of the syllabus, assignments and any of the student work that remains in the instructor's possession. The Dean will render a decision in writing within seven (7) business days of receiving all materials.

4. If the student wishes to appeal the Dean's decision to the Academic Standing Committee, she/he must write a petition to the ASC within seven (7) business days of receiving the Dean's decision. In the petition she/he must give reasons for believing the final grade was arbitrary, biased, capricious or contrary to College policy. The committee will notify the Dean requesting all materials and forms to be forwarded to them including the syllabus and all graded work done for the class.
5. The Academic Standing Committee will carefully review all graded work and other pertinent information, and will contact either the student or the instructor for more information if appropriate. The Academic Standing Committee will decide within seven (7) business days of receipt of all materials whether to uphold the grade or change it. In exceptional cases where a grade change is called for, the Committee, after consulting with the instructor, will direct the Registrar to change the grade. All parties will be notified in writing of the Committee's final decision.

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.”

Information and Technology Services (I&TS)

All students will be provided a Stephens network log-in and log-in ID and email account. All students receiving a Stephens email account will agree to comply with an Acceptable 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. Despite our staff's best efforts, 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 and Technology Services 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.

Residence Hall Computer Access

All the residence halls are connected to the campus network via a wireless system. Students may connect to the network from their rooms using their network login. A computer lab is available to students in each hall. The computers are connected to the network to provide access to the Internet and email. The computers also have the Office Professional Suite for student use, and each lab includes a laser printer.

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 your 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 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 Development will determine whether such situations will be adjudicated by the Student Judicial Board or 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.

Plagiarism

See the Student Conduct Code on page 108.

Media Piracy

Any student determined to be illegally downloading copyrighted media materials will be referred to the Office of Student Development 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.

Revocation of a Degree

A degree granted on the basis of fraudulent information knowingly furnished by the student or any other person pertaining to the student's academic performance is subject to revocation on the basis of academic dishonesty. When such charges are made, the charge will be reviewed by the Academic Standing Committee according to the guidelines outlined in the Student Conduct Code on page 108.

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.

Study Abroad

Stephens offers several study abroad opportunities (see annual Academic Catalog). Programs offered through other colleges or universities must be approved by the Director of Study Abroad, the student's academic adviser and the appropriate Dean.

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 Development.





A Stephens woman knows:
It takes brains, guts,
and a whole lot of heart
to go after your dreams.

Activities and Organizations

Procedures for Recognizing 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 club or organization at Stephens College by following these steps:

1. Develop a constitution and bylaws and submit them to the Office of Programming and Student Leadership. (Examples of this kind of document are available in the Office of Programming and Student Leadership, 222 Stamper Commons).
 - a. Your group's Constitution/bylaws should include the official name of the organization, membership regulations, dues to be paid (if any), 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.
 - b. Your proposal must identify a faculty or staff member who has agreed to serve as your group's adviser.
 - c. The minimum membership for a sanctioned organization is five.
 - d. The Constitution of your group must comply with College policy and state and federal law. The Office of Programming and Student Leadership can review your draft to confirm that it meets those requirements.
 - e. You will need to submit a roster of current officers to the Office of Programming and Student Leadership, including students' names, titles, addresses and phone numbers.
 - f. If the group is affiliated with a national organization, the national organization's constitution and bylaws also must be submitted to the Office of Programming and Student Leadership.

Registered Groups at Stephens College

Registered groups include Stephens College students, but they do not draw their membership solely from Stephens College. The University of Missouri has a wide variety of student groups, many of which willingly accept Stephens students as members. If you are interested in learning more about the student groups available through the University of Missouri, you should view MU's website: <https://theorg.missouri.edu/ShowAllOrganizations.aspx>. The site contains both an exhaustive list of the student organizations at the university and contact information for each group.

For more information on how to become involved in these organizations, contact the Office of Programming and Student Leadership, 222 Stamper Commons.

Procedures for Registering Student Groups

A group or organization that includes Stephens College students among its members can be registered with the Office of Programming and Student Leadership by following this procedure:

1. Submit a statement of the group's goals to the Office of Programming and Student Leadership.
2. Designate a Stephens student to serve as the group's campus representative. This individual will be responsible for the organization's campus activities and events, and must sign a statement acknowledging those responsibilities.
3. Designate a Stephens faculty or staff member as a group adviser. All student groups at Stephens College – including all officially sanctioned and registered organizations – must have College faculty/staff advisers. The adviser must sign a statement acknowledging responsibility for the organization and affirming his/her commitment to working actively with the group to ensure its success.

Registered groups must comply with all college regulations and policies, and with all applicable state and federal laws.

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 Office of Programming and Student Leadership and then making arrangements through SC Events. Groups must pay for special services (i.e. special set-up, overtime, etc.).

Registered groups must adhere to established College and SGA policies and procedures. Failure to comply with established policies and procedures may result in disciplinary action and/or loss of status.





Having big, bold bright plans
does not make you crazy.

It makes you a
Stephens Woman.

Campus Clubs and Organizations

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

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

Please contact the Office of Programming and Student Leadership, 222 Stamper Commons, or email programming@stephens.edu for a complete list of all sanctioned campus clubs and organizations.

Campus Media

KWWC-FM: KWWC is the Stephens-owned online radio station, operating seven days a week and available to listeners around the world on the Internet (www.kwwc.org). As a co-curricular organization, KWWC is open to all Stephen students interested in working as a DJ, and producing news and entertainment programs.

Harbinger: *Harbinger* is the student creative arts magazine. All Stephens students may submit their creative work for consideration by the *Harbinger* editorial staff.

Stephens Life: *Stephens Life* is produced by students in the media production and writing courses, with contributions by other students across campus.

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 six NAIA sports: basketball, competitive dance, cross country, soccer, softball and volleyball. The College offers significant athletic scholarships in all sports, and is rare among College programs in that it allows students to compete in more than one scholarship sport. Current and prospective students interested in participating in the athletic program can contact the Director of Athletics in the Office of the Vice President for Student Development, ext. 4212.



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 this handbook, the College catalog, residence hall booklets, 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.

Academic Withdrawal and Refund Policy

In the event that a student withdraws after the 60% completion point in the semester, 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. In the case of voluntary withdrawal, “official” notification of withdrawal from Stephens College must be made. “Official” notification is a written notice provided to the Vice President for Student Development

Summer Session Withdrawal and Refund Policy

The above policy also applies to the summer session.

Access to Closed Buildings

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, or from the Vice President for

Student Development to be included on a list of students approved each semester to remain in a building or to enter a building after the official closing time. 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. At all times, Security officers are available to open a locked academic building to an approved student.

3. Students approved to enter and/or remain in a closed academic building may remain until the building reopens in the morning. 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 any campus building.
4. Students are encouraged to remain in closed buildings only when accompanied by other students.
5. 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.

Alcohol and Drugs in Residence Halls Policy

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. (See the Residence Hall Handbook for more details.) 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.

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. An ADA/Section 504 Committee comprising faculty and staff has been appointed by the President to work with the ADA/Section 504 Coordinator to certify eligibility and to coordinate services and accommodations for students with qualifying disabilities.

College employees with ADA and/or Section 504-related concerns are supported by the Office of Human Resources.

Nature and Scope of Policy

Stephens College is committed to providing reasonable accommodations to students and employees with qualifying disabilities as required by applicable laws. Nothing in this policy is intended to provide less substantive benefits or procedural protections than are required by these laws; similarly, nothing in this policy is intended to provide greater substantive benefits or procedural protections than are required by these laws. Should there be a discrepancy between the language of this policy and any relevant legal authority, the College's obligations will be determined by the latter.

Procedures

1. Identification

- A. A student requesting accommodation must submit to the ADA/Section 504 Coordinator the *Student Needs Identification Form*, providing a substantive description of the disability, including the ways in which the disability limits major life activities relevant to her or his participation in Stephens' programs; and a detailed description of the accommodations requested. Incoming students should make every effort to submit the *Student Needs Identification Form* at least 30 days prior to matriculation in order to provide the College sufficient time to process the request.
- B. The student must include with the *Student Needs Identification Form* report(s) from objective professionals qualified to diagnose the disability, verifying the nature and extent of the disability, and the ways in which the disability limits major life activities relevant to a student's participation in College programs. It is important to note that accommodations are not automatically provided simply because a person has a specific diagnosis, but rather are granted or denied based upon a review of all available information.
- C. The ADA/Section 504 Committee reviews the *Student Needs Identification Form* and accompanying documentation, and a) confirms the student's eligibility for accommodation; b) concludes there is insufficient evidence and requests more information; or c) denies the student's request and informs him/her of the appeal process.

2. Accommodation

Upon its determination that a student is eligible for accommodation, the ADA/Section 504 Committee works with the student, and other appropriate members of the College community, to develop a program of accommodation consistent with the nature and extent of the disability, the student's compensatory skills, and course or program requirements. The specifics of such a plan may differ from those suggested by the student or by those documenting the student's disability, as long as the accommodations provide program accessibility as required by law.

If the student remains dissatisfied with the ADA/Section 504 Committee's proposed plan, she or he may appeal through the process described below.

A. Role of the ADA/Section 504 Coordinator

The ADA/Section 504 Coordinator works in the Student Success Center and reports directly to the Center Director (who, in turn, reports to the Vice President for Academic Affairs). The ADA/Section 504 Coordinator provides staff support to the ADA/Section 504 Committee and maintains records of its proceedings and decisions; supports and administers ADA/Section 504 -related academic-support and equipment services; and serves as a liaison between students, faculty, staff, Facilities, the Admissions Office, the Student Success Center, Residential Life, Counseling, Human Resources, Office of the Vice President for Academic Affairs, Institutional Advancement, the Health & Wellness Center, and the ADA/Section 504 Committee, among others.

B. Role of the Student

Stephens College respects its students as legal and social adults, responsible for identifying their special needs and working actively to ensure those needs are being met. Developing and implementing appropriate accommodations can require significant time and effort from multiple offices and individuals across campus; a student's prompt attention to the College's requests for information and feedback are essential if an accommodations plan is to be implemented in a timely, efficient way. It is the student's responsibility to:

- a. Complete the *Student Needs Identification Form* expeditiously, to provide the College as much time as possible to process the request and, if approved, develop and implement a plan;
- b. Ensure that the College receives current, complete and appropriate medical and/or psychological documentation of a disability and the way in which it limits a major function relative to the student's participation in College programs;

- c. If approved for accommodations, work actively with staff and faculty to develop and implement an accommodation plan, and then to confirm that the plan is meeting her or his needs;
- d. Request any modification or addition to an existing accommodation in writing to the ADA/Section 504 Committee.

Students with disability certification should contact their professors at the beginning of the semester to make arrangements for approved academic accommodations. In all cases, such arrangements should be made at least five (5) business days before the requested accommodation will be needed.

C. Role of the Faculty

If a student self-identifies as having a disability and asks a faculty member to provide an accommodation related to a physical or mental impairment, the faculty member should explain the ADA/Section 504 process and direct the student to the ADA/Section 504 Coordinator. *Faculty are not authorized to independently agree to provide a student with a requested accommodation.*

Faculty are encouraged to contact the ADA/Section 504 Coordinator for information about ADA/Section 504 accommodations in general, or in the case of a particular student. The ADA/Section 504 Coordinator shall provide information consistent with the limitations of privacy laws. The ADA/Section 504 Committee's conclusion regarding the fact, nature, and/or extent of a disability is not subject to challenge by faculty; faculty may review the underlying documentation of a disability *only* with written consent of the student. The ADA/Section 504 Committee may provide faculty with information about the disability to the extent necessary to implement the recommended accommodations. Faculty may suggest alternative accommodations to the ADA Committee, which it may adopt if it determines that the alternatives are as effective in mitigating the effects of a disability as those initially recommended by the Committee.

Once a plan has been adopted, barring further consultation, the ADA/Section 504 Committee assumes that the faculty will adhere to it and provide accommodations as approved.

3. Documentation

A student requesting accommodation must provide to the College at her/his own expense current and appropriate documentation of any or all disabilities for which accommodation is requested. The College reserves the right to request at student expense any additional documentation it deems necessary to make an informed and reasonable judgment and/or to develop a reasonable and appropriate accommodation plan. Any documentation of disability, whether furnished by the student or developed by the ADA/Section 504 Committee, will remain confidential except on a need-to-know basis among those involved in the coordination and facilitation of services and accommodations, or as required by law, as in the case of a health or safety issue. The College also reserves the right, at its own expense, to request an independent evaluation by a professional of its choosing.

In general:

1. Documentation must be completed by a properly credentialed professional who has appropriate training and experience, and who has no personal relationship with the student being evaluated. The credentials of the individual making the diagnosis should be directly related to the disability being reported. All reports should be typed, dated, presented on the evaluator's letterhead, and signed.
2. Documentation must include a clear diagnostic statement identifying the disability and the date and type of the most current diagnostic evaluation, as well as the date of the original diagnosis, as appropriate. Diagnostic codes from the Diagnostic Statistical Manual of the American Psychiatric Association (DSM) or the International Classification of Functioning Disability and Health (ICF) of the World Health Organization are useful in providing this information; a full clinical description is also acceptable.
3. Documentation must address how the disability *currently* impacts the individual.

Results of formal evaluation procedures, in combination with a clinical narrative and a student's self-report, are likely to produce the clearest understanding of impact. Documentation should be

thorough enough to demonstrate whether and how a major life activity is substantially limited by providing a clear sense of the severity, frequency and pervasiveness of the disability.

4. Documentation must include information on expected changes in the functional impact of the disability over time and context, i.e., if the disability is cyclical or episodic in nature. Information about known or suspected environmental triggers to episodes can inform planning. If the disability is not stable, information on interventions (by the student or others) and recommended timelines for reevaluation are useful.
5. Documentation should include a description of both current and past accommodations, services, medications, auxiliary aids and assistive devices, and their efficacy.

Learning Disability

The four criteria necessary to establish a student's eligibility for learning disability adjustments or accommodations are: (1) average or above average intelligence as measured by a standardized intelligence test which includes assessment of verbal and nonverbal abilities; (2) the presence of cognitive-achievement discrepancy or an inter-cognitive discrepancy indicated by a score on a standardized test of achievement which is 1.5 standard deviations or more below the level corresponding to a student's sub-scale or full-scale IQ; (3) the presence of disorders in cognitive or sensory processing such as those related to memory, language, or attention; and (4) an absence of other primary factors leading to achievement below expectations such as visual or auditory disabilities, emotional or behavior disorders, a lack of opportunity to learn due to cultural or socio-economic circumstances, or deficiencies in intellectual ability.

Documentation verifying a learning disability must:

1. Be prepared by an objective professional qualified to diagnose a learning disability, including but not limited to a licensed physician, learning disability specialist, or psychologist;
2. Include the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional;

3. Provide professional testing and evaluation results that reflect the student's current processing and achievement levels. For example, when a student seeks accommodation for a learning disability in an area related to reading, documentation provided should reflect the individual's current level of functioning in the relevant areas of reading comprehension, reading rate, written expression, writing mechanics, vocabulary, grammar, and/or spelling. For specific details as to what sort of information is helpful for evaluating the presence of a particular type of learning disability, students should contact the Student Success Center.

The ADA/Section 504 Committee is responsible for determining whether the individual preparing the documentation is qualified to diagnose the disability, and whether the submitted documentation sufficiently supports a requested accommodation.

If the documentation does not include sufficient data to allow the ADA/Section 504 Committee to understand the extent of the disability, it is incumbent upon the student to obtain supplemental testing or assessment at the student's expense. If the College requires an additional assessment in order to obtain a second professional opinion, the College will be responsible for any cost not covered by any third party payer.

1. Appeals Process

A student may appeal any written decision of the ADA/Section 504 Committee, including determinations regarding certification of a disability, provision of a particular accommodation, or issues regarding documentation.

The President shall appoint an ADA/Section 504 Appellate Officer to consider appeals of ADA/Section 504 Committee decisions. In situations in which the Appellate Officer has a conflict of interest or other reason not to review a case, the President shall appoint a substitute. Members of the ADA/Section 504 Committee are ineligible for such appointments.

Appeals must be submitted in writing to the ADA/Section 504 Coordinator within five (5) business days of the student's receipt of the ADA/Section 504 Committee decision. All appeals should include a written statement by the appellant, articulating the rationale for

overturning the ADA/Section 504 Committee's decision. The ADA/Section 504 Coordinator will forward the written appeal and any relevant records to the Appellate Officer within three (3) business days. The Appellate Officer may request in writing additional information or documentation from the ADA/Section 504 Coordinator, who shall provide it only after notification to the appellant.

In reaching a decision, the Appellate Officer may, at his/her discretion, rely solely on the written record. Hearings and oral presentations shall be conducted at the discretion of the Appellate Officer. When possible, such hearings and presentations should be completed within five (5) business days of the Appellate Officer's receipt of the appeal.

All appeals shall be decided within two (2) business days of the Appellate Officer's receipt of the written record, or when hearings or oral presentations are held, within two (2) business days of their completion. The ADA/Section 504 Committee may, at its discretion, provide temporary relief upon request, pending the appeal.

The Appellate Officer may: (1) return the decision to the ADA/Section 504 Committee for reevaluation with or without recommendations (the ADA/Section 504 Committee will complete its reevaluation within five (5) business days), (2) grant the appellant's requested relief, or (3) uphold the ADA/Section 504 Committee's original decision.

The Appellate Officer shall notify the appellant, the ADA/Section 504 Coordinator, and the ADA/Section 504 Committee in writing of all decisions. Decisions of the Appellate Officer are final.

2. Grievance Procedure Under The Americans with Disabilities Act

1. General Information

- a. This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). Title III states, in part, that "no qualified individual with a disability will, by reason of such disability, be excluded from the participation in or be denied the benefits of services, programs, or activities of a public entity or be subjected to discrimination by any such entity." This procedure may be used by any student, employee, or visitor of Stephens College

alleging a violation of the Americans with Disabilities Act. **Please note that the following grievance procedure time-frames may be altered due to the College's summer and holiday break hours.**

- b. A complaint, which must be registered with the College's ADA/Section 504 Coordinator, should be made in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the alleged violation as well as describe a possible remedy (relief) for resolution. The College asks that this information be recorded on the Grievance Form (see attached); however, alternative means of filing complaints will be made available for persons with disabilities upon request. The following is contact information for the College's ADA/Section 504 Coordinator; the form can be sent via mail, e-mail, and/or fax—or delivered in person to the Coordinator:

Sady Mayer Strand

ADA/Section 504 Coordinator at Stephens College

Campus Box 2111

1200 E. Broadway

Columbia, MO 65215

573-876-7240

smayer@stephens.edu

Fax: 1-800-672-4318

- c. The grievance should be submitted by the complainant as soon as possible but no later than thirty (30) business days after the alleged violation; however, the College encourages employees, students, and visitors to register a complaint as soon after the alleged discrimination as possible to enable a fair and quality investigation. (A business day is defined for the purposes of this procedure as any day in which the College's administrative offices are open. Summer hours and holiday break hours may cause variance in the Procedure timeframe.)
- d. Within ten (10) business days after receipt of the grievance, the ADA/Section 504 Coordinator will meet with the complainant

to discuss the complaint and the possible resolutions. During this meeting, the ADA/Section 504 Coordinator will provide the complainant with a copy of the College's procedures for handling ADA grievances and discuss these procedures to ensure the complainant understands the process. This will include outlining options available to the complainant, the procedures for the College's investigation and grievance hearing, and the possible outcome of such hearing and investigation. (If the ADA/Section 504 Coordinator is involved in the complaint or unavailable to complete either the informal or formal grievance procedures, a designee will assume the role of the ADA/Section 504 Coordinator.)

2. Informal Procedure

- a. The ADA/Section 504 Coordinator will attempt to resolve allegations of ADA violations independently as a first step in the resolution process. The goal of the informal procedure is to resolve concerns at the earliest stage possible, with the cooperation of all parties involved. The ADA/Section 504 Coordinator will act as a mediator and assist the complainant in seeking resolution through the appropriate College channels. Informal resolution may include inquiry into the facts, but typically does not include a formal investigation. This should take no more than thirty (30) business days, except in extraordinary circumstances.
- b. If the matter is resolved informally to the satisfaction of all parties, the ADA/ Section 504 Coordinator will maintain records of the informal procedure for three (3) years.

3. Formal Procedure

- a. If a satisfactory resolution of the grievance cannot be reached through the first step, the complainant may request a hearing by the ADA Hearing Panel, which will be selected from among the members of the ADA Committee—and possibly from other members of the campus community if members of the Committee have to recuse themselves due to conflicts of interest. The request must be made in writing within five (5) business days after the ADA/Section 504 Coordinator completes the resolution attempt.

- b. To be eligible to serve on the ADA Hearing Panel, a panel member must complete training beforehand in the Hearing Panel process and have no conflict of interest in the complaint. In the case of a conflict of interest, another member will be selected.
- c. The Hearing Panel will elect a chair by majority vote. He or she will serve as the convener of the Panel.
- d. The ADA/Section 504 Coordinator notifies the ADA Committee of a hearing request and provides relevant documentation to the members. After the Hearing Panel is selected, the Panel Chairperson, in consultation with panel members, will designate a hearing date and time. Except in extraordinary circumstances (including failure of the complainant and/or key parties to attend the hearing), the date of the hearing will be within ten (10) business days of the filing of the request.
- e. The Panel Chairperson will notify both the complainant and respondent of the date, time, and place of the hearing in writing (or by alternative means upon request) no fewer than five (5) days prior to the hearing date. At this time, both the complainant and respondent will be notified of their right to produce witnesses and present documentation supporting or negating the alleged discrimination. If the complainant is a student, he or she will also be notified of his/her right to be assisted by and accompanied by a support person, who can be either internal to the college community or external to the college; the support person does not take part in the actual hearing proceedings; the person's sole purpose is to provide support. (If the student does not have a relationship with someone who could fulfill that role, the College will appoint such an individual upon request. The support person will not be permitted to testify, serve as a witness, or provide a statement on behalf of the complainant, though he or she may converse with the complainant privately during the proceedings.) The complainant will be asked to submit the names of any witnesses and support persons to appear at the hearing at least three (3) business days prior to the hearing date. If persons are called to give testimony or serve as support, the Panel Chairperson will notify them of the date, time, and place of the hearing at least two (2) business days prior to the hearing date.

- f. Any student, employee, or visitor needing accommodations for this hearing will make the request for such accommodations to the ADA/Section 504 Coordinator at least two (2) business days prior to the hearing. In the event that a necessary accommodation cannot be provided by the College by the date of the hearing, the hearing will be rescheduled for an alternate day.
- g. During the hearing, the Panel will review the complaint and conduct an investigation, which will include a meeting with the complainant and respondent as well as any witnesses if appropriate. Hearings will be conducted in private to ensure confidentiality. The Panel Chairperson will inform the panel members, complainant, respondent, witnesses, and support person that they must observe strict confidentiality throughout the proceedings and any subsequent grievance process. All information associated with the proceedings is completely confidential; students or employees believed to have violated confidentiality will be subject to disciplinary action.
- h. The hearing will be informal and need not adhere to procedural rules or technical rules of evidence followed by courts of law. However, the Panel Chairperson will determine the appropriateness of all evidence and testimony as well as the relevance of all questions.
- i. A detailed record of the hearing will be maintained, and the Panel will determine the method of recording. This will be kept on record at the College for at least three (3) years.
- j. Hearings will proceed in the following order, with the Panel Chairperson presiding:
 - 1. The Panel Chairperson reads the charges.
 - 2. The complainant gives his/her statement of position with respect to the charges.
 - 3. The respondent presents evidence privately and answers questions from the ADA Hearing Panel.
 - 4. The complainant presents evidence privately and answers questions from the ADA Hearing Panel.

5. Both parties give brief closing statements.
6. The ADA Hearing Panel deliberates. (The deliberation process will take no longer than five (5) business days).

4. Resolution and Appeals

- a. No later than fourteen (14) business days after the conclusion of a hearing and subsequent deliberation, the Panel Chairperson will transmit the Panel's findings and determinations in writing to the complainant, the respondent, and the ADA/Section 504 Coordinator. Where appropriate, the findings and determinations will be delivered in a format accessible to the complainant. The response will explain the position of Stephens College and offer options for a resolution.
- b. If the Panel's response does not satisfactorily resolve the issue, either or both parties may appeal the decision within five (5) business days after receipt of the response to the College President's designee, who will serve as the Appellate Officer. The request for appeal must contain the rationale for the appeal, documentation if appropriate, and a requested remedy. The Appellate Officer may request in writing additional information or documentation from the Hearing Panel, who shall provide it only after notification to the appellant. The scope of the Appellate Officer's review will be limited to 1) determining whether a fair hearing was provided and 2) determining whether the resolution was just. The Appellate Officer may approve, reject, or modify the decision in question. Hearings and oral presentations will be conducted at the discretion of the Appellate Officer. When possible, such hearings and presentations should be completed within five (5) business days of the Appellate Officer's receipt of the appeal. All appeals shall be decided within ten (10) business days of the Appellate Officer's receipt of the written appeal or when hearings or oral presentations are held, within fifteen (15) business days of their completion. The Appellate Officer shall notify the appellant, the ADA/Section 504 Coordinator, and the Hearing Panel in writing of all decisions.
- c. The decision on appeal is final; however, if the complainant is a student and is not satisfied with the decision above, upon

request, the College will furnish to the complainant transcripts of the process which the complainant may forward to other appropriate federal, state, or local agencies, as is the student's right under ADA.

- d. All written complaints received by the ADA/Section 504 Coordinator, the appeals to the President's designee, and the responses from these two offices as well as the hearing documents will be retained by Stephens College for at least three (3) years.

Forms are available at

ADA/Section 504 Coordinator at Stephens College
Campus Box 2111
1200 E. Broadway

3. Student Records

Student records are accessible only to individuals whose rights are covered by the Family Education Rights and Privacy Act (FERPA). All records are disposed of five years after the student's graduation or five years from the student's last contact with the Office of the ADA/Section 504 Coordinator after leaving the College.

Services

Academic Accommodations

Stephens College assesses students' needs on an individual basis. Accommodations that may preserve essential academic program requirements while minimizing the effect of a certified disability upon a student's performance could include:

A. Classroom Access

The College may relocate classes to facilities that are accessible to a disabled student. Examples of access challenges can include:

- buildings without ramps or elevators;
- locations temporarily inaccessible due to construction;
- classes held in locations too distant for the student to reach in the time available;
- classes held in locations with inadequate acoustics or lighting.

Relocation or rescheduling would not be a required reasonable accommodation if such changes would fundamentally alter the nature of a class or program.

B. The Student Success Center and the ADA Coordinator

The Student Success Center and the ADA/Section 504 Coordinator:

- encourage understanding between students and instructors concerning a disability's possible impact on performance;
- serve as a resource in developing teaching and learning strategies to support the student's access to the course material;
- provide student skills education for all students without discrimination on the basis of disability.

The Office of the Vice President for Academic Affairs and the Student Success Center's ADA/Section 504 Coordinator work with students and their faculty advisers to tailor an academic program appropriately in light of a student's disability, consistent with the essential requirements of the academic program.

C. Assisted Registration Services

Upon request of the student, the ADA/Section 504 Coordinator works with the Registrar's Office to assist with registration when a student's disability warrants such services. Assisted registration does not provide priority enrollment nor access to courses in which students would not otherwise be eligible to enroll.

D. Auxiliary Services/Aids

1. Interpreter Services

Interpreter services, such as American Sign Language, Signed English, or Oral Interpreting services of professional, certified sign language interpreters will be provided for course related activities (e.g., class sessions, meetings with faculty, or required attendance at out-of-class activities), when the provision of such services is determined by the ADA/Section 504 Committee to be a reasonable accommodation. Documentation of the need for such services must be provided to the ADA/Section 504 Committee, and requests for interpreters must be made at least one month before classes begin to allow ample time for planning.

Interpreter services may also be provided for campus-wide/ College-sponsored events when possible, and if such services are requested in a timely fashion. A written request must be submitted to the ADA/Section 504 Coordinator.

Students who are eligible for funding for interpreter services from the vocational rehabilitation agency in their home state are encouraged to seek such funding for class interpretation.

2. *Note Taker/Scribe Services*

Note-taking accommodations will be allowed to assist students with disabilities when the accommodations are determined by the ADA/Section 504 Committee to be reasonable and appropriate. The ADA/Section 504 Coordinator will also arrange for scribes for course examinations when such services are requested in a timely manner and when such services have been determined by the ADA/Section 504 Committee to be reasonable.

3. *Reader Services*

Reader services will be provided for students with reading, visual, visual processing, or other disabilities, when deemed by the ADA/Section 504 Committee to be a reasonable accommodation. When available, electronic texts will be supplied by the ADA/Section 504 Coordinator for students to use with text-to-speech software. When appropriate, students will be provided with readers for exams, when requested in a timely manner. These arrangements will be made by the course instructor and paid for by the Office of the ADA/Section 504 Coordinator.

4. *Tutoring Service*

Stephens College provides the services of peer and professional tutors through the Student Success Center for the benefit of all students, without discrimination on the basis of disability.

5. *Equipment*

The College will provide reasonable modifications of equipment utilized by students for class and study activities. Auxiliary equipment needed by students for classroom use will be made available upon request to the ADA/Section 504 Committee when such aids are determined to be a reasonable accommodation. Personal

equipment such as tape recorders, hearing aids, etc., is the responsibility of the student.

E. Course Load

Students with certified disabilities may, upon recommendation of the ADA/Section 504 Committee, seek approval from the Academic Standards Committee to enroll in fewer than 12 credit hours per semester.

F. Course Withdrawal

Upon recommendation from the ADA/Section 504 Committee, students with disabilities may apply to the Academic Standards Committee for course withdrawals after the deadline when extenuating circumstances involving a student's disability warrant withdrawal. Poor academic performance alone is insufficient reason to request a post-deadline course withdrawal.

G. Attendance Accommodation Policy

In most cases, class attendance is crucial to a student's mastery of knowledge and skills taught in a specific course, and a student is expected to follow the attendance policy established by the instructor in each course. However, if a student with a disability believes he or she may not be able to abide by the attendance policy in a particular course for disability-related reasons, such as a health-related disability that is episodic in nature, a modification of a class attendance policy may be an appropriate accommodation, and the student should contact the ADA/Section 504 Coordinator at the beginning of the semester or as soon as the need for an attendance accommodation arises. Attendance accommodations need to be established in advance and will not be provided retroactively.

Requesting an Accommodation for Attendance

To make a request for an attendance accommodation, a student must meet with the ADA/Section 504 Coordinator to request modification of a class attendance policy as an accommodation, provide appropriate documentation to support the request, and establish an accommodation plan as appropriate. Modifications of class attendance policies will be determined on an individual, case-

by-case basis depending upon the extent to which the supporting medical or psychological documentation from a licensed professional, qualified to diagnose and treat the disability, supports the need for such a modification.

If the modification is approved, the student and ADA/Section 504 Coordinator will work together, in consultation with the documentation, to suggest an appropriate number of days the student be allowed to miss class. However, since the amount of days is “suggested” instructors can determine if the suggested amount of days will alter essential or fundamental academic requirements (see Information for Instructors section at the end of the policy). Instructors may determine the appropriateness of the “suggested” number of days by reviewing statements in the syllabus and course description regarding attendance, grading methods, whether student participation is an essential method for learning, the need or lack thereof for classroom interaction, and the impact, if any, which non-attendance will have on the educational experience of other students. If an instructor determines that the suggested number of days is not appropriate (see Information for Instructors section at the end of the policy), the ADA/Section 504 Coordinator asks that the instructor notify the Coordinator as soon as possible. This allows the Coordinator and student time to determine if there may be alternate ways to support the student in the class.

Policies and Guidelines

Once an attendance accommodation has been approved by the ADA/Section 504 Coordinator, and possibly by the ADA Committee, the student is responsible for understanding the limitations of the accommodation granted. The student accepts responsibility for:

- discussing the accommodation with the instructor early in the semester, as the accommodation cannot be provided without this discussion;
- notifying the instructor as soon as possible regarding the inability to attend class;
- seeking an extension for work due on a day the student is absent, recognizing that the extension may not be granted by the instructor;

- completing all work required for the course; and
- obtaining the material and notes from missed classes.

The student acknowledges that:

- attendance accommodations need to be established in advance and will not be provided retroactively;
- an attendance accommodation may not be appropriate for all classes;
- if absent, the instructor may wish the student to interact with the class via Skype or conference call;
- an attendance accommodation does not permit unlimited absences;
- instructors will determine grades according to the criteria stated in the syllabus;
- poor performance or excessive absences may result in discussions regarding withdrawal from the course or even failure in the course;
- absences for non-disability related reasons will not be excused by the modification to the attendance policy; and
- absences (even if excused) could influence the student's academic performance because the student will not have the benefit of full classroom interaction and the opportunity to ask questions while the material is being presented.

If a student has questions or encounters difficulties with an attendance accommodation, the student should contact the ADA/Section 504 Coordinator as soon as possible, especially since attendance accommodations need to be established in advance and will not be granted retroactively.

Information for Instructors

If a student has provided an instructor with confirmation of an attendance accommodation, the ADA/Section 504 Coordinator, with possible support from the ADA Committee, will have received the appropriate medical documentation to determine that the accommodation is appropriate.

- Though the ADA/Section 504 Coordinator encourages the instructor to be flexible with a class attendance policy, the instructor is not required to waive or alter any essential or fundamental academic requirements of a course regardless of the nature of the student's disability.
- Depending on the nature of the course, flexible attendance may not be an appropriate accommodation. For example, if the course involves significant interaction and in-class participation, such as courses that rely on experiential learning, an attendance accommodation may not be appropriate.
- The student should meet with the instructor as early as possible in the semester to discuss what modifications can be made to the attendance policy without fundamentally altering the essential requirements of the course.
- The U.S. Department of Education lists the following factors to be considered in determining whether attendance is an essential component of a class and therefore not open to accommodation. Instructors should consider these factors when making a determination regarding a student's attendance:
 - Does classroom interaction occur between the instructor and students and among students?
 - Do student contributions constitute a significant component of the learning process?
 - Does the fundamental nature of the course rely on student participation as an essential method for learning?
 - To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?
 - What are the classroom practices and policies regarding attendance as written in the course description and syllabus?

H. Flexible Deadline Policy

Students are expected and encouraged to meet deadlines for assignments and tests. Faculty have the right to establish late work policies. However, if a student has a disability that may occasionally

impact the ability to complete assignments at the scheduled time, an extension of assignment deadlines may be an appropriate accommodation, and the student should contact the ADA/Section 504 Coordinator at the beginning of the semester or as soon as the need for a flexible deadline accommodation arises. The amount of time given for each assignment extension may depend on the interactive or participatory nature of a course, or is based on department, college, or accrediting agency rules. Extensions of assignment deadlines pursuant to this policy must be determined in advance and will not be provided retroactively.

Requesting an Accommodation for Extended Deadlines

To make a request for a flexible deadline accommodation, a student must meet with the ADA/Section 504 Coordinator early in the semester (or as soon as the need for accommodation arises) to request a flexible deadline accommodation, provide appropriate documentation to support the request, and establish an accommodation plan as appropriate. The granting of a flexible deadline accommodation will be determined on an individual, case-by-case basis depending upon the extent to which the supporting medical or psychological documentation from a licensed professional, qualified to diagnose and treat the disability, supports the need for such an accommodation.

Policies and Guidelines

Once a flexible deadline accommodation has been approved by the ADA/Section 504 Coordinator, and possibly the ADA Committee, in most cases the student and ADA/Section 504 Coordinator will work together, in consultation with the documentation, to suggest an appropriate number of days the student be allowed extended deadlines for assignments. The Coordinator and student will also work together, in consultation with the documentation, to suggest an appropriate number of days prior to an assignment deadline to notify an instructor of the need to utilize the accommodation. For example, it may be “suggested” that the student give the instructor two days’ notice when wishing to access the accommodation. However, since the amount of days for extension and the amount of days for notice are “suggested” instructors can determine if the suggested amount of days will alter essential or fundamental academic requirements. Instructors may determine the appropriateness of

the “suggested” number of days by reviewing statements in the syllabus and course descriptions, grading methods, and by considering whether timeliness is an essential method for learning and if lack of timeliness compromises the integrity of a course and/or program. If an instructor determines that the suggested number of days is not appropriate, the ADA/Section 504 Coordinator asks that the instructor notify the Coordinator as soon as possible. This allows the Coordinator and student time to determine if there may be alternate ways to support the student in the class.

Please note that unexpected illness or injury, a recent diagnosis, onset, or change in condition rarely warrants accommodations in extension of assignment deadlines. Rather, these conditions could warrant a withdrawal or incomplete.

The student accepts responsibility for

- scheduling an appointment to meet with each instructor in order to discuss the extended deadline modification as soon as accommodations letters are sent to instructors each semester.
- contacting the instructor to inform the instructor of the need to use the extension of assignment deadlines for a disability-related necessity prior to the assignment deadline.
- contacting the ADA/Section 504 Coordinator immediately with any questions or concerns.

Information for Instructors

If a student has provided an instructor with confirmation of a flexible deadline accommodation, the ADA/Section 504 Coordinator, with possible support from the ADA Committee, will have received documentation to determine the accommodation is appropriate. Contact the ADA/Section 504 Coordinator immediately with any questions or concerns.

I. Provisional Services

At the discretion of the ADA/Section 504 Committee, a student may be granted provisional services pending submission of documentation and official certification. Such services will not be provided for more than one semester. Provisional services do

not grant a student the status or rights of a student with a qualifying or certified disability, and a short-term grant of provisional services does not guarantee the continuation of such services or affect the ADA/Section 504 Committee's decision as to whether requested or provisional services are reasonable accommodations.

J. Residential Life Accommodations

The ADA/Section 504 Committee works with the Office of Residential Life to arrange for reasonable accommodations for students with special needs living in the residence halls. It is the student's responsibility to consult with the College about special needs and requested accommodations. The ADA/Section 504 Coordinator will work in conjunction with the Office of Student Life to determine room assignments for eligible students. Assignments are made on the basis of availability of space and the level of need.

Students are expected to initiate and participate actively in the process of specifying their needs and following through on arrangements for accommodations. Such arrangements and accommodations require advance notice.

K. Counseling Services

Students with mental health or emotional issues are encouraged to work with a member of the Stephens College Counseling Center. Psychological care is available during the academic year. The College respects the privacy of students' medical information; as a result, students should not assume that information about their medical conditions has been shared within the College community. It is the responsibility of the student to decide with whom they wish to share information about their mental and emotional health issues and care.

L. Service Animals and Emotional Support Animals

Complete policy information regarding both Service Animals and Emotional Support Animals is available by contacting the ADA Coordinator or refer to the Policies page on the Student Gateway (intranet).

Appliances

The College reserves the right to impose reasonable limits on the use or storage of appliances or equipment in campus residence halls. Disallowed items include but are not limited to: halogen lamps, microwave or toaster ovens, hot plates, deep fat fryers, gas or charcoal grills, power tools, or track lighting. 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.

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 Development 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 Development. 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.

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 Office of Residence Life). Students may not alter residence hall rooms or furnishings. All furnishings must remain in the assigned location unless otherwise agreed to by Residence Life.

Sex- and Gender-Based Discrimination

A. Policy Statement

Stephens College is committed to creating a safe and respectful environment that is free from sex- and gender-based discrimination and harassment. The College strictly prohibits sex- and gender-based discrimination and harassment of any member of the College community, including, but not limited to enrolled students, faculty, staff, third-party vendors, contractors, guests, and others in the College environment.

Consistent with College policy, and as allowed by law, the College offers a single-sex women's residential undergraduate program.

Sexual offenses are a type of sexual harassment and are strictly prohibited. Stephens College maintains a zero-tolerance policy for sexual offenses as defined below, including, but not limited to, sexual violence, intimate partner violence, dating violence, stalking or exploitation. A sexual offense occurs when any form of sexual activity takes place without informed or effective consent. Effective consent takes place when an individual capable of making a decision freely and knowledgeably agrees to take part in sexual activity. Attempts to commit a sexual offense are also prohibited under this policy, as is aiding the commission of a sexual offense.

All members of the College community have a responsibility to prevent and address sex-and gender-based discrimination and

harassment. With this responsibility in mind, all College employees (including Residence Life Student Staff members when they function as employees) have an obligation to report any conduct they learn about, which they believe may constitute a violation of this policy.

When an allegation of sex- or gender-based discrimination or harassment is brought to the attention of an appropriate administrator, the College will take prompt, decisive action to investigate the allegations, prevent recurrence, initiate a disciplinary process if warranted, and issue appropriate sanctions against any person found responsible for such acts, whether on- or off-campus.

Additionally, the College prohibits retaliatory actions including, but not limited to, acts of intimidation, threats, coercion, or discrimination against individuals who make complaints of sex- and gender-based discrimination or harassment, report prohibited discrimination or harassment, or participate in an investigation or formal hearing concerning a violation of this policy.

B. Purpose

Stephens College is committed to creating an environment that promotes responsibility and respect among all members and guests of the campus community and where no one is unlawfully excluded from participation in, denied the benefits of, or subjected to discrimination in any College program on the basis of sex or gender.

This Policy is intended to prevent and address sex- and gender-based discrimination and harassment on campus by defining community expectations, providing guidance for those individuals whose rights have been violated, and ensuring compliance with applicable campus, state and federal regulations.

This Policy addresses the College's responsibilities under Title IX of the Educational Amendments Act of 1972 and Section 304 of the Violence Against Women Reauthorization Act of 2013.

C. Scope

This Policy applies to all enrolled students, faculty, staff, vendors, contractors, guests, and others in the College environment.

The College has jurisdiction over conduct covered by this policy that occurs on campus, during or at an official College program or activity (regardless of location and inclusive of, but not limited to, field trips, social or educational functions, college related travel, student recruitment activities, internships, study abroad programs, and service-learning experiences). The College also has jurisdiction over off campus and online conduct when the conduct could deny or limit a person's ability to participate in or benefit from the College's programs and activities, or when the conduct creates the potential for a hostile environment on campus. In a case where a party is under the control of another institution, the Title IX Coordinator may liaison with the Title IX Coordinator from the controlling institution to address discipline/remedies.

By contractual agreement, all on-campus vendors will follow this policy.

D. Definitions

A. Definitions of Policy Violations

Note: The definitions included in this section will be utilized in determining whether violations of this Policy has occurred, and not to determine whether a crime has been committed. The College will also utilize these definitions for Clery Act reporting purposes.

Sex- or Gender-Based Discrimination is defined as any action that specifically deprives another member of the community of educational or employment access, benefits or opportunities on the basis of sex or gender. Sex- and gender-based discrimination occurs when someone is treated unfavorably because of that person's sex or gender.

Examples of behavior that might be considered Sex- or Gender-Based Discrimination include, but are not limited to:

- Unfair treatment or behaviors towards an individual based upon their sex, gender or pregnancy status;
- Lack of equity in offerings of educational programs and experiences on the basis of sex;
- Sex- or gender-based bullying; or
- Derogatory or sexist remarks.

Sexual Harassment is defined as unwelcome, sex-based conduct (including verbal, written, visual, or physical conduct) that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits a student's ability to participate in or benefit from the College's educational programs and/or activities or alters the terms or conditions of an employee's employment. Sexual harassment can include a wide range of behaviors, from the actual coercing of sexual relations to the unwelcomed emphasizing of sexual identity. Sexual harassment may take the form of quid pro quo conduct, or it could consist of conduct that creates a hostile environment.

Quid pro quo sexual harassment relies heavily on power or authority imbalance between those involved and may include unwelcome sexual advances, requests for sexual favors, or other physical and expressive behavior of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of education, employment, or participation in College activities;
- Submission to or rejection of such conduct by an individual is or could be used as the basis for rating, evaluating or providing a benefit that affects that individual in academic or employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or development, or creating an intimidating, hostile or offensive learning, living and working environment.

The determination of hostile environment sexual harassment will be based on all of the circumstances, giving consideration to whether a reasonable person in a similar situation would have perceived the conduct to be objectively offensive. The following factors will also be considered:

- The severity to which the conduct affected one of more students' education or individuals' employment; or
- The persistent or pervasive nature, scope, frequency and duration of the incident or incidents.

A single or isolated incident of sex-based hostile environment harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical in nature.

Sexual harassment can take many forms.

- It may be blatant and intentional and involve an overt action, a threat or reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
- It does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.
- It may be committed by anyone, regardless of sex, age, position, or authority.
- While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships (e.g., supervisor to subordinate, faculty member to student, coach to student-athlete, student leader to first year student), harassment can occur in any context and between persons of equal power status (e.g., student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to staff).
- It may be committed by a stranger, an acquaintance, or someone with whom the claimant has an intimate or sexual relationship.
- It may be committed by or against an individual or may be a result of the actions of an organization or group.
- It may occur by or against an individual of any sex, gender, gender identity, gender expression, or sexual orientation.
- It may occur in the classroom, in the workplace, in residential settings, over electronic media (including the Internet, telephone, and text), or in any other setting.
- It may be a direct proposition of a sexual nature.
- It may be a one-time event or part of a pattern of behavior.
- It may be committed in the presence of others or when the parties are alone.
- It may affect the claimant and/or third parties who witness or observe harassment.

Examples of behavior that might be considered Sexual Harassment include, but are not limited to:

- Threats, either directly or by implication, of adverse employment or academic action if sexual favors are not granted or punishing, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment;
- Promising favorable treatment or continued employment in return for sexual favors;
- Change of academic or employment responsibilities (increase in difficulty or decrease of responsibility) based on sex;
- Unwanted, unnecessary and objectively inappropriate physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual's body;
- Sexual assault;
- Physical coercion or pressure on an individual to engage in sexual activity or punishment for a refusal to respond or comply with sexual advances;
- Display or distribution of pornographic material or sexually explicit drawings, pictures, or written materials;
- Sexual rumors or ratings of sexual activity/performance or the circulation, display, or creation of emails or websites of a sexual nature;
- Excessively offensive remarks, including unwelcome graphic or suggestive comments about an individual's body, appearance or dress;
- Jokes and humor about sex or gender-specific traits;
- Inappropriate use of sexually explicit or offensive language or derogatory language directed at another person's sexuality, gender, gender identity, sexual orientation or gender expression;
- Insults and threats based on sex, gender, gender identity, sexual orientation or gender expression;
- The display in the workplace of sexually suggestive objects or pictures which create an intimidating or hostile work environment;

- The display or circulation of written materials or pictures degrading to an individual sex or sex-stereotype where such display is not directly related to an educational/pedagogical, artistic, or work goal;
- Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping;
- Abusive, disruptive or harassing behavior, whether verbal or physical, which endangers another's mental or physical health, including but not limited to threats, slurs, acts of violence, or assault based on sex and/or in the context of intimate partner violence; and
- Other unwelcome and unwanted conduct of a sexual nature, such as leering, name-calling, suggestive comments and sexual propositions or innuendos and other verbal, written or electronic communications of a sexual nature that an individual communicates.

Sexual Offenses are a form of sexual harassment, and include, but are not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, intimate partner violence, and stalking.

Non-Consensual Sexual Intercourse (or attempts to commit same) is defined as any sexual intercourse, however slight, with any object, by a man or woman upon a man or woman, that is without consent and/or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Non-Consensual Sexual Contact (or attempts to commit same) is defined as intentional sexual touching, however slight, by a man or woman upon a man or a woman, that is without consent and/or by force. Sexual touching includes intentional touching of the breasts, buttocks, groin or genitals of one person by another person, or touching of another person with any of these body parts, or any other intentional bodily contact conducted in a sexual manner. Sexual touching may be through or over clothing, and may be done with a part of the body or with an object.

Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his/her advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of any other sexual offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Engaging in or attempting to engage others in prostitution, “escort services” or “dating services” which include or encourage in any way sexual behavior in exchange for money;
- Creating pictures, movies, web cam, tape recording, graphic written narrative or other means of memorializing sexual behavior or a state of undress of another person without the other’s knowledge or consent;
- Unauthorized sharing or distribution of digital, photographic, video or audio recording of nudity or sexual activity;
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Intentionally/recklessly exposing one’s genitals in non-consensual circumstances, and/or inducing others to expose theirs;
- Causing another person to be exposed to pornographic material without the person’s advance knowledge or consent;
- Engaging in voyeurism or “Peeping Tom” behaviors;
- Surreptitiously providing drugs or alcohol to a person for the purpose of sexual exploitation;
- Knowingly transmitting an STD or HIV to another individual;
or
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Intimate Partner Violence includes violence or abuse – verbal, physical, or psychological – between those who are in or have been in a sexual, dating, spousal, domestic, or other intimate relationship with each other. Examples of intimate partner violence include, but are not limited to:

- Extreme or excessive use of language - often in the form of insults, name-calling, and criticism - designed to mock, shame, embarrass, humiliate, or diminish the other intimate partner;
- Causing or attempting to cause another bodily harm or putting another in fear if imminent bodily harm including, but not limited to punching, hitting, slapping, pushing, scratching, strangling, or otherwise striking an intimate partner with any part of one's body or an object except when the harm is committed or attempted in self-defense; or
- Prolonged behavior intended to dominate, terrorize, intimidate, isolate, or exclude an intimate partner. This could include relentless denigration and disparagement, threatening to harm a family member, friend or pet, destroy sentimental possessions, financial and economic abuse, and/or blackmail.

Intimate Partner Violence can include Domestic Violence which is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the claimant, by a person with whom the claimant shares a child in common, by a person who is cohabitating with or has cohabitated with the claimant as a spouse or intimate partner, by a person similarly situated to a spouse of the claimant under the domestic or family violence laws of the State of Missouri, or by any other person against an adult or youth claimant who is protected from that person's acts under Missouri law.

Intimate Partner Violence can also include Dating Violence which refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the claimant. The existence of such a relationship shall be determined based on the claimant's statement, and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

Stalking refers to engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress. For purposes of this policy "course of conduct" refers

to two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Examples of stalking include, but are not limited to:

- Unwelcome and repeated visual or physical proximity to a person – watching or following from a distance, spying with a listening device, camera or global positioning system (GPS);
- Approaching or showing up in places such as a home, workplace or school when it is unwelcome;
- Sneaking into another's home, office, or car and doing things to scare them or let them know the stalker has been there;
- Installing tracking apps or keystroke recorders on electronic devices;
- Repeated oral or written threats;
- Extortion of money or valuables;
- Unwelcome phone calls, voicemails or hang-ups;
- Unwelcome/unsolicited and repeated written communication, including letters, cards, emails, texts, instant messages, messages through social media and on-line bulletin boards;
- Impersonating another online, spamming another's email account, using passwords to access or hack accounts, or posting information about another;
- Leaving strange or potentially threatening items for another to find;
- Unwelcome/unsolicited and repeated communications about a person, their family, friends, co-workers or pets;
- Sending/posting unwelcome and/or unsolicited messages with another username; or
- Implicitly threatening physical conduct or any combination of these behaviors directed toward an individual person.

Retaliation is defined as taking materially adverse action against an individual participating in a protected activity because of their participation in that protected activity. Adverse actions are defined as:

- Actions that significantly disadvantage or restrict an individual as to their status as students or employees, or their ability to gain the benefits or opportunities of a program.
- Actions can include intimidation, threats, harassment, and other negative job action and negative academic action against any claimant or witness that suggest a connection between the protected activity and the adverse action.

Common examples of protected activities include, but are not limited to:

- Reporting discrimination or harassment;
- Filing a discrimination or harassment complaint;
- Assisting someone in reporting or filing a complaint of discrimination or harassment;
- Cooperating or participating in any manner in a discrimination or harassment investigation (such as a witness); or
- Protesting any forms of discrimination or harassment.

B. Definitions of Additional Important Terms

Consent is the idea that every person, man or woman, has a right to personal sovereignty, which means that she/he has the right not to be acted upon by someone else in a sexual manner unless she/he gives clear permission to do so.

Consent is only effective when it is informed, freely and actively given, and is an affirmative action that through clear words or actions creates mutually understandable permission and indicates a willingness to participate in mutually agreed upon sexual activity. Consent is not effective if it is obtained through fraud, or results from the use of physical force, threats, intimidation or coercion.

The person initiating sexual activity should initiate such activity only with the consent of the other person involved. Consent must be a clear verbal or non-verbal “yes” agreeing to participate in a sexual activity. Silence or passivity is not considered consent; the absence of resistance is not consent. Consent can be withdrawn at any time, as long as that withdrawal is clearly communicated by the person withdrawing it.

Other considerations related to consent:

- Consent can be broad or narrow and can be limited, such as in cases where someone is willing to engage in some forms of sexual activity, but not in others.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent may be given verbally or nonverbally, based on an active, informed, freely decided choice.
- Consent means you can't make assumptions about what your partner does or does not want. Absence of clear signals means you cannot touch someone else—not that you can.
- Consent means two people deciding together to do the same thing, at the same time, in the same way, with each other.
- The idea of consent completely rules out any need to show the use of force, or any type of resistance.
- Passively allowing someone to touch you in a sexual manner is not consent.
- There is no duty for anyone to fight off or act in any way to stop a sexual aggressor.
- We cannot play the game of “If she/he doesn't want it, she'll/he'll stop me.” That notion is based on antiquated and inappropriate resistance requirements. It is not her or his job to resist, but yours to respect her or his boundaries and find out what they are if they are unclear.
- No means no, but nothing also means no. Silence and passivity do not equal permission.
- The idea that kissing always leads to fondling, which always leads to petting, which leads to some sort of intercourse is a

notion that is based on stereotypical sexual patterns and beliefs. Mutual exchanges must involve the expectations and desires of each person involved at every stage of the interaction.

- To be valid, consent must be given prior to or contemporaneously with the sexual activity.
- Silence, previous sexual relationships, and/or current relationships may not, in themselves, be taken to imply consent.
- Consent cannot be implied by attire or inferred from the spending of money on a date.
- Consent lasts only for a reasonable time, depending on the circumstances.

Consent Cannot Be Given By:

- One who is being forced, threatened, intimidated, or coerced into giving consent.
- A minor to an adult. Someone under the age of 16 cannot give consent to someone over the legal age of consent (18), absent a legally valid marriage or court order.
- Mentally disabled persons cannot give consent to a sexual activity if they cannot appreciate the fact, nature, or extent of the sexual situation in which they find themselves.
- One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary and involuntary), or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent. One may not engage in sexual activity with another whom one knows or suspects to be physically incapacitated. Physically incapacitated persons are considered incapable of giving consent when they lack the ability to appreciate the fact that the situation is sexual, and/or cannot rationally and reasonably appreciate the nature and extent of that situation.

Force is defined as the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes explicit and implied threats, intimidation, and coercion that overcome resistance or produce consent.

Coercion is defined as unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the duration, frequency, isolation, and intensity of the pressure someone uses to get consent from another. When someone makes clear to you that he or she does not want sex, that he or she wants to stop, or that he or she does not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation is defined as a state in which an individual cannot make rational, reasonable decisions because she/he lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of a sexual interaction).

Sexual activity with a person you know to be—or based on the circumstances, reasonably should know to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy. This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the ingestion of rape drugs.

Responsibilities

All members of the College community are responsible for creating an educational and work environment that is free from sex- and gender-based discrimination and harassment. Individuals with specific responsibilities under this policy are indicated below:

A. Title IX Coordinator

The Title IX Coordinator’s role is to oversee College compliance with this policy and Title IX regulations. The Title IX Coordinator:

1. Serves as a resource for any member of the community or campus guest wishing to report any acts of sex- or gender-based discrimination or harassment, including sexual offenses.
2. Provides oversight for all Title IX complaints and identifies patterns, issues or problems regarding those complaints.
3. Leads the prevention and education initiatives enabling students, faculty and staff to fully understand sex- and gender-based discrimination and harassment and informs the community about College policy and procedures.

B. Mandatory Reporters

(Faculty & Staff and Student Residence Life Staff)

Other than individuals designated as “Confidential Support Persons” (defined below), the College has designated all members of the faculty and staff (including student residence life staff when they function as employees) as “Mandatory Reporters.” This means they are required to disclose reports of sex- and gender-based discrimination and harassment to appropriate individuals within the College. Notice to a mandatory reporter is considered notice to the institution and requires prompt institutional response and follow-up. Making a report to a mandatory reporter does not mean that the report will become public information, but it does mean that the College is required to take necessary steps to gather information and respond accordingly.

C. Confidential Support Persons

The College understands that individuals may wish to speak confidentially about behavior they have witnessed or experienced. At the College, students may speak confidentially with a counselor at the Stephens College Counseling Center. These counselors are available to help students free of charge and can be seen on an emergency basis. Mental health counselors are not considered “Mandatory Reporters,” and therefore a report to counselor at the College’s Counseling Center does not constitute making a formal report of the incident to the College, though the College may still be obligated to report the incident (with no identifying information) in statistical information required by the federal government. This means that if the report is made only to a confidential support person, the College will not be in a position to respond to the report by initiating disciplinary or other proceedings discussed in this policy. While the decision about reporting sex- and gender-based discrimination and harassment rests with the person who has been harmed, Stephens College strongly encourages all claimants of sex- and gender-based discrimination and harassment to make a formal report to the College. If you are unsure of someone’s duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can best help you.

Individuals may also speak confidentially to non-College resources such as mental health counselors, health service providers, rape crisis counselors, victim advocates, or clergy, all of whom have the right to maintain confidentiality. Contact information for some of these resources is found on the College's Title IX Website at www.stephens.edu/titleix.

D. Bystander Intervention

The College encourages all community members to take reasonable and prudent actions to prevent or stop an act of sex- and gender-based discrimination and harassment. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. The College will support its community members who choose to intervene in this fashion.

E. Title IX Team

The College maintains a Title IX Team that consists of the Title IX Coordinator, Investigators, any administrator with adjudicatory authority (including determining sanctions or appeals), as well as party advisors. All individuals involved with the Title IX process will be trained annually on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and adjudication process that protects the safety of claimants, assures due process for the accused and sanctioning that promotes accountability.

E. Making a Report

The College takes every report of sex-based discrimination and harassment seriously and will take appropriate action in accordance with its policies and procedures. Any person may file a report of sex- or gender-based discrimination or harassment against a Stephens College student, organization, or employee under this policy.

Sexual offenses can be both a criminal violation and a violation of College policy. An individual charged with a sexual offense may face criminal prosecution separate from any College disciplinary proceedings. Even if the criminal justice authorities choose not to prosecute, the College will promptly, thoroughly, and impartially investigate all reports of sexual offenses.

A. To Make a Report

Any member of the College community, guest, visitor or other interested party may make a formal report of an alleged violation of the College's Sex-and Gender-Based Discrimination and Harassment Policy. Reports can be submitted through the online reporting tool at www.stephens.edu/titleix, in person, by phone or email to the Title IX Coordinator (see Section VII for contact information). Reports may also be submitted to one of the College's "mandatory reporters," (as defined in Section V of this policy).

The report should include details of the alleged violation, including, but not limited to the date(s) and time(s) of the alleged incident(s) and any witnesses or other relevant information. While there is no time limit for filing such an allegation, failure to file a timely complaint with the Title IX Coordinator may adversely affect the ability of the College to take any remedial measures under this policy.

In the event that the Title IX Coordinator is the subject of the complaint, an official report of sex-based discrimination or harassment may be made to the President, who will then appoint a College official to carry out the duties of the Title IX Coordinator. Complaints of alleged policy violations by members of the President's senior staff may follow the above stated channels but may also be made to the President. Complaints of alleged policy violations by the President may be made directly to the Chair of the College's Board of Trustees or to the Title IX Coordinator who will then notify the Chair of the College's Board of Trustees of the complaint (see Section VII for contact information).

Although the College encourages individuals to use College procedures, Title IX complaints may also be filed with the Office for Civil Rights of the U.S. Department of Education (see Section VII for contact information).

B. To Speak with Someone Confidentially

If the party claiming the policy has been violated requests confidentiality, the College will take all reasonable steps to investigate and respond to the complaint while respecting the party's request for confidentiality; however, complete confidentiality may not be possible.

If the party claiming the policy has been violated wishes to speak with someone confidentially, she or he should speak with an individual designated as a Confidential Support Person in Section V of this policy. Talking to a Confidential Support Person does not constitute making a formal report of the incident to the College. This means that if the report is made only to a Confidential Support Person, the College will not be in a position to respond to the report by initiating disciplinary or other proceedings discussed in this policy. If a report is only made to a Confidential Support Person, the College may still be obligated to report the incident (with no identifying information) in statistical information required by the federal government.

While the decision about reporting sex- and gender-based discrimination and harassment rests with the party claiming the policy has been violated, Stephens College strongly encourages formal reports to the College.

F. Procedures

Allegations involving violations of the Sex- and Gender-Based Discrimination and Harassment Policy will be subject to the investigation, adjudication, and sanctioning processes set forth below.

A. Preliminary Investigation

After the College receives a report of a potential violation of the College's Sex- and Gender-Based Discrimination and Harassment Policy, the Title IX Coordinator will meet with the party claiming the policy has been violated (referred to as the "Claimant") to determine the nature of the claim and outline the options available to the Claimant, including:

- The Claimant's right to notify law enforcement, to file a criminal complaint, and/or to seek an order of protection from the court system;
 - *The availability of College authorities to assist the Claimant in notifying law enforcement;*
- The Claimant's right to request intermediate and/or protective measures from the College.

- The Claimant's right to be accompanied by an advisor of their choosing to any investigatory meetings and/or disciplinary proceedings. During any such meeting or proceeding, the advisor may only act in a support role, meaning the advisor will not be permitted to testify, serve as a witness, examine or cross-examine any witnesses, or provide a statement on behalf of the individual. If a personal advisor is not available, the College will provide the names of faculty and staff who are trained in the process to act as an advisor and assist in securing this appointment.
- The Claimant's right to determine if she/he wishes to pursue formal College disciplinary proceedings against the person accused of violating this policy (referred to as the "Respondent");
- The procedures for the College's investigation of violations of the College's Sex- and Gender-based Discrimination and Sexual Harassment Policy and related disciplinary proceeding;
- The possible outcomes of the College's disciplinary process.

The Title IX Coordinator will provide the Claimant with a copy of this policy, which explains the Claimant's rights and options. In addition, the Title IX Coordinator will provide the Claimant with written information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available both within the College and in the community. The Title IX Coordinator will discuss the importance of preserving evidence or documentation relevant to the investigation (e.g., texts, emails, notes, photographs, etc.)

If the Claimant requests that the College not pursue formal disciplinary proceedings against the Respondent, the College may still be obligated to continue investigating the report and may even pursue disciplinary proceedings if the College believes that such action is necessary to protect the safety and well-being of the College community. The College will only make this determination after a careful review of the situation and will consult with the Claimant about ways in which it may limit the investigation's impact on the Claimant. If the College decides to continue investigating the report, the Title IX Coordinator will notify the Claimant.

As part of the Preliminary Investigation, the Title IX Coordinator will review the allegations to determine whether the alleged behaviors may constitute a violation of this Policy. If the Title IX Coordinator determines that the alleged behaviors do not constitute a potential violation, the Title IX Coordinator will inform the Claimant of the reason for that determination. The Title IX Coordinator will also continue to provide information about other support and resources the College offers. In the event the Title IX Coordinator determines that the alleged behaviors do not constitute a potential violation of this Policy but might violate other College policies, the Title IX Coordinator may refer the reported information to other College officials with responsibility for those policies.

B. Interim Measures

During the preliminary investigation, and throughout the investigation and adjudication process, the Claimant and/or Respondent may request intermediate and/or protective measures (referred to as “Interim Measures”) from the College, including, but not limited to the following:

- Issuing of mutual no-contact orders to prevent any contact between the claimant, the respondent, witnesses and/or other community members to ensure the safety of all parties and the integrity of the process;
- Providing an escort to ensure that she or he can move safely between classes, work and/or activities;
- Changing on-campus housing, if any, to a different on-campus location and providing assistance from College support staff in completing the relocation;
- Rescheduling class work, assignments and examinations;
- Changing work arrangements or schedules;
- Providing academic support services such as providing alternative course completion options, dropping a course without penalty or transferring to a different class section (with the agreement of the appropriate faculty);
- Limiting an individual’s or organization’s access to certain College facilities or activities pending resolution of the matter;

- Transportation accommodations, such as shuttle service, cab voucher or parking arrangements, to ensure safety and access to other services; and
- Preserving eligibility for academic, athletic or other scholarships, financial aid, internships, study abroad, or foreign student visas.
- When taking Interim Measures, the College will seek to minimize the difficulties or burden on the parties involved, and will make individualized and appropriate decisions based on the information available.
- Throughout the College's investigation and resolution process, the Title IX Coordinator will periodically check with the Claimant and/or Respondent to ensure interim measures are effective and, if not, identify alternatives.

C. Notice to the Respondent

If the Claimant wishes to pursue resolution through the College or if the College otherwise deems that further investigation is warranted, the Title IX Coordinator will send a written Notice of Charge to the Respondent and schedule an initial meeting to present the allegations and explain the Respondent's rights.

During the initial meeting with the Respondent, the Title IX Coordinator will, as applicable:

- Provide the Respondent with sufficient information to allow her or him to respond to the substance of the allegation, including, if possible, the name of the Claimant and the date, location, and nature of the alleged Sex- and Gender-Based Discrimination and Harassment Policy violation;
- Provide a copy of this policy that explains the Respondent's rights, the College's procedures for investigating violations, the related disciplinary proceedings, and the possible outcomes of the College's disciplinary process.
- Inform the Respondent of the right to be accompanied by an advisor of their choosing to any investigatory meetings and/or disciplinary proceedings. During any such meeting or proceeding, the advisor may only act in a support role, meaning the advisor will not be permitted to testify, serve as a witness,

examine or cross-examine any witnesses, or provide a statement on behalf of the individual. If a personal advisor is not available, the College will provide the names of faculty and staff who are trained in the process to act as an advisor and assist in securing this appointment.

- Inform the Respondent of any interim measures already determined and to be provided to the Claimant that directly affect the Respondent.
 - *Note: Failure to comply with the terms of interim measures may be considered a separate violation of this policy.*
- Refer the Respondent to a counselor or other College or community resources, as appropriate.
- Discuss with the Respondent, as appropriate, possible Interim Measures that can be provided to her or him during the pendency of the investigative and resolution processes. The College may implement such measures if requested and/or appropriate, and reasonably available, whether a formal complaint has been filed (with either campus officials or law enforcement agencies) or whether an investigation has commenced (by either campus officials or law enforcement agencies).

D. Informal Resolution Procedures

Mediation, restorative justice conferencing and other processes may be available in certain situations. These options can be requested by either the Claimant or Respondent or suggested by the Title IX Coordinator. These options may be used to avoid escalation of minor conflicts or in place of a formal disciplinary process in certain situations with the agreement of all involved parties and with the approval of the Title IX Coordinator. If an agreement is not reached when used in lieu of the disciplinary process, the case will be referred back for adjudication. Anyone participating in an informal resolution process may stop that process at any time and request a formal resolution.

E. Formal Investigation Procedures

i. Investigators

If the Claimant wishes to pursue formal College disciplinary proceedings against the Respondent or the College determines that formal disciplinary proceedings are appropriate, the Title IX Coordinator will appoint an impartial and trained pair of investigators. Generally, investigations involving complaints against student respondents will be referred to the Director of Student Life and Engagement. Generally, investigations involving employee respondents will be referred to the Director of Human Resources. If the lead investigator is the subject of the complaint, is unavailable to complete the investigation or has a real or perceived conflict of interest with either party or the matter, the Title IX Coordinator will appoint another College administrator to carry out the duties of the investigation. The second investigator will be selected by the Title IX Coordinator from a pool of trained individuals. The Title IX Coordinator may also appoint an investigator from outside the College if the Title IX Coordinator determines such an appointment is appropriate.

ii. Notice of Investigation

The Title IX Coordinator will send a written Notice of Investigation to the Claimant and the Respondent at the commencement of a formal investigation. Such notice will include:

- The identity of the Claimant and the Respondent;
- The date, time (if known), location, and nature of the alleged policy violation(s);
- The identity of the investigators assigned to the complaint;
- Information about the parties' rights and expectations under the Sex- and Gender-Based Discrimination and Sexual Harassment Policy and these Procedures;
- An explanation of the prohibition against Retaliation;
- An instruction to the parties to preserve any potentially relevant evidence in any format;
- How to challenge participation by an Investigator on the basis of bias or a conflict of interest; and
- A copy of the Title IX Policy and these Procedures.

The Title IX Coordinator may also notify other individuals, including the Respondent's supervisor, advisor and/or faculty members on a need-to-know basis.

iii. Investigation

Depending on the nature of the allegations, the investigation could include interviews with the Claimant, the Respondent and/or witnesses; collection and review of written statements, documentation, evidence and relevant policies; and any other steps necessary to thoroughly investigate the allegations.

The past sexual history or character of an individual will not be considered as part of the investigation unless it is determined to be highly relevant. All such information sought to be entered for consideration by a party or the College will be presumed irrelevant until evidence of its relevance is offered. The existence of a pattern of behavior by a Respondent may be relevant to the finding and sanction imposed. Both parties will be notified in advance if such information has been deemed relevant and will be considered during the process.

iv. Draft Investigative Report

At the conclusion of the investigation, the lead investigator will prepare a Draft Investigation Report detailing the information gathered during the investigation. The Draft Investigation Report will not include any findings.

The Complainant and the Respondent will have an opportunity:

- To review the Draft Investigation Report;
- To meet with the Investigator;
- To submit additional comments and information to the Investigator;
- To identify any additional witnesses or evidence for the Investigator to pursue; and
- To submit any further questions that they believe should be directed by the Investigator to the other party or to any witness.

The Investigator will designate a reasonable time for this review and response by the parties, not to exceed five business days. Responses, corrections and questions submitted by either party will be recorded in the final report.

v. Final Investigative Report

The investigation will be concluded as expeditiously as possible, and the written Final Investigation Report with the recommended finding of policy violation from the investigative team will be forwarded to the Title IX Coordinator within ten business days of the parties providing their responses, corrections and/or questions to the investigators.

F. Adjudication and Sanctioning Procedures

i. Adjudication Officers

The following individuals will adjudicate under this Policy following the completion of the formal investigation:

- The Vice President for Student Development will adjudicate and impose sanctions or corrective action(s) to address policy violations by students.
- The Vice President for Academic Affairs will adjudicate and impose sanctions or corrective action(s) to address policy violations by faculty.
- The Vice President for Finance and Administration and/or the supervising senior staff member will adjudicate and impose sanctions or corrective actions to address policy violations by staff.
- The President will adjudicate and impose sanctions or corrective actions to address policy violations by senior staff.
- The Board of Trustees will adjudicate and impose sanctions or corrective actions to address policy violations by the President.
- The Title IX Coordinator will adjudicate and impose sanctions or corrective actions to address policy violations by third parties.

If the Adjudications Officer is the subject of the complaint, is unavailable to direct the adjudication and sanctioning process, or has a real or perceived conflict of interest with either party or the matter, the Title IX Coordinator will appoint another College administrator to carry out the duties of adjudication and sanctioning.

ii. Adjudication

Upon receipt of the Final Investigation Report, the Title IX Coordinator will provide copies of the report to both parties and the Adjudication Officer. The Adjudication Officer will review the report and the investigators' recommended finding of responsibility based on the preponderance of the evidence standard and make a determination for case resolution. The Adjudicator has the discretion to seek additional information or evidence, hold additional interviews, or request additional investigative work before making a determination.

If the Adjudicator determines there is no finding of responsibility for a violation of the Gender-Based Discrimination and Sexual Harassment Policy, the complaint shall be dismissed, and the parties will be notified of the basis of the finding in writing.

If the Adjudicator determines there is a finding of responsibility for a violation of the Gender-Based Discrimination and Sexual Harassment Policy, she/he will draft a Report of Adjudication ("Adjudication Report") defining the basis for the finding of policy violation and assigning the appropriate sanctions for the violation.

iii. Possible Sanctioning

The following are the typical sanctions that may be imposed upon students, employees or organizations singly or in combination when found responsible for a violation of the Sex- and Gender-Based Discrimination and Harassment Policy:

**Prohibited
Behavior/Conduct**

Range of Sanctions

Sex- or Gender-Based
Discrimination

Reprimand
Loss of Privileges
Counseling Consultation
Training or Educational Project
Reassignment of Duties/Demotion
Residence hall relocation
Limited access to campus or campus buildings
Conduct Probation
Deferred Suspension
Suspension
Termination
Organizational sanctions/restrictions

Sexual Harassment

Reprimand
Loss of Privileges
Training or Educational Project
Reassignment of Duties/Demotion
Counseling Consultation
Residence hall relocation
Residence hall eviction
Limited access to campus or campus buildings
Conduct Probation
Deferred Suspension
Termination

Non-Consensual
Sexual Intercourse

Suspension
Expulsion
Withholding diploma
Termination

Non-Consensual
Sexual Contact

Loss of Privileges
Counseling Consultation
Reassignment of Duties/Demotion
Residence hall relocation
Residence hall eviction
Limited access to campus or campus buildings
Conduct Probation
Deferred Suspension
Suspension
Termination

Sexual Exploitation	Reprimand Loss of Privileges Counseling Consultation Reassignment of Duties/Demotion Residence hall relocation Residence hall eviction Limited access to campus or campus buildings Conduct Probation Deferred Suspension Suspension Expulsion Withholding diploma Termination
Intimate Partner Violence	Loss of Privileges Conduct Probation Deferred Suspension Suspension Expulsion Withholding diploma Termination
Stalking	Loss of Privileges Reprimand Counseling Consultation Reassignment of Duties/Demotion Training or Educational Project Residence hall relocation Residence hall eviction Limited access to campus or campus buildings Conduct Probation Deferred Suspension Suspension Termination
Retaliation/ Intimidation/ Knowingly False Allegations	Loss of Privileges Training or Educational Project Reassignment of Duties/Demotion Residence hall relocation Limited access to campus or campus buildings Conduct Probation Deferred Suspension Suspension Expulsion Withholding diploma Termination

In determining an appropriate sanction, the following will be taken into consideration:

- Impact of the policy violation on the Claimant or community;
- Protection of the campus community;
- Severity and egregiousness of the policy violation;
- Prior history of misconduct;
- Cumulative violations;
- Pattern of behavior;
- How the College has sanctioned similar policy violations in the past; and
- Any other mitigating, aggravating, or compounding circumstances in order to reach a just and appropriate resolution in each case.

Not all forms of sex- and gender-based discrimination or harassment will be deemed to be equally serious offenses, and the College reserves the right to impose different sanctions or corrective actions on individuals or groups found responsible for policy violations. The basis for such decisions will be defined in the Adjudication Report. The College will consider the concerns and rights of both the Claimant and the Respondent when determining sanctions.

If sanctions or corrective actions are imposed, the Adjudication Officer and/or the Title IX Coordinator will implement the sanction and act promptly and effectively to remedy the effects of the incidents upon the Claimant and the campus community.

iv. Notice of Outcome

The Title IX Coordinator will provide contemporaneous written notice to both the Claimant and the Respondent regarding the outcome of the proceedings, including any sanctions or corrective actions imposed. Any need-to-know parties will be informed as well. The notice will also include the College's procedures for either the Claimant or the Respondent to appeal the outcome.

v. *Withdrawal of Respondent*

Should a student decide to leave the College and not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to Stephens College unless all sanctions have been satisfied. Formal withdrawal will not be granted. A hold may also be placed on the student's account to prohibit re-enrollment and/or the release of transcripts and/or graduation until the complaint is resolved.

vi. *Retaliation*

It is a violation of College Policy to retaliate against any person making a report of sex- or gender-based discrimination or harassment or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of policy violation. "Retaliation" includes intimidation, threats, or harassment against any such Claimant or third party. Retaliation should be reported promptly to the Title IX Coordinator, the Director of Human Resources or the Vice President for Student Development and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sex- or gender-based discrimination or harassment.

G. Appeals

i. *Notice of Appeal*

Either the Claimant or the Respondent may request an appeal of the finding of responsibility or non-responsibility by submitting a written notice of appeal to the President's Office within five business days of the mailing date of the notice of final outcome. Failure to appeal within the stipulated time shall constitute a waiver of such appeal.

ii. *Grounds for Appeal*

Appeals may only be made on the basis of:

- substantial violations of the Procedures outlined in Section VI of this Policy that prevented a fair process;
- the emergence of new, material information relevant to the alleged policy violations that was unknown or unavailable during the investigation; and/or

- determining whether the sanction imposed, given the facts and circumstances, was excessive.

iii. Appeal Officers

The following individuals will oversee appeals under this Policy:

- The Vice President for Student Development will review appeals related to policy violations by faculty.
- The Vice President for Academic Affairs will review appeals related to policy violations by staff.
- The Vice President for Finance and Administration will review appeals related to policy violations by students.

If the Appeal Officer is the subject of the complaint, is unavailable to direct the appeal process, or has a real or perceived conflict of interest with either party or the matter, the Title IX Coordinator will appoint another College administrator to carry out the duties of appeal.

iv. Process of Appeal

A written memorandum detailing the grounds of the appeal must be filed within ten business days of filing the notice of appeal. If the President is the subject of the complaint, the party seeking to appeal the findings should submit written notice of appeal to the Chair of the Board of Trustees who will then take on the duties of the President.

Upon receipt of the notice of appeal, the President will open the appeal with the appropriate appeal officer. The appeal officer will first determine whether grounds for appeal exist. If grounds for appeal exist, the designee will review the appeal and inform the President of her or his findings in writing within 15 business days.

If no basis for appeal is present, the appeal will be dismissed and the adjudicator's decision stands. If the appeal is not dismissed, the President may order a new investigation and/or adjudication process or may modify the sanctions previously assessed. The decision of the President is final.

The Claimant and the Respondent will be contemporaneously informed in writing of the outcome of the appeal.

Imposed sanctions are active and put in place during the appeals process.

H. Evidentiary Standard

The College will evaluate reports of alleged sex- and gender-based discrimination and harassment under a “preponderance of the evidence” standard. A preponderance of the evidence exists when a reasonable person, after a careful balancing of available information, would conclude that it is “more likely than not” that a violation has occurred and the party charged is responsible for the violation.

I. Rights of Involved Parties

Throughout the process, all parties have the following rights:

- To be treated with respect, dignity and fairness;
- To be informed of the College’s Sex- and Gender-based Discrimination and Harassment Policy and the grievance resolution process and to have those policies followed without material deviation;
- To file a complaint with the Title IX Office if you have been harmed by sex- or gender-based discrimination, sexual harassment or sexual assault and for the allegations to be treated with seriousness;
- To written notification of any allegations of misconduct made against you, including, to the extent possible, the name of the Claimant, and the date, location and nature of the alleged policy violation under investigation and possible sanctions;
- To a fundamentally fair process including the opportunity to accept or deny responsibility and to respond to the allegations.
- To file a criminal complaint if you believe a crime has been committed against you and the option to be assisted by College personnel in notifying such authorities. This also includes the right not to report;
- To seek and receive appropriate support services from the College including, but not limited to:

- *Residential accommodations;*
- *Workplace accommodations;*
- *Assistance in completing relocations;*
- *Transportation and escort accommodations;*
- *Academic assignment or exam rescheduling;*
- *Taking an incomplete in a class;*
- *Transferring class sections;*
- *Temporary withdrawal;*
- *Alternative course completion options.*
- *The right to have the College maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the College's ability to provide the accommodations or protective measures.*
- To be notified of available counseling, mental health, advocacy, health, legal assistance, student financial aid, visa and immigration assistance or other services both on campus and in the community;
- To request that the College take steps to prevent unnecessary or unwelcome contact or communication with other parties in the process;
- To confidentiality and protection under the Family Education Rights and Privacy Act (FERPA). The College will make all reasonable efforts to ensure the preservation of privacy. All records created that include personally identifiable information about you are protected under FERPA. This means that:
 - You are entitled to review all materials created for this investigation that identifies you;
 - Information related to your case and interviews will only be accessible to you and the other party and to any college officials who have a legitimate need to know this information; and
 - Release of information related to you and containing your identity (or reasonably linked to your identity) to individuals others than those listed above will be redacted so that neither your name nor information identifying you will be revealed;
- To a prompt and thorough investigation of allegations;
- To know the name and contact information for the Title IX

Coordinator, the Investigators and the Adjudicator assigned to your case;

- To participate or decline to participate in the College's investigation. However, if you do not wish to participate, your decision will not relieve the College of its responsibility to provide a reasonable response according to College policy and Title IX guidance. The College will determine an outcome with the information available pursuant to applicable proceedings;
- To be notified in writing at appropriate intervals about the process including the commencement of the investigation, the draft investigative report, the final investigative report, the adjudicative report, case resolutions, sanctions, remedial actions and appeals.;
- To be accompanied by an advisor of your choosing to any investigatory meetings and/or disciplinary proceedings. During any such meeting or proceeding, your advisor may only act in a support role, meaning your advisor will not be permitted to testify, serve as a witness, examine or cross-examine any witnesses, or provide a statement on your behalf. If a personal advisor is not available, the College will provide the names of faculty and staff who are trained in the process to act as an advisor and assist you in securing this appointment;
- To submit evidence, documentation or witnesses relevant to the investigation (e.g., texts, emails, notes, photographs, videos etc.) and to challenge documentary evidence or testimony and to suggest questions for consideration in the investigation;
- To have timely access to any evidence and witness reports used to determine findings;
- To not have your unrelated past sexual histories admitted as evidence;
- To a campus conduct outcome based solely on evidence presented during the grievance process. The evidence shall be credible, relevant, based in fact and evaluated without prejudice under the preponderance of the evidence standard.
- To be protected from retaliation for your participation in the pro-

cess. Reports of alleged retaliation should be made immediately to the Title IX Coordinator, the Director of Human Resources or the Vice President for Student Development and may be considered a separate violation of this Policy;

- To equal rights of appeal based on one or more of the following criteria:
 - *Substantial violations of the written procedures that prevented a fair process;*
 - *The emergence of new, material information relevant to the alleged policy violations, and/or;*
 - *Determining whether the sanction imposed, given the facts, was excessive;*
- To be informed in advance, when possible, of any public release of information regarding the complaint;
- To speak to the Title IX Coordinator at any time during the process and to ask questions; and
- To administrators, investigators, adjudicators, sanctioning and appeals officers that are free of real or perceived conflict of interest or demonstrated bias. Conflicts of interest should be brought to the attention of the Title IX Coordinator as soon as they are discovered. All individuals involved with the resolution of alleged violations of the Sex- and Gender-based Discrimination and Harassment Policy will be trained annually on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct and investigation and adjudication process that protects the safety and dignity of claimants, assures due process for the accused and sanctioning that promotes accountability.
- Individuals with a documented disability have the right to request reasonable accommodations throughout the Title IX process.

J. Remedial Action

In addition to the imposition of disciplinary sanctions, the Title IX Coordinator may take remedial action to remedy a hostile environment. Such remedies may be imposed to protect the College community and are considered separate from, and in addition to,

any disciplinary sanction or interim measure that may have been provided prior to the conclusion of the College's investigation.

Examples of Remedial Action for the broader College community may include, but are not limited to:

- Training or retraining employees on the College's responsibilities to address allegations of sex- and gender-based discrimination and harassment;
- Conducting sex- and gender-based discrimination and harassment prevention programs with students and/or employees;
- Issuing policy statements or taking other steps that clearly communicate that the College does not tolerate sex- and gender-based discrimination and harassment and will respond to any incidents and to any reports of such incidents;
- Conducting a campus climate check to assess the effectiveness of efforts to ensure that the College is free from sex- and gender-based discrimination and harassment, and using that information to inform future proactive steps that the College will take;
- Targeted training for a group of students or employees if, for example, the sex- or gender-based discrimination or harassment created a hostile environment in a residence hall, in an academic program or on an athletic team.

When the College is unable to conduct a full investigation into a particular incident (i.e., when the claimant insists on confidentiality following receipt of a general report of sex- or gender-based discrimination or harassment without any personally identifying information, etc.), the Title IX Coordinator may pursue remedies for the broader College community in an effort to limit the effects of the conduct at issue and prevent its recurrence.

K. False Information and Malicious Accusations

Any individual who knowingly files false and malicious accusations of sex- or gender-based discrimination, harassment, retaliation or intimidation, who knowingly provides false information to

College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a report of sex- or gender-based discrimination, harassment, retaliation or intimidation may be subject to disciplinary action or other sanctions up to and including expulsion or termination. Erroneous reports or complaints of sex- or gender-based discrimination, harassment, retaliation or intimidation made in good faith are exempted from this provision.

L. Effect of Criminal Proceedings

Because sexual offenses may constitute both a violation of College Policy and criminal activity, the College encourages persons to report alleged sexual offenses promptly to campus or local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence.

However, because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations or reports are not determinative of whether sexual offenses has occurred for purposes of this policy. In other words, conduct may constitute sexual offenses under this policy even if it is not a crime or if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

If the Claimant does not understand the results of the criminal investigation or a decision not to prosecute, she or he may request that the Title IX Coordinator or another campus support person identified by the Claimant assist her or him in seeking and attending a meeting with the local prosecutor to gain an understanding of the decision to decline a prosecution.

While the College will cooperate with investigations by law enforcement, the filing of a report of sexual misconduct under this policy is independent of any criminal investigation or proceeding. The College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation or to take interim measures where necessary. A criminal investigation may temporarily delay the College's investigation while the criminal investigators are gather evidence.

M. Hostile Learning Environments and Academic Freedom

Robust discussion and debate are fundamental to the life of the College. Classroom instruction requires appropriate latitude for germane pedagogical discussions, as well as other methodologies used to fully engage students. This policy will be interpreted in a manner that is consistent with academic freedom. Free speech rights apply in the classroom and in all other educational programs and activities of the College. Great care must be taken not to inhibit open discussion, academic debate, expressive activity, and expression of personal opinion, particularly in the classroom and within academic forums. Nonetheless, speech or conduct of a sexual, gender-based or hostile nature which occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited discrimination, harassment, sexual offenses, or retaliation if it meets the definitions of misconduct provided throughout this policy and a) is reasonably regarded as non-professional speech (i.e., advances a personal interest of the faculty member or a student as opposed to furthering the learning process or legitimate objectives of the course), or b) lacks accepted pedagogical purpose and/or is not germane to the academic subject matter.

N. At-Will Employment Status

Nothing contained in this policy is intended and no language contained herein shall be construed as establishing a “just cause” standard for imposing discipline, including but not limited to, termination of employment. Further, nothing contained in this policy is intended and no language contained herein shall be construed to alter in any manner whatsoever the at-will employment status of any at-will College employee.

O. Record Retention

The formal written decision of any claimed violation of this policy will be provided to the Claimant and the Respondent. A document articulating the complaint, the investigation, the resolution, the adjudication, and where appropriate, the sanction or results of an appeal will be retained under these procedures in the Title IX Office for five years.

P. Deadlines

Any timeframes or deadlines in this Policy may be extended for good cause. If a timeframe or deadline is extended, the Title IX Coordinator will provide written notice to the Claimant and Respondent regarding the delay and the reason for the delay.

G. *Contact Information*

Inquiries concerning the application of Title IX and/or Section 304 of the Violence Against Women Reauthorization Act of 2013 may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights.

Stephens College's Title IX Coordinator is Shannon Walls. She may be contacted by phone at (573) 876-7250 or (573) 876-7210 or by email at sbwalls@stephens.edu. Her office is located on the Third Floor of Lela Raney Wood Hall, Room 342. More information about Title IX, this policy and resources are available at www.stephens.edu/titleix.

The U.S. Department of Education's Office of Civil Rights can be reached at 1-800-421-3481 or ocr@ed.gov.

To contact the President of Stephens College, call (573) 876-7210 or email president@stephens.edu.

To contact information for the Chair of the Stephens College Board of Trustees, contact the Title IX Coordinator or the Assistant Secretary to the Board at (573) 876-7110.

H. *Other Resources and Recommendations*

A. Risk Reduction

In 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 affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- 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 for 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.

B. Immediate Assistance and Resources

Stephens College recognizes that deciding how to respond to an incident of sex- or gender-based discrimination or harassment can be difficult and encourages all individuals to seek the immediate use and support of all available resources on and off campus, regardless of when or where the incident occurred. Confidential and non-confidential care and support resources are available both on and off campus on an immediate and ongoing basis.

i. For Individuals who have been harmed by a sexual offense

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. The Stephens Title IX Website www.stephens.edu/titleix provides contact information for the various advocates, counselors and emergency first responders available to provide assistance.

If you have been harmed by an incident of sexual offense, the College suggests the following actions:

- **Get to a Safe Place:** First and foremost, an individual who has been harmed by sexual assault (non-consensual sexual intercourse and non-consensual sexual contact), 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) 876-7299 (24 hours) or local law enforcement at 911 immediately (24 hours). Individuals off campus should contact local law enforcement at 911 immediately (24 hours).

- 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. Individuals who have been harmed 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, including the Counseling Center, (573) 876-7157 or Campus Extension: 4157. Counseling services are available 24 hours a day on an emergency basis. Campus Security is

also available to assist you, and may be reached by calling (573) 876-7299 or Campus Extension: 4299. True North 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 true-northofcolumbia.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 www.como.gov/police.
- Write down everything that you remember. Even if a detail seems minute to you, it may be important.

I. Frequently Asked Questions

Does information about a report or complaint remain private?

- The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the College's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis.
- Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the Claimant or the Respondent may lead to disciplinary action by the College.
- In all complaints that are adjudicated under this policy, both the Claimant and Respondent will be informed of the outcome of disciplinary proceedings, including any sanctions that may be imposed. Certain college administrators whom the College deems as having a "need-to-know" are also informed of the outcome within the bounds of student and employee privacy (e.g., the President, the Vice President for Student Development, the Director of Human Resources, the Director of Campus Security).
- If the College receives a report that a crime may have occurred, the College may notify local law enforcement. In the absence

of permission from the Claimant, the College would only notify local law enforcement if it believed there was an imminent threat to the safety of the College community. Notification of law enforcement does not mean criminal charges will be automatically filed or that a Claimant must speak with the police.

- Certain campus officials have a duty to report specific types of sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes under a federal law called the Clery Act. All personally identifiable information is kept confidential, but statistical information must be shared with campus security regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the federally mandated annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the individual who has been harmed and may be done anonymously.
- Individuals who have been harmed by sexual offenses should also be aware that College administrators are legally required to issue prompt timely warnings about certain incidents reported to them that may continue to pose a serious or ongoing threat to members of the campus community. The College will make every effort to ensure that an individual's identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

Will my parents, spouse/partner, or emergency contact be told?

- College officials will directly inform these individuals when requested to do so by you, in a life-threatening situation, or if you have granted the College permission in writing to share such information. Otherwise, these individuals will not know of the allegations unless you tell them. Whether you are the Claimant or the Respondent, the College's primary relationship is with you and not with your family members.

As the Claimant, will the accused/respondent know my identity?

- Yes, if formal disciplinary proceedings are instituted against a Respondent. Sex- and gender-based discrimination and harassment are serious offenses and the Respondent has the right to know the identity of the Claimant.

Do I have to name the person I am accusing?

- Yes, if you want the College to initiate formal disciplinary proceedings against the accused/Respondent.
- No, if you do not wish for the College to initiate formal disciplinary proceedings against the accused/Respondent. You are still eligible to receive support and assistance from the College even if you choose not to name the accused. Claimants should be aware that not identifying the accused/Respondent may limit the College's ability to respond effectively.

What do I do if I am accused of sexual misconduct?

- DO NOT contact the Claimant. You may immediately want to contact someone in the campus community or another individual who can act as your adviser. You may also contact the Title IX Coordinator and review this procedure. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance.

Will I have to pay for counseling/or medical care?

- The College provides a list of resources available for counseling and medical care services. The costs of more extensive care will be your responsibility.

What about legal advice?

- Individuals who have been harmed by criminal sexual assault need not retain a private attorney to pursue criminal prosecution because criminal cases are prosecuted by the prosecuting attorney in the relevant jurisdiction. You may want to retain an attorney if you are considering a civil action against the

Respondent, or if you are the defendant in a civil or criminal proceeding. A Claimant or Respondent may also retain counsel to advise them throughout the investigation and disciplinary process related to the College's policy on Sex- and Gender-Based Discrimination and Harassment. Any student or employee who retains a private attorney does so at their own expense.

Can I get a restraining order against the person I am accusing?

- Individuals who have been harmed by some types of conduct covered by this policy may be able to obtain a restraining order against the accused from a court. If requested, the College can provide personnel to accompany the individual to court to obtain such an order. If a court imposes a restraining order against a College student or employee, the College will work with the parties involved to help ensure compliance with the order. The College asks that any party to a restraining order provide a copy to Campus Security.
- Separate from a court order, the College may impose a no contact order on the Respondent (and in some cases, on both the Respondent and the Claimant). Violations of a College no contact order may result in College disciplinary proceedings.

What about changing residence hall rooms, classes, or offices?

What other accommodations can the College offer?

- Students may request a room change. Room changes under these circumstances are considered emergencies, and you will be relocated to the first available suitable room. If you want the accused student/Respondent to move, in most circumstances, you must be willing to pursue a formal or informal College complaint.
- No contact orders can be imposed and room changes for the accused/Respondent can usually be arranged quickly.
- Other accommodations available might include:
 - Assistance from College staff in completing the relocation;
 - Arranging to void a housing contract and pro-rating a refund;
 - Assistance with or rescheduling an academic assignment (paper, exams, etc.);

- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary voluntary withdrawal;
- Assistance with alternative course completion options;
- Assistance in changing living, transportation, dining, and/or working situations;
- Arranging for increased monitoring, supervision, or security at locations or activities where the offense occurred;
- Security escort service on campus; and
- Other accommodations for safety as necessary.

Will a Claimant be sanctioned when reporting a sexual offenses policy violation if she/he has illegally used drugs or alcohol?

- No. The severity of the infraction will determine the nature of the College's response, but whenever possible, the College will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual offenses is a major concern and the College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual offenses.

Will the use of drugs or alcohol affect the outcome of a sexual offenses complaint?

- Use of alcohol and/or other drugs will never excuse an incidence of sexual offense, and such use by either party will not diminish the accused/Respondent's responsibility. On the other hand, alcohol and/or drug use may affect the Claimant's memory. If the Claimant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the Respondent without further corroborating information. Claimants, however, who believe they have been harmed by sexual offense should not allow their use of alcohol and/or drugs to deter them from making a report of sexual offenses.

Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual offenses?

- Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

What should I do if I am uncertain about what happened?

- If you believe that you have experienced a sexual offense, but are unsure of whether it was a violation of the institution's Sex- or Gender-based Discrimination and Harassment policy, you should contact the Title IX Coordinator. The College will provide an advisor who can help you to define and clarify the event(s), and advise you of your options.

Guests and Visitation Policy

The College's visitation policy applies to all students and guests and is designed to ensure consideration for roommates and other residents of your floor, suite/flat or apartment. 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; no student may have more than three (3) guests on campus at any given time. In order to ensure the safety and comfort of all residents, students may not leave guests unattended in their residence hall, apartment, or common area at any time. Students must escort their guests at all times, including trips to the bathroom. Students are responsible for educating their guest(s) regarding college policies and are accountable for the behavior and actions of their guest(s). Students will be charged with violating the Visitation Policy and all other policies their guest(s) violate, as if the student(s) violated the policies themselves. Guests with repeat or serious violations of campus policies may be assigned a permanent "no trespass" status, disallowing their presence on the Stephens College campus, and may be subject to criminal prosecution.

Discrimination and Harassment Policy

A. Policy Statement

Stephens College is committed to creating a safe and respectful learning, living, and working environment that is free from harassment, discrimination, abuse, intimidation and/or violence. No enrolled student or employee shall be discriminated against or harassed 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 in the administration of educational and employment policies, scholarship and loan programs, and all other programs administered by the College; or in its employment practices. Consistent with college policy, and as allowed by law, the same principles apply to admissions policies and practices concerning women applicants to the residential undergraduate program.

Furthermore, the College prohibits retaliation against anyone because that person makes a good faith complaint under this Policy, assists in an investigation of such complaint, or otherwise exercises any rights protected by law or under this Policy.

B. Purpose

To establish and maintain a safe and nondiscriminatory learning, living and working environment in which all individuals are treated with dignity and respect and to prevent the occurrence of any form of discrimination or harassment by expressing the College's strong disapproval of such action.

C. Scope

This Policy applies to all students, faculty, staff, vendors, contractors, guests, and others in the College environment.

By contractual agreement, all on-campus vendors will follow this policy.

D. Definitions

Harassment is defined as unreasonable, unwelcome conduct that is based on an individual's race, color, religion, ethnic or national origin or ancestry, sex, sexual orientation, gender identity and

expression, genetic information, age, physical or mental disability, pregnancy, veteran or military status, or any other classifications protected by law or College policy. Harassment can occur in any form and can be directed at individuals or groups. When harassment objectively and subjectively harms the person by severely, persistently, or pervasively interfering with the person's educational opportunities, peaceful enjoyment of residence and community, or terms of employment, it is subject to disciplinary action, up to and including expulsion/termination.

Harassment denies an individual dignity and respect and may take on different forms. It includes, but is not limited to:

- Unwelcome verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of that individual's race, color, religion, ethnic or national origin or ancestry, sex, sexual orientation, gender identity and expression, genetic information, age, physical or mental disability, pregnancy, veteran or military status (or that of an individual's relatives, friends, or associates);
- Threats, derogatory comments, jokes, innuendoes, insults, slurs, epithets, negative stereotyping, and other similar conduct that relate to race, color, religion, ethnic or national origin or ancestry, sex, sexual orientation, gender identity and expression, genetic information, age, physical or mental disability, pregnancy, veteran or military status; or
- The placement, dissemination or circulation in the workplace or on campus of any written or graphic material (in hard copy or electronic form) that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, ethnic or national origin or ancestry, sex, sexual orientation, gender identity and expression, genetic information, age, physical or mental disability, pregnancy, veteran or military status. In all cases, the College encourages individuals to seek support and assistance as soon as harassing conduct occurs.

Although illustrative, the above summary of prohibited behavior is not meant to be all-inclusive. Rather, any form of inappropriate discriminatory, intimidating, or harassing behavior by students,

employees, or other individuals associated with Stephens College may subject an individual to corrective, disciplinary, and/or other appropriate action, up to and including expulsion/termination, as applicable.

Discrimination is defined as any action that specifically deprives other members of the community of educational or employment access, benefits or opportunities on the basis of race, color, religion, ethnic or national origin or ancestry, sex, sexual orientation, gender identity and expression, genetic information, age, physical or mental disability, pregnancy, veteran or military status, or any other classifications protected by law or College policy. Discrimination occurs when someone is treated unfavorably on inequitably because of that person's status as part of a protected class.

Retaliation is defined as any act or attempt to retaliate against or seek retribution from any individual or group of individuals involved in the investigation and/or resolution of a complaint. Retaliation can take many forms, including continued abuse or violence, bullying, threats, intimidation or any action that significantly disadvantages or restricts an individual as to their status as students or employees, or their ability to gain the benefits or opportunities of a program. Any individual or group of individuals, not just a claimant or respondent, can engage in retaliation.

E. Procedures

Stephens College takes every report of discrimination and harassment seriously and will promptly and equitably respond to all reports in order to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on any individual or the community.

Any member of the College community may make a formal complaint. Complaints can be made orally or in writing to the Title IX Coordinator, the 504/ADA Coordinator, the Vice President for Academic Affairs, the Vice President for Student Development or the Director of Human Resources (contact information is listed in Section F of this Policy).

For matters related to gender-based discrimination or sexual harassment, the procedures in the Gender-Based Discrimination and Sexual Harassment Policy will govern the investigation. For all other matters involving employees, Human Resources will conduct the investigation. For all other matters involving students, Student Development will conduct the investigation. If the subject of a complaint is a faculty member, the relevant provisions of the Stephens College Faculty Personnel Policies shall apply. If the subject of a complaint is a student, the relevant provisions of the Stephens College Student Conduct Code shall apply.

Should it be determined from the investigation by a preponderance of the evidence that a violation of the College's policy on discrimination and harassment has occurred, appropriate action will be taken and will reflect the severity of the incident and any past discrimination or harassment offenses. If the investigation finds no violation of this policy, the complaint shall be dismissed.

When appropriate, minor infractions can oftentimes be resolved informally and with remedial steps, including training, counseling, restorative justice or mediation.

The resolution of all complaints of violations of this policy must fulfill the College's responsibilities to prevent future discrimination and harassment and the creation of a hostile environment, and to remedy any negative effects of the discrimination or harassment in question. Claims of gender-based discrimination or sexual harassment will also be handled in accordance with Title VII and Title IX, and claims of discrimination or harassment regarding physical ability will be handled in accordance with Section 504 of the Rehabilitation Act and the American with Disabilities Acts.

Retaliation against any individual who, in good faith, makes a complaint or participates or assists in an investigation under this policy is expressly prohibited. Retaliation is itself a separate, serious violation of this policy and should be reported in the same manner as a complaint of discrimination or harassment.

False Information and Malicious Accusations

Any individual who knowingly files false and malicious accusations of discrimination, harassment, retaliation or intimidation, who knowingly provides false information to College officials, or who intentionally misleads College officials who are involved in the investigation or resolution of a report of discrimination, harassment, retaliation or intimidation may be subject to disciplinary action or other sanctions up to and including expulsion or termination. Erroneous reports or complaints of discrimination, harassment, retaliation or intimidation made in good faith are exempted from this provision.

F. Contact

- Inquiries or complaints concerning the application of Title IX of the Education Amendments of 1972, including the institutional response to sex- and gender-based discrimination and harassment, may be referred to the Title IX Coordinator Shannon Walls – (573) 876-7250, sbwalls@stephens.edu, LRW 342, Campus Box 2001.
- Inquiries or complaints concerning the application of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 may be referred to the ADA/504 Coordinator: Sady Mayer Strand – (573) 876-7240, smayer@stephens.edu, Student Success Center, Hugh Stephens Library, Campus Box 2111.
- Inquiries or complaints concerning other forms of discrimination in the educational context may be referred to the Vice President for Academic Affairs: Dr. Leslie Willey – (573) 876-7213, lwilley@stephens.edu, LRW 339, Campus Box 2022.
- Inquiries or complaints concerning other forms of discrimination in the residential or extracurricular context may be referred to the Vice President for Student Development: Dr. Vicky Owles – (573) 876-7212, vowles@stephens.edu, Stamper Commons, Campus Box 2033.

- Inquiries or complaints concerning other forms of discrimination in the employment context may be referred to the Director of Human Resources: Kim Schellenberger – (573) 876-7172, kschellenberger@stephens.edu, Visitors Center, Campus Box 2036.
- Although the College encourages the use of its procedures to address complaints under this Policy, students and employees may also file a complaint with the Office for Civil Rights of the U.S. Department of Education at 1-800-421-3481 or ocr@ed.gov.

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 harassment or hazing of any kind; students who participate in such activities will be subject to penalties up to and including expulsion.

A. 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

B. 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

C. 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
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

Involuntary Medical Withdrawal Policy

Student Safety Assessment 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 Safety Assessment Team (hereinafter “SSAT”) 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 himself or herself, 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 Safety Assessment Team (SSAT)

Stephens College has established a Student Safety Assessment Team to:

- a. 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;
- b. provide a panel of medical, law enforcement 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;
- c. provide a panel of medical, security enforcement and 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;
- d. in situations in which the SSAT 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 SSAT consists of a staff psychologist/counselor, the College physician, the Director of Safety & Security, the VPSD, the Director of Student Life and Engagement, the Director of Residence Life and Education, and the Vice President for Academic Affairs. The Chair of the SSAT will be appointed by the President from among its members.

The Process

Records

Records created by the SSAT relating to individual students are education records protected under the Family Education Rights and Privacy

Act (FERPA). Records are maintained in the Office of the Vice President for Student Development.

Referrals

Referrals to the SSAT 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 himself or herself, or to the campus community.

The Investigation

The SSAT 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 Development, the Chair of the SSAT and the student who is the subject of the referral. At that conference, the Chair of the SSAT 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 SSAT will inform the student that he/she 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:

- a. consultation with administrators, faculty, staff and other students who may have witnessed or have been affected by the specific behaviors of the student;
- b. 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;
- c. 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 SSAT concludes as a result of the preliminary assessment that the student does not present a direct threat to himself or herself or to the College community, it may take any action it deems appropriate, including but not limited to:

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

If the SSAT 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 SSAT 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 SSAT 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 SSAT.

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 SSAT. In rare cases, and with adequate cause, the SSAT 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 SSAT 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 SSAT will schedule a hearing of the SSAT Hearing Board in accordance with the following guidelines:

1. An SSAT Hearing Panel will be appointed by the President to address each review. The Hearing Panel will consist of three members of the SSAT, 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, electronic mail, or certified U.S. mail, 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 Development 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.
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 SSAT 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 SSAT Hearing Panel; no minority decisions are allowed.

The SSAT 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 SSAT 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 SSAT Hearing Panel's decision will be announced within two (2) business days of the hearing. The decision will be delivered to the student by certified U.S. mail, return receipt requested, to the student's most recent permanent address in the Registrar's records, or in person by hand delivery. The decision will become effective immediately upon deposit in U.S. mail or hand delivery.

Appeal

Within five (5) business days from delivery of the SSAT 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 certified U.S. mail to the Office of the President, Stephens College, 1200 East Broadway, Columbia, Missouri 65215, 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 by certified U.S. mail, return receipt requested, to the student's most recent permanent address in the Registrar's records, or in person by hand delivery.

The President may (1) affirm the SSAT Hearing Panel's decision, (2) send the matter back to the SSAT Hearing Panel for further review of the additional documentation or information, (3) affirm the SSAT Hearing Panel's decision but alter the disposition from withdrawal to probationary enrollment under specified conditions, or (4) reverse the SSAT 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 SSAT; the SSAT may require the student to submit additional documentation or evaluation materials as it deems necessary. Readmission may be granted only if the SSAT determines that the conditions that caused the withdrawal are no longer present.

The student is not entitled to a hearing or appeal on the SSAT'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 admissions processes outlined in the Student Handbook.

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.

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 and Theatre Certificate Programs:

No employee of Stephens College shall have an intimate, romantic or sexual relationship with any student enrolled in its undergraduate residential program or its theatre certificate program.

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 Security at (573) 876-7299. Students who engage in behaviors that may be disruptive or harmful to themselves or others will be evaluated by the Student Safety Assessment Team, and be subject to the procedures related to such an assessment.

Residence Halls: Right to Enter Policy

The College reserves the right to enter student rooms, or grant permission to its authorized agent(s) to enter student rooms, for reasons that include but are not limited to: responding to an emergency;

making needed repairs and performing routine maintenance; conducting health and safety inspections; and maintaining College rules and regulations.

Residence Halls: Room Condition Report Policy

Upon checking into a residence hall room, students must read and sign a Room Condition Report (RCR) reporting to Residence Life any repairs that need to be completed.

Smoking Policy

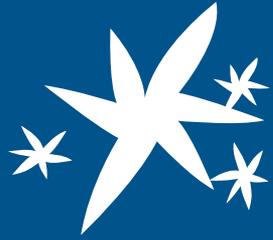
Stephens College prohibits the use of any lit cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, including electronic cigarettes, on campus. The College prohibits any advertising or sale, or free sampling of all tobacco products, including smokeless tobacco, on college property.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

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).

Technology Policy

See Information and Technology Services on page 23.



They say dreams don't
always come true.

Don't listen.

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 on page 41; please see that section for more information.

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 of the Residence Life Handbook may be subject to disciplinary action. Non-academic infractions may result in a meeting with the Peer Judicial Board; a meeting with members of the Student Life 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:

1. Academic dishonesty, which includes but is not limited to:
 - a. 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;
 - b. Falsification – intentional forgery, misrepresentation and/or invention of any information or citation in any academic work;
 - c. 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;

- d. 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).
- e. Representing oneself as another person with or without that person’s permission.
- f. 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.
- g. 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.
- h. Tampering with or falsifying any College records, documents, computer files, storage units, terminals or programs that contain any type of College records.
- i. Unauthorized accessing of the records of any individual that are protected by the College’s policies regarding privacy and confidentiality.
- j. Falsification or dishonesty, either orally or in writing, in response to charges brought before hearing boards or officials of the College.
- k. Refusal to provide identification upon the request of any properly identified official or employee of the College acting in performance of their duties.
- l. 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.
- m. Misrepresentation, including submitting false time sheets or misuse of purchasing authority.

Civility, Safety and Environmental Health

The following shall constitute violations of the SCC:

1. “Harassment,” which includes but is not limited to:
 - a. “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.
 - b. 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.
 - c. “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.
 - d. Sexual assault or any other uninvited behavior of a sexual nature.
2. The improper use or possession of controlled substances or related paraphernalia, including, but not limited to:
 - a. The improper use, possession for the intent of sale, or distribution of any controlled substance.
 - b. The use or possession of drug paraphernalia, including but not limited to pipes, water pipes, bongs, roach clips, and vials.
 - c. The unauthorized use or possession of a hypodermic syringe, hypodermic needle, or any instrument adapted for the administration of controlled substances by injection.

3. An intentional interruption or disturbance of the business of the College, including demonstrations that have not been registered with the Office of the Vice President for Student Development.
4. Failure to comply with the directions of College officials who are acting in the performance of their duties.
5. Possession or use of fireworks, firearms, or other hazardous or dangerous weapons, including facsimiles of such weapons.
6. 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.
7. The creation of a fire hazard, the improper use of electrical appliances, or the possession of hazardous substances.
8. Endangering behavior that includes but is not limited to:
 - a. 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.
 - b. 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.
 - c. Failure to evacuate a College building after being requested to do so, or a fire alarm has sounded.
9. Stealing from any College retail unit (including but not limited to the campus store and any retail food outlet).

10. 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.
11. 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.
12. 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:

1. Unauthorized possession, theft, use, removal of, defacing, or tampering with property.
2. Damage to or destruction of such property.
3. 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.

Academic Disciplinary Review

(Please see the Curriculum Catalog for complete guidelines.)

Review Procedures

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:

1. engaging in dishonesty in examinations, assignments or any other academic activity.
2. committing plagiarism, which is 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);

3. using copyrighted material or paraphrasing it as though it were one's own. This includes works of all kinds, whether literary, musical, motion picture or other audiovisual productions, or works of art such as graphic arrangements, photographs, paintings, choreography, logo types and trademarks. One must credit the owner or author for any use of copyrighted material.
4. willfully aiding another student in any act of academic dishonesty.
5. falsifying College records, including the lack of declaration of all transfer credit.

Faculty members should inform students of policies concerning academic discipline 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 he/she may request a hearing before the Academic Standing Committee by

delivering a written request and all supporting evidence to the office of the 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 he or she considers 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:
 - To confirm the instructor's finding and impose the penalty or penalties specified in the course syllabus, or
 - To confirm the instructor's finding and in consultation with the instructor, impose a different penalty, or
 - 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. All decisions of the Academic Standing Committee are final.

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.

Appeals

A student may appeal the decision of a faculty member regarding academic dishonesty to the Academic Standing Committee within five (5) business days of the decision. The appeal must be in writing. The only appeal of decisions made by the Academic Standing Committee is to the President of the College.

Non-Academic Disciplinary Review

Review Procedures

Persons wishing to report a non-academic violation of the SCC may initiate proceedings under the SCC by filing a written complaint with the Office of the Vice President for Student Development. When appropriate, the Office of the Vice President for Student Development and/or the Vice President for Academic Affairs may also initiate a complaint under the SCC.

Upon receipt of a written complaint, the Office of the Vice President for Student Development shall review the matter and interview all relevant parties. If, following that review, the Office of the Vice President for Student Development determines that there are not reasonable grounds to believe that a non-academic violation of the SCC has occurred, he or she shall dismiss the complaint, and inform the accused student in writing.

If, however, the Office of the Vice President for Student Development believes that there are reasonable grounds to believe that a non-academic

violation of the SCC has occurred, he or she 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 Vice President for Student Development may impose a sanction consistent with College policies, or, at his or her discretion, refer the matter to the SCC Hearing Board.

Any student dissatisfied with the decision of the Vice President for Student Development may appeal to the SCC Hearing Board, recognizing that the Hearing Board could ultimately impose more severe sanctions than those imposed by the Vice President for Student Development.

The Vice President for Student Development may take immediate action to remove a student or students from campus, consistent with applicable College policies and law, where he/she determines that the student(s) poses a direct threat to himself/herself, to others, or to the campus community. (See Student Safety Assessment Team Policy on page 96.)

SCC Hearing Board/Panel

The SCC Hearing Board is a standing committee of Stephens College community members eligible to hear non-academic disciplinary matters under the SCC. The Board consists of twelve (12) members appointed by the President upon recommendation of the vice presidents of Academic Affairs and Student Development. Six (6) of the twelve (12) members of the Hearing Board will be eligible for reappointment on an annual basis.

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. Members of the hearing panel shall be determined by the President or designee, who also 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 hand-delivered or sent by certified mail to the campus-registered 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 Development within two (2) business days of the receipt of the written hearing notification. If the Vice President for Student Development 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 Development 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 member of the Stephens College faculty or staff as a 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 Panel Chairperson 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 Development. 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 Development. Where required by law, 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 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

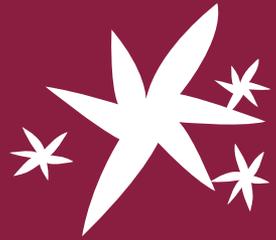
Any student found to have committed a non-academic violation of the SCC and sanctioned by an SCC Hearing Panel has the right to appeal to the President. In disciplinary proceedings addressing allegations of sexual misconduct, the complainant has the same rights of appeal as does the accused student. 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 on page 96.)

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.





Home to bold women
with bright dreams
since 1833.

Student Services and Programs

Accounting

Lela Raney Wood Hall (LRW) 214

Phone: (573) 876-7105

Fax: (573) 876-7238

Campus Extension: 4105

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

Window hours: 11 a.m.-3 p.m.; 9 a.m.-3 p.m. on bi-weekly payday Fridays

The Stephens College Accounting office, located on the second floor of Lela Raney Wood Hall (LRW 214) 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. More information on each of these services is provided under the appropriate heading (Student IDs, Parking, etc.) in this handbook.

Campus Security

Campus Box: 2091

Address: Tower Hall

Phone: (573) 876-7299

Campus Extension: 4299

The primary goal of Stephens College 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 security escort for students, faculty and staff within the campus confines after dark. Security may be contacted 24 hours a day, year-round at 876-7299. The Stephens College Security staff enjoys an excellent relationship with

the Columbia Police Department. Our personnel encourage students and staff to report any incident to the Columbia Police Department that would be of a serious nature. On an annual basis, the Crime Prevention Unit of the Columbia Police Department is invited to conduct a security survey of the campus. From the results of this survey, the College is given a list of recommended changes that could be made in various areas. For example, lighting and landscaping have been altered to increase campus safety.

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 41 for more details.**

Campus Security Escort

(573) 876-7299

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.** In most cases, the response time will be less than five minutes, but calling in advance helps guarantee prompt service.

Career Development

Campus Box: 2123

Address: 306 Lela Raney Wood (LRW) Hall

Phone: (573) 876-7101

Campus Extension: 4101

The Center for Career and Professional Development (CCPD) provides students with information about careers, job opportunities (full-time, and part-time), job search strategies, résumés and cover letters, interviewing, employers, graduate schools, job market outlooks and job fairs.

The CCPD also administers the Stephens College-to-Career Program. The program is designed to ensure that every Stephens student graduates with the professional skills, poise and confidence to succeed. The program requirements are non-academic graduation requirements. Failure to complete the program elements will result in failure to graduate from Stephens College. (See Curriculum Catalog for program requirements.)

Available services include:

HireStephensStars online job database gives students access to internships, part-time and full-time jobs across multiple industries and employers. HireStephensStars also includes career development resources such as resume and cover letter examples, interview preparation materials and job search guides.

Individual career consultation to discuss students' career concerns and job search needs.

Professional development workshops on resume and cover letter writing, networking, social media branding and more, in addition to workshops led by guest lecturers related to different majors and aspects of career preparation.

Internships support to assist students in identifying professionally oriented internships suitable for a student's career goals and major. Internships are considered part of the professional development process at Stephens College and are integrated into the academic curriculum. Many departments at Stephens require a student to have a for-credit internship prior to graduation. Your adviser can tell you if your major requires an internship.

Counseling Services

Campus Box: 2045

Address: 103 Willis Ave.

Phone: (573) 876-7157

Campus Extension: 4157

Fax: (573) 876-2318

Email: 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. Additional services may be negotiated for a fee. Counseling is provided through the Counseling Center on Willis Avenue. Students should call ext. 4157 for an appointment.

Disabilities/Special Needs Office of the ADA/Section 504 Coordinator Student Success Center

Campus Box: 2111

Address: Hugh Stephens Library

Hours: 8 a.m.-5 p.m., Monday-Friday

Campus Extension: 4240

Students with documented disabilities (including but not limited to learning disabilities, ADD/ADHD, vision impairment, hearing impairment, mobility challenges, psychological disabilities, and health-related problems) may request special services and/or appropriate accommodations under the **Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act. The College's ADA/Section 504 policies and procedures are described in the Policies Section of this handbook** (page 40). Students with qualifying disabilities should contact the Office of the ADA/Section 504 Coordinator in the Student Success Center for assistance.

Food Services: Fresh Ideas

Email: dining@stephens.edu

Campus Box: 2062

Address: 102 Stamper Commons

Phone: (573) 876-7162

Campus Extension: 4162

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, Roblee, Searcy, Pillsbury, Tower, Wood) are required to purchase a full, unlimited meal plan.

Fresh Ideas, the College's food service provider, is eager to work with our students to ensure they are getting the quality and diversity of food they want, every single day. Students with special requests – or special dietary needs – should feel free to contact the Food Services Director to share that information. (Students with special dietary needs should also refer to the College's ADA/Section 504 policies, under the Policies section on page 41.)

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; www.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 and 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

Campus Box: 2091

Address: Tower Hall

Phone: (573) 876-7299

Campus Extension: 4299

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 \$78 is required to obtain a hangtag. Mobility-impaired students with special parking needs should contact the Vice President for Student Development 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

1. All vehicles parked on the Stephens College campus must have a parking permit. All overnight guests must register their vehicle with Safety and Security.
2. 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.
3. Unauthorized vehicles parked in handicap spaces will be ticketed and towed by the Columbia Police Department.
4. 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
5. Vehicles with no hangtag can be booted or towed on the first offense.
6. Vehicles driving on sidewalks will be towed or restrained (booted) and receive a \$50 fine with no prior warning.

7. Motorcycles must comply with vehicle regulations.
8. If your car is missing, contact Campus Security (ext. 4299) or the Columbia Police at 874-7652.

Religious Life

Faith-based activities are programmed through various student organizations and the Office of Student Life and Engagement, Stamper Commons 202, (573) 876-7339.

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, including Vespers (a non-religious community gathering).

Residence Life

Campus Box: 2092
Address: 222 Stamper Commons
Phone: (573) 876-7230
Campus Extension: 4230

The Director of Residence Life and three graduate residents are responsible for all room assignments and changes, communication of residence hall policies, and supervision of residence hall staff and students. A separate Residence Hall Handbook exists for students who live in the residence halls.

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.

Safety & Security

Office of Safety & Security

Campus Box: 2091

Address: Tower Hall

Phone: (573) 876-7299

Campus Extension: 4299

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:

1. NEVER WALK ALONE AT NIGHT.
2. When you are out at night, call Security for an escort at 876-7299.

In residence halls:

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

Student Government Association

Adviser: Director of Student Life and Engagement

Campus Box: 2074

Address: Stamper Commons

Phone: (573) 876-2339

Campus Extension: 4339

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 Development 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, adopted April 29, 2008*

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
 - Standing Committees
 - *Academic Affairs Committee*
 - *Student Affairs Committee*

- *Green Committee*
- *Finance Committee*
- *Communications Committee*
- *Organizations Committee*

One of the most important purposes of the SGA is the communication system it offers. The Executive Board and each of the Commissions have access to members of the administration and faculty. You are encouraged to air any concerns to your hall council, the commissions and/or the Executive Board. SGA cannot guarantee action on the part of the administration or faculty, but they will investigate and pursue all legitimate concerns by utilizing the communication network.

Student ID

Accounting Office

Campus Box: 2006

Address: 206 Lela Raney Wood Hall

Hours: Cashier window open 11 a.m.-3 p.m. M-F; 9 a.m.-3 p.m.
on bi-weekly payday Fridays

Phone: (573) 876-7105

Campus Extension: 4105

Your student identification card is a very important item. It admits you to all campus facilities and activities (including food service) and to check out library books and cash checks. Guard your student ID carefully. NEVER lend it to anyone.

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:

- Cafeteria
- Health Services
- Library
- Susie's
- Recreational activities
- Picking up/cashing checks

Student Representatives on Faculty Committees

All full-time students are eligible to serve on the faculty governance committees listed below. Student positions on most of these committees are filled through application to SGA. Interested students should contact the Vice President for Student Development, 223 Stamper Commons, (573) 876-7212, extension 4212.

Curriculum Committee

This committee reviews and approves courses and programs, takes the initiative in formulating curriculum and suggests new courses and programs for faculty consideration.

Advising Committee

This committee develops and revises as necessary a faculty handbook for advising, conducts a program to train faculty advisers, sponsors workshops and information sessions on advising issues and selects the recipient of the Excellence in Advising Award.

Programming and Student Leadership

Campus Box: 2074

Address: 222 Stamper Commons

Phone: (573) 876-7212

Campus Extension: 4212

This office is responsible for student organizations and campus programs such as speakers, cultural and educational programs, music acts, and comedians. Staff members are available to serve as consultants for student fundraising, recruitment and special events for the

various student organizations on campus. The objective of this office is to help all students increase participation in College activities and to enrich their college experience. Specific programs include:

Leadership Training

Staff members are capable of offering leadership training workshops for student organization leaders and others upon request. These programs help students further develop their leadership skills.

Healthy Lifestyle

Fitness classes, health workshops and activities are offered to relieve stress and promote a healthy lifestyle.

Student Programs

The Student Programming Committee, a standing committee of the Student Government Association, works with the Office of Programming and Student Leadership to provide activities of interest to students. These activities include concerts, dances, coffee houses, and study break activities.

Telephone Service

Information & Technology Services

Campus Box: 2064

Address: 11 Helis Communication Center

Phone: (573) 876-2381

Campus Extension: 4381

Local Service

The telephone lines in residence hall rooms support local, toll-free, and 911-service only. Long-distance calling is not supported by the College. There is no charge to make local calls.

Students who misuse the College's telephone system, including but not limited to such infractions as making harassing phone calls, calling 911 when there is not an emergency, or interference with the use of the telephone system by other students will be subject to disciplinary action. (See the Student Code of Conduct on page 108 for more specific information.)

Cellular Phones

Students are reminded that use of cellular phones for incoming or outgoing calls during classes or meetings is prohibited. Cell phones should also remain silent during class and meetings.

Title IX

Title IX Office

Campus Box: 2001

Address: LRW 342

Phone: (573) 876-7250

Campus Extension: 4250

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 and prevention activities for the campus throughout the year. 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.

Work Study

Office of Financial Aid

Campus Box: 2124

Address: 216 Lela Raney Wood Hall

Phone: (573) 876-7106

Campus Extension: 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 Student Gateway, gateway.stephens.edu.

On campus, students work in the library, Post Office, academic departments, administrative offices, student development 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, Visitors Center. The student must provide documents to establish identity to sign up for payroll. Acceptable identification can be found on the following government website www.uscis.gov/files/form/i-9.pdf.

If you are interested in off-campus employment opportunities, please contact the Career Development Office at (573) 876-7101 for assistance.