

# Where To Go for Help

## **Residence Halls**

Hall Director, Mr. Sharp, Dr. Schoenecke

## **Personal Problems**

Mr. Sharp, Mrs. McClean, Mr. Andrew Bolger,  
Mrs. Freeman, Dr. Carswell

## **Student Activities**

Sponsor, Mr. Sharp, Dr. Schoenecke

## **Financial Problems**

Mrs. McCarty, Dr. Schoenecke

## **Spiritual Program**

Mr. Andrew Bolger, Mrs. Freeman, Dr. Carswell

## **Health Problems**

Mrs. Vanderpool, Mrs. Swearengen,  
Mr. Sharp, Dr. Schoenecke, Dr. Larsen

## **Change of Status**

Dr. Linson

## **Schedule**

Academic Advisor, Dr. Forman, Dr. Eric Bolger

## **Content of Course**

Professor, Division Chairman, Dr. Eric Bolger

## **Credit for Course**

Professor, Dr. Forman, Dr. Eric Bolger

## **Academic Problems**

Academic Advisor, Dr. Forman, Dr. Eric Bolger

## **Student Work Education Program**

Mrs. Meyer, Dr. Larsen

## **Safety Concerns**

Mr. Brown, Dr. Larsen

# Table of Contents

<b>Welcome and Introduction</b> .....	3
<b>Character</b> .....	5
<b>Conduct</b> .....	8
Disciplinary Policies and Procedures .....	8
Zero Tolerance Alcohol and Drug Policy .....	14
Lifestyle/Sexuality Policy .....	15
Sexual Harassment Policy .....	16
Computer Use Policy .....	16
Campus Closing Hour Policy .....	22
Appearance Policy .....	23
<b>Student Services</b> .....	26
Dean of Students Office .....	26
Residence Hall Living .....	26
Laundry .....	31
Dining Hall .....	31
Mail Operations .....	31
Health Services .....	32
Financial Aid .....	35
Campus Security .....	39
Fire Department .....	49
Career Services .....	49
Calendar .....	49
<b>Extra-Curricular Activities</b> .....	50
<b>Academic</b> .....	53
<b>Vocational</b> .....	57
<b>Christian</b> .....	61
<b>Patriotic</b> .....	63
<b>Cultural</b> .....	64
<b>Family Educational Rights and Privacy Act (FERPA)</b> .....	65

# WELCOME TO COLLEGE OF THE OZARKS 2011- 2013

College of the Ozarks is unique among the nation's schools of higher learning. It is more than just another fully accredited four-year liberal arts coeducational college. The College's program has a five-fold emphasis— academic, vocational, Christian, patriotic, cultural. Our vision is to develop citizens of Christ-like character who are well-educated, hard-working, and patriotic. College of the Ozarks has a durable and vigorous spirit that has grown since its opening in 1906. The College welcomes anyone who desires a quality education and is willing to work to his/her potential. This handbook outlines the policies and procedures followed at C of O. The rules and regulations established by the College are intended to ensure that the rights of all are protected and not merely for the purpose of punishing anyone.

Rules and regulations in this handbook are in effect at the time of publication, August 1, 2011. Changes in these policies may be made by the administration of College of the Ozarks at any time. The most updated copy may be found online through the campus web that is available to all students.

## **Mission**

*The mission of College of the Ozarks is to provide the advantages of a Christian education for youth of both sexes, especially those found worthy, but who are without sufficient means to procure such training.*

## **Vision and Goals**

*The vision of College of the Ozarks is to develop citizens of Christ-like character who are well-educated, hard-working, and patriotic.*

To achieve this vision, the College has academic, vocational, Christian, patriotic, and cultural goals. Even as College of the Ozarks has evolved through secondary and junior college stages to the present four-year liberal arts institution, the fundamental goals have remained the same.

### **Academic Goal**

To provide a sound education, based in the liberal arts.

### **Vocational Goal**

To promote a strong work ethic, encouraging the development of good character and values.

### **Christian Goal**

To foster the Christian faith through the integration of faith with learning, living, and service.

### **Patriotic Goal**

To encourage an understanding of American heritage, civic responsibilities, love of country, and willingness to defend it.

### **Cultural Goal**

To cultivate an appreciation of the fine arts, an understanding of the world, and adherence to high personal standards.

*Revised and approved by the Board of Trustees April 23, 2002*

# CHARACTER

College of the Ozarks exists to provide students with more than an academic education. The five-fold mission serves to emphasize the values the College holds to produce well rounded individuals. As a result, the College places a high value on character and developing character within students.

## Character Camp

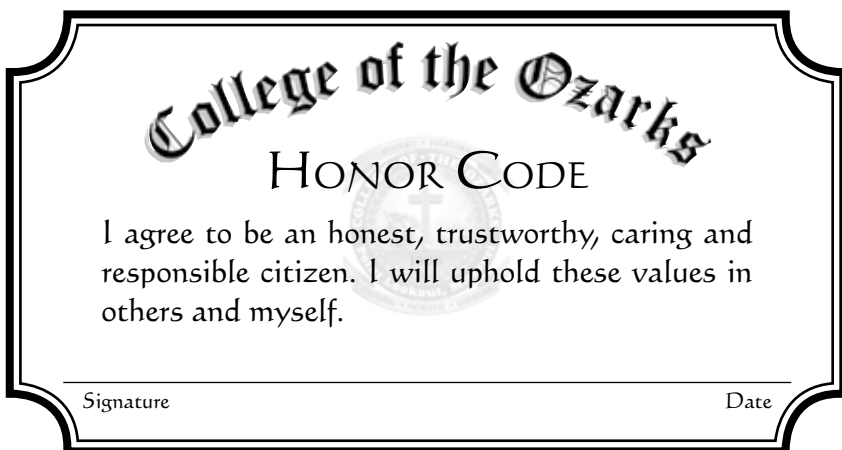
Every new student starting at College of the Ozarks with 30 semester hours or less is required to attend Character Camp. Character Camp provides students with an enjoyable, intensive orientation to the College and the expectations required of students. Character Camp also provides an outstanding leadership opportunity for orientation leaders called “moms and pops” who model the character expected of a C of O student while leading the “kids” in their family through the orientation process.

## Character Curriculum

Students are given the opportunity to examine character in the classroom by taking courses that are part of the character curriculum. These academic classes emphasize the various roles of character within the context of the Bible, literature, philosophy, and composition. Students completing four of the five courses will receive a special notation on their transcript.

## Honor Code

College of the Ozarks' emphasis on character begins when students arrive on campus for Character Camp and goes until the student's graduation or other separation from the College. During Character Camp, every new student is expected to sign the honor code and comply with the code while a student at College of the Ozarks. Students sign a card, pictured below:



The image shows a decorative card with a double-line border and rounded corners. At the top, the text "College of the Ozarks" is written in a stylized, gothic-style font, arched over a circular seal. Below this, the words "HONOR CODE" are printed in a large, serif font. Underneath, there is a paragraph of text: "I agree to be an honest, trustworthy, caring and responsible citizen. I will uphold these values in others and myself." At the bottom of the card, there are two horizontal lines for a signature and a date, with the words "Signature" and "Date" printed below them.

## **Champions of Character**

College of the Ozarks is a part of the National Association of Intercollegiate Athletics (NAIA). The NAIA sponsors the Champions of Character program that emphasizes respect, responsibility, integrity, servant leadership, and sportsmanship. Every student athlete is required to sign the Champions of Character Code Student Athlete Pledge listed below:

Each game and practice I participate in will provide me with an opportunity to be a “Champion of Character”.

I pledge, as an NAIA student-athlete, to accept the five core character values of the NAIA and will do my best to represent the NAIA, my institution, my teammates, and myself by:

respecting my opponent, the officials, my teammates, myself, and the game;

taking responsibility for my actions in all areas of my life;

having the integrity to stand by my word;

providing servant leadership where I serve others while striving to be a personal and team leader;

and being an example of sportsmanship by holding myself to the highest standards of fairplay.

## **Leadership Development Track**

The Leadership Development Track (LDT) is a four year focus on leadership development which is focused on integrating learning opportunities at C of O and capitalizing on student development. It is a value-based leadership program incorporating the five goals of the College, and urging students toward personal responsibility and excellence which will build leadership character. Since it is a four-year program, it is progressive in nature, allowing students to participate according to their maturity; freshmen explore, sophomores learn, juniors lead, and seniors teach.

## **College of the Ozarks Academy of Lifestyle Leadership**

The College of the Ozarks Academy of Lifestyle Leadership (CALL) which is an LDT sponsored event for sophomores, is an extracurricular class designed to give instruction on leadership principles and the opportunity to apply them on campus and in the community. The ultimate goal of the class is to stimulate and cultivate personal, Christ-like character and encourage natural leadership abilities while providing opportunities for each member to practice those skills.

**Keeter Center for Character Education**

The College of the Ozarks established the Keeter Center for Character Education to provide programs and activities to enhance the development of character and good citizenship. Programs that are sponsored by the Keeter Center for Character Education include Character Forums, Community Convocations, the S. Truett Cathy Poverty Summit, the Focus on the Family Exchange, and the First PLACE! Program which helps develop character education initiatives in Stone and Taney County schools and businesses.

# CONDUCT

Students at the College have agreed to follow the College's rules while they are a student even if they do not personally agree with them. Students are expected to conduct themselves, both on and off campus as ambassadors of the College. Their conduct must reflect the academic, vocational, Christian, patriotic and cultural goals of the College.

Students must observe rules of courtesy, good manners and good conduct. Students must remove hats in classrooms, chapel, library and the dining hall and show respect for speakers at convocations and chapel services. Students are responsible for the cleanliness and beauty of the campus. Students are expected to walk on sidewalks, put trash in the trash barrels and keep the dining hall clean and attractive.

The College reserves the right at any time to refuse enrollment, deny a degree, or terminate attendance of a student whose conduct, attitude or appearance violates College rules and policies. If a student is expelled for violation of the College rules and policies, fees will not be refunded and the College will bear no liability for such exclusion.

Each student is expected to familiarize themselves with the rules and policies contained in this student handbook. The consequences for violation of College rules and policies are set forth in the Disciplinary Policies and Procedures.

## Disciplinary Policies and Procedures

### Introduction

The purpose of discipline is to help students learn to cooperate with rules and regulations and to take responsibility for their actions. The Dean of Students has considerable discretion in dealing with disciplinary matters. The Dean of Students will investigate reports of misconduct or violation of campus rules or policies. In the event that the Dean of Students is not available for addressing disciplinary matters, the Dean of Administration or other individual appointed by the President of the College will address the issues. A violation will be categorized as follows:

1. Infringement,
2. Infraction, and
3. Major Violation.

### Disciplinary Procedures

The Dean of Students will investigate any alleged violation of College rules and policies. If it determined that a violation has occurred, The Dean of Students will determine the seriousness of the charges (Infringement, Infraction, or Major Violation). If the alleged conduct is an Infringement, Infraction or Major Violation, the Dean of Students will conduct a hearing to determine if a violation has occurred. If a violation has occurred the Dean of Students will determine the appropriate punishment. Penalties include Official Warning, Temporary Restrictions, Housing Status Review, Counseling, Counseling Out, Fines, Administrative Reprimand, Disciplinary Probation, Disciplinary

Suspension, or Disciplinary Dismissal which are defined in this Policy. The student may appeal the Dean of Students' decision to the Campus Disciplinary Board by following the appeals process.

### **Infringement**

Examples of a rule or policy violation constituting an Infringement include, but are not limited to the following:

1. Violation of the College's Campus Closing Hour Policy.
2. Littering.
3. Violation of the College's Appearance Policy.
4. Failure to observe policies on display of alcohol or drug advertisements.
5. Minor inappropriate conduct in the dining hall, residence halls, chapel, or anywhere on campus.
6. Failure to observe residence hall rules.
7. Repeated failure to observe vehicle regulations on campus.
8. Excessive Public Display of Affection (PDA).
9. Smoking on campus in any area other than the designated smoking areas.
10. Any other conduct determined by the Dean of Students to constitute an infringement.

Punishment for commission of an Infringement includes, but is not limited to Official Warnings, Temporary Restrictions, Housing Status Review, Counseling, Fines, or Administrative Reprimand.

### **Infraction**

Examples of a rule or policy violation constituting an Infraction include, but are not limited to the following:

1. Disorderly conduct.
2. Disruption of classes/college activities.
3. Insubordination or failure to cooperate with a hall director, RA, administrator, faculty or staff member (such as Security or Dining Hall worker).
4. Display of obscene, vulgar or sexually exploitative material (including online or telecommunication methods.)
5. Possession or use of firearms or fireworks on campus.
6. Tampering with fire extinguishers.
7. Falsifying chapel or convocation attendance.
8. Profanity, vulgar speech and gestures, or swearing.
9. Dishonest use of an ID card, including using another person's ID or lending one's ID card to someone else.
10. Financial irresponsibility (such as writing bad checks).
11. Unauthorized use of campus long distance telephone codes.
12. Direct or indirect sharing of computer password.
14. Numerous or repeated infringements.
15. Noncompliance with punishment for infringements.
16. Any other conduct determined by the Dean of Students to constitute an Infraction.

Punishment for commission of an Infraction includes, but is not limited to Housing Status Review, Counseling, Counseled Out, Administrative Reprimand, Disciplinary Probation, and Disciplinary Suspension.

### **Major Violation**

Examples of a rule or policy violation constituting a Major Violation include, but are not limited to the following:

1. Academic dishonesty (cheating).
  - a. Examples of cheating include: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
  - b. Plagiarism which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.
  - c. Furnishing false information to any College official, faculty member, or office.
2. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
3. Violation of the College's Zero Tolerance Alcohol & Drug Policy.
4. Violation of the College's Lifestyle/Sexuality Policy.
5. Violation of the College's Sexual Harassment Policy.
6. Violation of the College's Computer Use Policy.
7. Violation of the Residence Hall Internet Access Policy.
8. Violation of the College's Residence Hall Policy.
9. Stealing or maliciously damaging property of the College or another individual.
10. Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises. The unauthorized entry into offices or other private areas of campus including breaking into vending machines as well as offices and buildings. Students are not allowed in a building or an outside location after hours without authorization. Students are not allowed to be in areas that are normally off limits to students unless authorized by a work supervisor including but not limited to steam tunnels, rooftops, maintenance rooms, and water treatment/pump house areas.
11. Derogatory racial speech or acts toward anyone.
12. Setting off a false fire alarm.
13. Hazing, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
14. Charges of violation of a law. Proceedings under this student code may be carried out prior to, simultaneously with, or following civil

or criminal off campus proceedings (includes DWI, but not parking violations).

15. Use of a campus long distance code for a long distance call without approval. Violation will result in a minimum fine of \$50.00 and minimum disciplinary probation for one year.
16. Numerous or repeated infractions.
17. Noncompliance with punishment for infractions.
18. Failure to submit to requested drug test.
19. Any other conduct determined by the Dean of Students to constitute a Major Violation.

Punishment for commission of a Major Violation includes, but is not limited to Administrative Reprimand, Disciplinary Probation, Counseled Out, Disciplinary Suspension, or Disciplinary Dismissal.

### **Disciplinary Actions**

The action for a specific incident may include one or more of the consequences listed, or different consequences may be devised for a particular situation. Previous disciplinary problems may affect the level of action. Multiple misbehaviors on one occasion or a violation that occurred on more than one occasion usually results in more serious action being taken.

## **Definitions**

### **Official Warning**

A verbal warning is given.

### **Temporary Restrictions**

For a set period of time a student is prohibited from campus facilities such as the Fieldhouse or a specific residence hall.

### **Housing Status Review**

A student may be required to vacate campus housing.

### **Counseling**

A student may be required to meet for a specific number of times with the campus pastor or a specified counselor.

### **Counseled Out**

Students' behavior and cooperation are monitored during the semester to determine their eligibility to continue at College of the Ozarks. The Dean of Students may seek to work with students who have problems. If there is not sufficient improvement the student may be "counseled out" and not allowed to continue. Sometimes there are repeated problems with a student and the decision is made to inform the student he/she will be "Counseled Out" at the end of the semester.

The College reserves the right to require a mental or other professional evaluation. Pending the outcome of the evaluation the student may be counseled out immediately or at the end of the term.

### **Fines**

Fines may be assessed for a number of rule or policy violations.

## **Administrative Reprimand**

An Administrative Reprimand is a letter to the student from the Dean of Students citing the problem behavior. A copy of the letter is placed in the student's file in the Dean of Students' office. This letter would be used in any further disciplinary action taken against this student.

## **Disciplinary Probation**

Probation means that the individual's standing as a student is in serious jeopardy. Restrictions ranging from the remainder of the semester to a full year will be imposed. A student placed on probation will not be allowed to represent the College in any activity.

## **Disciplinary Suspension**

The student is separated from the College for a designated minimum period of time and may not be on campus during the period of suspension. Specific requirements may be placed on the student's return. Action of the Admissions office will be required for re-admission.

## **Disciplinary Dismissal**

A student who is separated from the College because of a discipline matter is not eligible for return to the institution.

## **Appeals**

Suspensions for academic, work, or chapel/convocation violations are appealed to the dean responsible for that area and their decision is not appealable. A student may appeal a Suspension, Counseled Out, or Disciplinary Dismissal. The following procedures apply if the matter is appealed.

### **Disciplinary Appeals Procedures**

1. A student wishing to appeal a punishment determined by the Dean of Students may write a letter of appeal addressed to the Campus Disciplinary Board. The letter must state the rationale for the appeal and is submitted to the Dean of Administration. Letters of appeal must be legible and must be submitted the next school day following notification of the action by the Dean of Student's or his designate.
2. The Campus Disciplinary Board, appointed by the President of the College, will meet in a timely manner, review the case, and conduct a hearing. The student will appear before the Board and will explain the situation and present any other appropriate evidence. The Board may call additional individuals as it chooses and review the information. Depending upon the circumstances, the Board may need to meet a number of times to reach a decision.
3. The Campus Disciplinary Board will make one of the following recommendations to the Dean of Administration:
  - a. Recommend that the case does not need further review. With this recommendation, the case is completed and sanctions of the Dean of Students are upheld.
  - b. Recommend that the case should be reviewed further by the Dean of Administration.

4. If the Campus Disciplinary Board recommends the case be reviewed by the Dean of Administration, the student will have a hearing with the Dean of Administration. The Dean of Administration will decide whether to uphold, modify, reduce, or strengthen the sanctions of the Dean of Students.
5. If a student disagrees with the decision of the Dean of Administration if:
  - a. New evidence is discovered that was previously unavailable; or
  - b. It is alleged that the College has failed to follow the disciplinary appeals procedure.

Appeals to the President must be submitted in writing within 48 hours of the notification of the Dean of Administration's decision and must specify the basis of the appeal including, if applicable, a summary of the new evidence and an explanation why it was not previously available.

During the appeal process, the Dean of Students will determine if a student may continue working, attending class, and/or living in the residence halls until the appeals process is completed. In the event that the Dean of Students is not available for disciplinary hearings, the Dean of Administration may address disciplinary issues. Should those decisions be appealed, the President will appoint a proxy for the Dean of Administration during the appeals process.

### **Probation**

The College expects students to remain in good standing in all areas relating to the College. Students that are not in good standing may be placed on one or more of the following: Academic Probation, Convocation/Chapel Probation, Disciplinary Probation, or Work Probation. Any student that is on probation cannot represent the College during the period in which the student is on probation. This includes but is not limited to competing in athletic events, performing in musical concerts, attending off-campus trips, or representing campus organizations. Students choosing to appeal a probation or suspension decision need to address their appeal to the following individuals:

Academic Probation	Dean of the College
Convocation/Chapel Probation	Dean of Students
Disciplinary Probation	Dean of Students
Work Probation	Dean of Work

With the exception of Disciplinary Probation/Suspension, the Dean's decision is final and is not appealable.

### **Enrollment Review**

Attendance at the College is a privilege and not a right. College students are expected to uphold the standards of the College in all areas of their lives including academic, work, and behavioral expectations. On the rare occasions when students do not fulfill these expectations the student may be required to appear before the Enrollment Review Committee.

The Enrollment Review Committee is appointed by the President and chaired by the Dean of Administration. The Committee will review the student's continued enrollment at the College. A student may be required to meet with the committee when he/ she is placed on multiple probation(s) (any combination of academic, work, disciplinary, or chapel/convo-cation probation(s), behave in a manner that calls his/her character into question, or causes any college employee to recommend a student to the committee. While the committee meeting may occur at any time during the semester, students that have their enrollment revoked may be able to complete the remainder of the semester.

## **Zero Tolerance Alcohol & Drug Policy**

The College in order to promote its fundamental mission, has adopted a zero tolerance policy for the use, consumption, possession, manufacture, or distribution of alcohol, narcotics, drugs, drug paraphernalia or chemicals on College property or at any College sponsored or sanctioned event and is strictly prohibited, regardless of the age of the individual. The use, consumption, possession, or distribution of alcohol by any student less than the legal consumption age of 21 is strictly prohibited and will be subject to disciplinary sanctions including, but not limited to, disciplinary dismissal. Prohibited unlawful use of alcohol includes violation of the Missouri law prohibiting possession or use of alcohol by someone less than 21 years of age and all other state and federal laws regulating use, possession, or distribution of alcohol. The use, consumption, possession, or distribution of alcohol by any student greater than the legal consumption age of 21 may be subject to disciplinary sanctions including, but not limited to, disciplinary dismissal. The display of any advertising for alcoholic beverages, including containers, is not allowed at the College. This includes, but is not limited to clothing, signs, lamps, posters, and vehicles on campus.

The unlawful manufacture, distribution, dispensation, use, possession, sale or purchase of illegal drugs, drug paraphernalia or chemicals on College property or at any College sponsored or sanctioned event is strictly prohibited and will result in dismissal from the College. The College reserves the right to require a drug test from a student where there is a reasonable suspicion that the College's drug free Zero Tolerance Alcohol and Drug Policy has been violated. Failure to submit to a drug test will result in dismissal from the College. (See Disciplinary Policies and Procedures.)

Local, state and federal laws prohibit the unlawful possession, use, distribution, and sale of illegal drugs. Criminal penalties for violating these laws range from fines to imprisonment for terms up to and including life. In addition to any punishment imposed by the College, any student suspected of violating any federal, state, or local law proscribing the use, possession, distribution, or manufacture of alcohol or illegal drugs will be referred to the appropriate law enforcement agency.

## Health Risks

Specific serious health risks are associated with the use of illegal drugs and alcohol. Medical studies indicate that users of illegal drugs or alcohol can suffer from a wide range of medical and psychological problems. Those problems can be as mild as depression or as severe as permanent brain damage or death. At the very least, use promotes poor application to academics as shown by poor study habits, lack of concentration, and loss of self esteem. Additional information on the health risk associated with the use of the illicit or illegal drugs or alcohol is available through the McDonald Health Center.

## Lifestyle/Sexuality Policy

College of the Ozarks is guided\* by a long-standing traditional, biblical worldview which reflects the understanding that human sexuality is a gift from God and that the purpose of this gift includes the procreation of human life and the uniting and strengthening of the marital bond in self-giving love. These purposes are to be achieved through heterosexual relationships in marriage. Misuses of God's gift will be understood to include, but not be limited to sexual abuse, sexual harassment, sexual assault, heterosexual misconduct, homosexual conduct, or possession of pornographic materials. In addition, the College considers indiscreet public display of affection as inappropriate behavior.

Employees and students at College of the Ozarks are expected to conduct themselves at all times in accordance with the highest standards of Christian morality. It is particularly important to the College that high standards of sexual morality be observed among its employees and students.

Toward this end, the College may subject to disciplinary action, any employee or student who engages in or encourages:

1. Sexual relations with a person other than his/her spouse;
2. Sexual relations with a person of the same sex;
3. Touching, caressing, and other physical conduct of a sexual nature with a person of the same sex;
4. Touching, caressing, and other physical conduct of a sexual nature with a person of the opposite sex that is inappropriate to the time and place in which it occurs.

Disciplinary action may include disciplinary dismissal.

*\*Genesis 1:27-28; Proverbs 5:18-19; Song of Solomon; I Corinthians 7:2-5; Genesis 2:24; Matthew 19:5; Exodus 20:14; Proverbs 5:1-11; Proverbs 6:23-33; Proverbs 7:5-27; Romans 1:26-28; I Thessalonians 4:3; I Corinthians 6:9-10; I Corinthians 6:13-20; Galatians 5:19.*

## **Sexual Harassment Policy**

Federal and state law prohibits sexual harassment, and College of the Ozarks is opposed to and will not tolerate sexual harassment in the educational environment or the workplace.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and any printed, verbal, or physical action which is of a sexual nature. An action is considered harassment when:

1. Submission to the conduct is made, either implicitly or explicitly, a term or condition of an individual's employment or status in a course, program, or activity; or,
2. Submission or rejection of such conduct is used as the basis for employment or academic decisions affecting the individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational experience and/or creating an intimidating, hostile, or offensive working or academic environment.
4. Retaliation against any person who brings an accusation or who assists in the investigation of a complaint is prohibited. Notwithstanding this provision, the College reserves the right to discipline an employee or student who is determined to have brought an accusation in bad faith.

### **Complaint Procedures:**

1. Any member of the College community has the right and responsibility to report sexual harassment. Any student who has a complaint should report the matter to the Dean of Students, or Dean of the College.
2. A thorough investigation of the complaint will be conducted, and the College may take disciplinary action up to and including suspension.
3. Should anyone accused of harassment be dissatisfied with an imposed sanction, an appeal may be made to the President of the College.

## **Computer Use Policy**

### **Principles and Guidelines**

This Computer User Policy provides policy statements and guiding principles for the appropriate use of the College's computer facilities and services to guide faculty, staff and students.

A. Respect the mission of the College.

1. The College makes network resources available to students, faculty and staff to further the College's academic, vocational, Christian, patriotic and cultural goals. The College network, Internet connection, and e-mail system are for the College's educational programs and business use only.
2. The College cannot control the content of web pages, e-mail or other on-line communications and is not responsible for the views expressed by outside entities or individuals. The College may engage in the monitoring of all electronic transactions, including e-mail or

other electronic files created by users of the College's computer facilities and services. The College will take appropriate steps should it learn of illegal use of its computer facilities.

3. You are responsible for all activity involving your College computer account. Keep your account secure and private. Use of your account or College resources for personal commercial gain or political purposes is prohibited. Sharing your password with another person is prohibited. Do not use common words as your password. Do not post your password in plain view for anyone to access.
  4. The College is the custodian of a wide array of confidential personal and financial data concerning its operations, the students, faculty, staff, alumni and donors. Confidential information includes, but is not limited to, student transcripts and financial information, employee personnel records, donor financial records, and the financial records of the College. Complete confidentiality is required. Only those with authorization may access, communicate, or use Confidential information.
- B. Do not compromise the integrity of the computer systems and network.
1. When using computer and network resources, do not tamper with the facilities and avoid actions that interfere with the normal operations of computers, network and facilities.
  2. Do not connect personal or unapproved equipment to any College owned computer or to the College network.
  3. Do not install personal software on College-owned equipment.
  4. Do not install College software on equipment that is not owned by the College.
  5. Avoid excessive use of College resources, as they are finite. This includes network, Internet and e-mail except where related to the College business. Limitations may be placed on excessive usage, especially in the areas of Internet and e-mail.
  6. Be aware that it is possible for any online information to be read or copied; that some user information is maintained in the system logs as part of responsible system maintenance; that the College reserves the right to examine computer files, including personal and confidential information maintained on College computing facilities.
  7. Passwords should be chosen by and known only to the individual user responsible for the login. Individuals who give their passwords to another individual or display them on a wall, desk, computer, keyboard or any other surface will be disciplined and may face termination. Passwords must be a minimum of 10 characters in length and must be made up of at least three of the following: uppercase, lowercase, special characters or numbers. The password cannot contain your name and must be changed at an interval to be determined by the Computer Center.
  8. Workstations must be locked or logged off to a point that requires a new log-on whenever employees leave their work area. (ctrl/alt/delete

then click lock computer). The screensaver policy will also enforce this.

9. Do not install or run programs that circumvent security policies.

C. Be aware of the legal implications of computer use.

1. Much of what appears on the Internet is protected by copyright law regardless of whether the copyright is expressly noted. Users should assume that all materials are copyrighted unless specifically noted. Copyright protection also applies to software, which is licensed to the College, and may have limitations on its use. Individual users who violate a copyright may be held legally responsible for their actions. The College reserves the right to refuse to defend any faculty member, student or staff member named in a lawsuit arising out of alleged copyright infringement activity and to refuse to pay any damages awarded by a court of law against such person.

2. Many state and federal laws, including those prohibiting deceptive advertising, use of others' trademarks, defamation, violations of privacy and obscenity apply to all computer-related communications.

D. E-mail.

1. E-mail should adhere to the same standards of conduct as any other form of mail. Avoid distasteful, inflammatory, harassing or otherwise unacceptable comments. Individuals may not use e-mail to infringe the copyright or other intellectual property rights of third parties.

2. The College may engage in monitoring of e-mail messages or other electronic files created by employees in specific instances in which there is a good cause for such monitoring or legal obligations to do so.

3. The act of putting a name other than your own in the "from" field of an e-mail message is fraudulent. E-mail recipients have the right to know who is contacting them.

4. Respect the privacy of others and their accounts. Do not access or intercept files or data of others without permission. Do not use the password of others or access information under false identity.

5. Distribution of unsolicited mail is inappropriate.

6. The College cannot completely protect individuals against the existence or receipt of materials that may be offensive to them.

7. Do not open e-mail from unknown senders and be cautious when clicking links or attachments in an e-mail message.

8. Use of e-mail is to be primarily for educational and business purposes. Employees will be permitted to engage in incidental personal e-mailing, as long as (1) it is done during the employee's lunch period or other off-the-clock time and (2) as long as existing policy regarding e-mail content and the opening of sender-unknown (possibly virus-laden) e-mails is followed.

9. Employees are not to use College e-mail for non-business related communications to the College "staff", "faculty" or "student" lists. Examples of inappropriate usage are e-mails to buy or sell personal items, operate a personal business, buy/sell/rent houses or to pass along editorials, jokes, chain letters etc.

10. Individuals must understand that they do not have a personal privacy right in any matter created, received or sent from the e-mail system. E-mail can be read or intercepted by others; including inadvertent disclosure, accidental transmission to third parties or purposeful retransmission to another employee's internal mailing list.

#### E. Internet.

1. Use of the Internet by employees or students is permitted and encouraged where such use is suitable for business or educational purposes. Users should be aware that the College will monitor activity and filter content which is inconsistent with the values, standards and mission of the College.
2. Exploring the Internet for personal use should be one before or after work hours or during the lunch break.
3. Downloading from the Internet should be done with caution and kept under control, because of potential viruses and space limitations. Any music files stored on College of the Ozarks computers are subject to deletion at any time and without notification. Bandwidth restrictions will be placed on audio and video streaming files that use excessive bandwidth. Do not automatically respond OK to pop-ups you receive while browsing the Internet.
4. The display or downloading of sexually-explicit images, messages or cartoons or any document that contains ethnic slurs, racial epithets or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs is not permitted before, during or after business hours.
5. The College has the right and capability to monitor and track Internet browsing by each user on our system. Our goal is that employees and students will make this unnecessary.

#### F. Social Media.

1. Social media includes such internet-based sites as MySpace, Facebook, Twitter, LinkedIn and blogs. College policy applies to two classes of Social media accounts: those owned and administered by the College itself for its business purposes, and those non-College-owned accounts and blogs which belong to students or employees, and which represent the College.
2. All accounts or blogs owned by the College must be administered by an approved College employee who is responsible for monitoring content and removing anything that would reflect poorly on the College, including but not limited to, items that may be considered obscene, vulgar, defamatory, threatening, discriminatory, harassing, abusive, hateful or embarrassing to another person or entity. All materials posted must be compatible with the College's Vision and Mission Statements. The content of all non-College-owned accounts and blogs which represent the College (1., above) is the responsibility of their respective owner(s), who may be subject to discipline for violation of this policy.

3. No social media account or blog may link to any of the College's websites without prior approval by the College.
4. All social media described in 1. And 2., above, must adhere to current College policy regarding acceptable network use and security; student or employee codes of conduct; copyright, logo and trademark legal requirements (including those of the College); and protection of confidential information relating to the College, its employees or students.
5. Should non-College-owned accounts or blogs make any reference to the College, they must include clear disclaimers that any views expressed are the owner's alone, and do not necessarily represent the views of the College.
6. There is no absolute privacy when posting to any social networking site. Be aware that content in violation of this policy may be grounds to discipline an employee or student.

### **Prohibited Uses of College Computer Resources**

1. Uses that violate College policy are prohibited.
2. Unauthorized or excessive personal use is prohibited. Use is excessive if it affects the performance and/or operation of the network, results in substantial use of a system capacity, or otherwise subjects the College to increased cost or risks. Use that interferes with the performance of work or responsibilities of any employee of the College of the Ozarks is not permitted.
3. Uses that interfere with the proper functioning of the College's information technology resources are prohibited.
4. Uses that unreasonably interfere with the ability of others to make use of the College computer resources are prohibited.
5. Attempting to gain or gaining unauthorized access to the computer system or files is prohibited.
6. Use of college computer resources to infringe the intellectual property rights, including copyright violations ([www.copyright.gov](http://www.copyright.gov)) is prohibited. The College adheres to the Federal Digital Millennium Copyright Act of 1998 ([www.copyright.gov/legislation/dmca.pdf](http://www.copyright.gov/legislation/dmca.pdf)).
7. Use of College computer resources for personal profit is prohibited.
8. Frivolous, disruptive or inconsiderate conduct in computer labs is prohibited.
9. No college computing facility or office may be used for playing computer games.
10. Moving or removing college owned computer equipment, software or peripherals without proper authorization is prohibited.
11. Use of any college information system to access, download, print, store, forward, transmit or distribute offensive, obscene, pornographic, tasteless, racist, or illegal material is prohibited.
12. Violating any state or federal law in connection with use of any College information system is prohibited.

## **Enforcement of Computer Use Policy.**

Violation of any of these principles and guidelines may result in a denial of access to College computer resources, disciplinary action, termination and if appropriate, legal action.

## **Residence Hall Internet Access Policy**

Residence hall students who desire to connect their own personal computer to their residence hall room port (for Internet, College I-net and E-mail service) must install Trend Antivirus and the CleanAccess client that are provided by the College.

Students needing assistance installing Trend or the CleanAccess client should make an appointment with Computer Center staff, which will assist them with the install but will not perform any other maintenance or service on student computers.

The student's personal computer must have the following minimum specifications in order to successfully operate on the College network:

### **Operating System:**

- Windows Vista Ultimate, Business, Home Premium, or Home Basic - Intel Pentium 800 MHz (1GHz recommended)
- Windows XP Home or Professional Edition, with Service Pack 2 - Intel Pentium 350 MHz
- Windows XP Media Center Edition 2005, with Service Pack 2 - Intel Pentium 350 MHz
- MAC OS X

### **Memory**

- 512MB minimum for Windows XP
- 1GB minimum for Windows Vista Home Basic, Windows Vista Home Premium, Business or Ultimate
- 1GB minimum for MAX OS X

### **Disk Space**

- 250MB available for installation Network Card (Either a wired or wireless card, both are not required)
- 10/100 Network Interface card (Ethernet)
- 802.11 B/G Wireless Network Card

### **CD Rom or USB**

**Note:** No maintenance, service or operations of any kind will be performed by computer center staff on any student's personal computer. In addition, the college accepts no responsibility whatever for damage to student computers before, during, or after use in connection with the college internet system. Monitoring and filtering for web content will be in place. Bandwidth restrictions will also be in place. All media and audio connections (such as Windows Media Player/RealPlayer) will have restricted bandwidth, to prevent the monopolization of campus network bandwidth. "Peer to peer" applications that allow users to participate in a file sharing "community" and allow users to search the network for files that may interest them, and to bring those files to their own computers will be disallowed.

The traffic such sharing generates is a problem for the College and violates this policy. Additionally, downloading from a file sharing “community” puts users at risk personally if they are found to possess copyrighted materials they have not obtained legally. The College will not protect individuals who distribute copyrighted material without an appropriate license. Federal law requires that the College take action when notified that someone on its network is distributing copyrighted materials. Examples of file sharing applications include but are not limited to Kazaa, Morpheus, Napster, Gnutella, Audio Galaxy, Aimster, and WinMX. The student’s computer is the only device that may be attached to the campus network. Any other devices, such as wireless access points, wireless routers or systems that do not meet the minimum specifications listed above are not approved and should not be connected to the campus network. The use of a network connection provided by the College (wired or wireless) for server applications such as web servers, chat servers and networked games that impact the operation or performance of the network will result in disabling of the network port. Any abuse of Internet privileges may result in disciplinary action.

## **Campus Closing Hour Policy**

The campus is closed each night at 1:00 a.m. and opens at 5:00 a.m. When the campus is closed students are to be in their respective residence halls. Students returning to campus after campus closing should go directly to their residence hall. Exceptions are listed below:

1. At work on a campus job. Students should go directly to and from their assigned job.
2. On a college sponsored and approved trip.
3. Signed out for the night with information as to where they may be reached in an emergency.

The front gates will be attended from 6:00 p.m. until 7 a.m. and as student work schedules allow during the day. Students returning to campus after 1:00 a.m. may drive to their designated parking lot and go directly to their residence hall after being stopped by the gate worker upon entering the gates.

Students leaving campus after 1:00 a.m. and then returning to campus prior to campus opening will need to park in the west end of the Alumni Center lot. Students will need to move their vehicles before 9:00 a.m. the next morning or be ticketed.

Summer schedule will allow the student to come on or leave campus for off-campus jobs at any time. Campus security is on duty 24 hours a day and is to check any student on campus out of the residence halls after closing hour.

## **Appearance Policy**

The campus environment at College of the Ozarks differs from most any college in America. The work ethic is woven into the fabric of this institution—where real-life work experiences and academic experiences are co-mingled. Valuable student work experiences are created in an atmosphere where visitors are deliberately sought and serviced in a variety of on-the-job settings. Therefore, as a part of the total education experience, students must learn to meet higher expectations of appearance—similar to what may be expected by many employers of the College’s graduates.

### **General Appearance Expectations**

Students attending College of the Ozarks have the responsibility to dress cleanly, tastefully, neatly, and modestly, for any occasion. It is expected that men and women dress modestly and tastefully in a Christian environment. The unique quality of the work program may cause some variation in dress, but the student has the responsibility of dressing appropriately on campus and in the community. These expectations are designed to ensure that student appearance, both on and off campus, reflects the culture and values of the institution.

It is the student’s responsibility to stay within the general appearance policies established by this institution. Appearance violations should be reported to the Dean of Students who will determine if a student’s appearance does not meet the school’s expectations. Violations may result in disciplinary action; students who repeatedly violate the general appearance policies can be subject to disciplinary dismissal. The following guidelines should be helpful in meeting the expectations of the College:

### **Hairstyles and Dress**

Any hairstyle or fashion that the College views as a distraction in the college community is unacceptable. Hairstyles and fashion should avoid fads that call undue attention to appearance. Grunge, emo, or goth styles of dress, or hair dyed an unnatural color for either gender are not allowed. Tattoos should be covered at all times. Students are expected to present themselves in a modest fashion at all times. If a student is unclear about an issue of appearance, the student should consult his/her hall director or the Dean of Students.

### **Women**

Women shall not have more than two piercings per lobe of the ear; body piercings and gauges are not tolerated. Shaved heads or hair that is an unnatural color is not allowed. Students are expected to present themselves in a modest fashion at all times. Students may not wear halter tops, tube tops, midriffs, see through or extremely tight fitting clothing. Furthermore, students may not display any portion of their undergarments. For example, any straps on shirts/tops should be at least three inches wide. Shorts, skirts, dresses, etc. should be of appropriate length.

For example, shorts should have an inseam of at least 5 inches. Skirts and dresses should be four inches from the top of the knee or longer.

## **Men**

Earrings, gauges, and other body piercing for men are not allowed. Men's hair should be kept clean and neat. Hair should be kept off the top of the ear and should not reach the collar. Mohawks or similar hairstyles are not allowed. All facial hair should be neatly trimmed or well shaven. Sideburns should be well kept and reach lengths no longer than the mid-point of the ear. Makeup, nail polish, or other similar forms of cosmetics are not allowed.

## **Casual Attire**

A clean and well-cared-for appearance should be maintained and extreme styles or appearance by men or women is inappropriate. The attire for the Dining Hall, Classroom, Library, and Convocations are as follows:

- Men may wear slacks, blue jeans (not torn or with holes), shorts, shirts with arms (not undershirts, tank tops or shirts with arm holes cut out) and shoes. No rolled up sleeves, cut out or sleeveless T-shirts are allowed.
- Women may wear dresses, slacks, skirts, blue jeans (not torn or with holes), shorts, blouses, neat T-shirts, shirts and shoes. No rolled up sleeves, cut out or sleeveless T-shirts are allowed.
- Clothing is inappropriate when it is revealing or form fitting, and clothing should not be torn or has holes in them.
- Clothing should be worn so that underwear is not revealed on any occasion.
- Hats are not to be worn in chapel, the dining hall, library, or classrooms.
- Additionally, clothing for women is inappropriate when it is backless, or see-through. Clothing that is low in the neckline, or reveals the midriff (in any position) is immodest and unacceptable.
- Shorts and skirts should be of modest length and any slits in skirts should be of modest length as well.
- Shoes must be worn in all indoor and outdoor areas open to the public.
- Language or logos on clothing such as T-shirts that are objectionable, obscene, offensive, or has an inappropriate double innuendo are not permitted on campus or during college-sponsored functions.
- It is inappropriate for students to go to any meal in sleepwear.

## **Business Attire**

There are certain occasions when business attire is required including Chapel, certain major or special convocations, graduation events, and other special occasions deemed necessary by the Dean of Students. Sunday worship is a time when the College community worships collectively. As part of our worship, we should offer our best to God including how we dress for worship. As a result, business dress is as follows:

- Men must wear a dress polo shirt or a button up dress shirt with a collar, slacks, and closed-toed dress shoes. All shirts must be tucked in with ties strongly encouraged.
- Women wear dresses or blouses and skirts/slacks and dress shoes.
- No jeans, shorts, cargo pants, sweatshirts (hooded or nonhooded), and “T” shirts are allowed in Chapel. Flip/flops are also prohibited and are not considered acceptable shoes for Chapel.
- Students required to work immediately before or after Chapel may wear their work attire to Chapel.

### **Work Attire**

Work assignments for many students are in public areas. Such work stations may have dress expectations or requirements that exceed regular campus wear. Check with your work supervisor when reporting for work assignment.

The College reserves the right to determine what is acceptable in student appearance. The Dean of Students seeks to counsel with individual students who may need to alter their appearance to meet the expectations of the College. All appeals for infractions of the dress and appearance rules shall end in the Dean of Students’ Office. Disciplinary actions for students that violate the appearance standards may range from a warning to suspension depending upon the frequency and severity of the infractions.

# STUDENT SERVICES

Expanding on the educational purpose of College of the Ozarks, the objectives of the students' development program are as follows:

1. To provide an orientation program for all newly-enrolled students.
2. To provide a variety of opportunities for students which meet the interest of a varied population and give opportunity for interaction with others in a variety of ways.
3. To provide a variety of social events for students which meet the interest of a varied population and give opportunity for interaction with others in a variety of ways.
4. To provide an adequate, safe, attractive housing environment which allows all students a quiet, pleasant living experience conducive to study, privacy, sleep, and social needs.
5. To provide adequate medical facilities to meet the needs of the students.
6. To provide adequate security and safety for students, employees, and the property of College of the Ozarks.
7. To provide counseling services to meet the mental health needs of students and to encourage the student to be self-reliant.
8. To provide advising and career development services and to aid the student in academic and career decisions.
9. To provide aid and counseling in securing institutional, state, and federal financial aid.
10. To provide spiritual counseling and advising.

## Dean of Students Office

The Dean of Students' Office is located in the Administration Building. This office coordinates many student programs including Character Camp, convocations, and campus-wide activities. Services provided by the Dean of Students' Office include residence life, student identification cards, vehicle registration, and convocation and chapel credit. Additionally, student needs such as personal counseling, conduct issues, and physical needs can be addressed or referred to other areas when necessary. The Dean of Students' Office seeks to be a resource for all students.

## Residence Hall Living

All full-time College of the Ozarks students are required to live on campus except those who are married, living at home with parents or legal guardian, a veteran of the armed services, or are over 21 and have been approved to live off-campus. Students who are 21 must have at least 90 semester hours and a 2.5 GPA.

The goal of the Residential Life program is to create an environment in the residence hall conducive to the academic, physical, and personal development of each resident. Hall living provides a unique experience

for learning cooperative living skills, as well as individual responsibility. While in residence, a student's hall is home.

### **Room Assignments and Consolidation**

The College provides opportunities for students to select their choice of rooms and roommates. However, the College assigns student rooms and roommates and reserves the right to consolidate room assignments as is necessary to make the best possible use of our facilities. All students must check in and out properly whenever moving in and out of the residence halls. Students failing to follow the check in or out procedures may lose their room deposit and/or fined.

### **Room Changes**

All room assignments are made through the hall directors. During the semester, room changes may be made only when authorized by the hall director or the Dean of Students. Towards the end of each semester, students complete housing information that allows them to request a new room and/or roommate for the next semester. All changes must be approved by the hall directors.

### **Weekend Overnight Guests**

Weekend overnight guests must be registered with the hall director at least 24 hours prior to the visit. Failure to register will result in a \$10.00 fee to be paid by the resident. Overnight guests are not allowed during the week unless special permission has been granted by the hall director.

### **Lobbies and Lounges**

Lounges are provided in each residence hall for relaxing, socializing, and entertaining members of the opposite sex. The areas off limits for the opposite sex are rooms, hallways, stairways, and landings. Failure to comply with this regulation will result in immediate expulsion from the residence hall.

### **Room Safety Inspections**

Room inspections will be conducted each week at a consistent time determined by the resident assistant and/or hall director. Students are expected to keep their rooms clean and neat, trash removed from room, and bathroom clean (for students living in a suite.) Students need to talk with their resident assistant or hall director to understand the full expectations regarding room cleanliness.

Periodically, additional safety inspections will be made of residential halls including student rooms to identify fire hazards and violations. Room inspections are designed to point out hazards that have been overlooked. You will be expected to comply with the findings if any of these conditions exist in your room.

These guidelines and regulations are in place for your safety and the safety of your neighbors. Fire safety is everyone's responsibility. Please do your part to help make your residence hall community a safe place to live.

## **Room Search and Entry**

We respect the privacy of students in the residence hall; however, our college officials reserve the right to enter student rooms for the purpose of inspecting the premises when an authorized person has reasonable belief, including but not limited to the following:

1. That college policy is being violated.
2. That an occupant may be physically endangered or harmed.
3. That college or personal property is being damaged.
4. Rooms may be entered for emergencies, when routine maintenance or service is needed, request for a specific repair is necessary, and for regular inspections for cleanliness.
5. The Dean of Students and/or hall director may enter a student's room before men's or women's open house to see that rooms are in proper working order and meet college policy.

If practical, the hall director or assistants will not enter a student's room unless occupied or another authorized person is present. If there is reasonable belief that college policy is being violated, a room search may be necessary. Authorization must be received from the Dean of Students or his representative. Two authorized persons will be present during the search. A room search will not be conducted without making every attempt to see that the occupants are present.

## **Exits**

All pathways to room doors and windows must be kept clear. An item hanging to enclose or decorate a sleeping space is not permitted. Room doors must open at least 90 degrees. Hallways and stairs must be kept clear at all times. No bicycle parking or other items are permitted in the hallways or stairwells.

## **Fire Evacuation**

If you see a fire or smell smoke, pull the fire alarm station handle. Whenever you hear the building fire alarm you must leave the building! The residence hall staff will assist in clearing the building. Everyone is required to leave the building, and those not leaving may be subject to disciplinary sanctions. As you leave the room, follow these procedures:

1. Take a towel to cover your mouth and nose in case of smoke.
2. Close your door behind you.
3. Exit as quickly as possible using the closest stairwell. Go to the designated location for your residence hall and stay at least 150 feet away from the building until given permission to return to the residence hall.
4. Alert a staff member where you saw the fire.

Remember that in the event of a fire, your worst enemies are smoke, heat and gases. They are capable of killing in a very short time. If you are caught in smoke, use your towel to make breathing less difficult, get down on the floor and crawl out. Before opening any door in your evacuation route, smell for smoke and check the door to see if it is hot. If so, stay in your room and call the College of the Ozarks Fire Department (3333).

**If you do get trapped:**

1. Remain calm and think before you act.
2. If there is smoke, crawl away from it.
3. Put closed doors between you and smoke.
4. Slightly open your window.
5. Signal from the window. If there is a phone, call "0". Tell them where you are, even if the Fire Department is on the scene.
6. Remain calm. Rescue may be moments away.

**Note:** Evacuation drills occur periodically throughout the semester to ensure the proper function of the alarm system and the performance of residents and staff. Each fire alarm should be treated as a legitimate threat and each resident must evacuate the building. The residence hall staff will assist in clearing the building.

Deliberately setting off the fire alarm is in direct violation of county ordinances and may result in immediate dismissal from the College. If an alarm is set off but the violator is not apprehended, the residence hall will be fined \$50.00. Tampering with fire alarm systems, alarm pull stations, smoke detectors, fire extinguishers, and safety equipment is prohibited.

**Tornado Warning**

If you hear the tornado siren sound or if you become aware of a tornado warning through media sources, move immediately to the lowest level in your building and stay away from exterior doors and windows. This may be a basement or first floor interior hallway, restroom, etc.

**Do not wait** for staff to tell you to go downstairs. Stay calm and wait for instructions. You can leave the lowest level once the tornado warning has been lifted and the all clear signal has been given. Immediately report any injury or damage to the residence hall staff.

**Medical Emergencies**

In the event of a medical emergency, dial "0" or notify residence hall staff immediately.

**Electrical Safety Policy**

Be sure that any electrical appliance or equipment, including cords and power strips, are UL-certified to help prevent power outages and fire hazards. Use all appliances and equipment according to the manufacturer's instructions.

Exercise care in not using too many appliances at the same time; overloaded circuits may result in loss of power in the room and increase the risk of fire hazards. Microwave ovens, hair dryers, and similar appliances should not be used on any circuit which habitually trips your room's circuit breakers.

Use extension cords of 12, 14, or 16 gauge wire and power strips with an integrated (built-in) circuit-breaker to prevent potential fire hazards and damage to the building's electrical system. It is also recommended that power strips have a surge protection device, to help prevent damage to students' personal property from fluctuations in the flow of electricity.

Do not alter prongs of polarized plugs to make them fit an outlet. Do not overload electrical outlets. If a wall socket or extension cord is warm to the touch, it is overloaded. Do not “daisy chain” (string together) cords, connectors, and plugs.

Do not run appliance or extension cords under carpeting, rugs or furniture, where they can be walked on or pinched. Heat can build up and start a fire. In addition, cords can be frayed and expose wires, which can also result in a fire. Never cover lamps with clothing, paper, drapes, or other things that can burn.

### **Appliances and Furnishings**

There is no more crucial issue to the basic survival of students than fire safety. For that reason the following items are not permitted:

Furnishings and decorations must in no way physically block, or block the view of an exit from a room, hallway, or building.

Holiday decorations: Live Christmas trees and other highly combustible decorations are not allowed due to fire safety concerns. Seasonal Christmas lights are allowed from November 15-January 15, but cannot be left up throughout the remainder of the year. Seasonal lights must have a UL rating. The lights cannot be attached to a metal surface such as a door frame, bed frame and mattress springs, and cannot be used in restrooms. Caution should be used when hanging lights to ensure they are not too close to other objects that might catch on fire, and make sure there are not too many lights plugged into a room outlet.

### **Explosives, Fireworks, Flammable Liquids/Materials and Weapons**

Students are prohibited from possessing and/or storing explosives, fireworks, flammable liquids, and weapons in the residence halls and on the College campus. Materials that are not allowed include, but are not limited to gasoline, kerosene, camping or cooking fuels, lighter fluid, ether, paint, propane cylinders, propane torches, and other materials specifically referenced in the Missouri Statutes.

### **Theft and Property Loss**

Students should always keep doors locked when they are not in the room. The College does not assume responsibility for theft or damage to personal property. Never leave large sums of money in the room.

Valuable personal items should be taken home during break periods. Possibly some items might be covered by a parent’s homeowner policy. Everyone (whether a resident of the building or not) is expected to abide by the community standards.

### **Quiet Hours**

Radios, televisions, stereos, and conversation should not disturb other hall residents. Students work at all hours of the day and night. So students need to be respectful of others who work late or have to work early.

## **Pets**

Students may keep fish and other aquarium based animals in their rooms. Aquariums are to be ten gallons or less in size. No other pets are allowed in the residence halls.

## **Babysitting**

Babysitting in the residence halls is not allowed.

## **Living Requirements**

Students are required to spend four nights a week in residence halls.

## **Laundry**

Coin-operated washers and dryers are available in each residence hall for students living in the residence hall. Individuals not living in the residence halls cannot do their laundry in the housing washer and dryers. Additionally, there is a laundry service on campus where students may get laundry done. Students may pay for this service or work extra hours to offset the charges.

## **Dining Hall**

The Pearl Rogers Dining Hall is located on the second floor of the Good College Center and serves as the primary location for students to eat meals on campus. Students living in the residence halls pay room and board which provides both lodging and meals. Students are required to use their identification cards in order to verify that they are a current student. Students are allowed to eat as much as they choose while in the dining hall, but are not allowed to take any food with them when leaving the dining hall. Students who live off-campus may purchase multi-meal board plans at the dining hall that will allow students to eat in the dining hall when on campus. On weekdays during the academic year, campus announcements and prayer are given at noon by faculty and staff. All individuals eating in the dining hall are required to remove hats upon entering. Students are expected to carry their trays and all plates, glasses, and other items for cleaning to the dish room.

## **Mail Operations**

The federal post office for Point Lookout, Missouri is located on the campus of College of the Ozarks. As a federal post office it is managed and operated with standard federal postal regulations. Customers may send mail, purchase stamps and money orders, order passports, and other services provided by all post offices. Students receiving mail through the United States Postal Service must be addressed to their individual Post Office Box Number. Students may rent a PO box by going to the post office during regular business hours or going to <https://pobox-es.usps.com/poboxonline/search/landingPage.do> any time and complete the signup on this website.

Personal mail that is sent to the College's business address (PO Box 17) or that is sent to a street name on the college campus will be returned. The post office does not recognize any of the local street names on campus for delivery purposes.

All campus mail sent between departments on campus, incoming and outgoing business mail is processed in the Mail Operations department located on the lower floor of the post office.

All Non-Postal service deliveries are handled through the warehouse using UPS, FedEx, and various trucking companies. If you want to receive a package using any of these methods, simply state that this is a shipping address only and send it to:

Attn: *Name of student and residence hall where the student lives*  
100 Opportunity Ave.  
Point Lookout, MO 65726

## Health Services

The College Health Program seeks to maintain a state of optimum health and well-being of each student, to provide as much physical and emotional health care as possible to the student body, and to instill good personal habits by preventative health education.

### Outpatient Clinic Hours

**Fall and Spring Semesters:** Monday-Friday 7 a.m. to 8 p.m.; Saturday-Sunday 8 a.m. to 4 p.m. Visitors and guests must check in upon arrival at the desk.

**Summer:** Monday-Friday 7:30 to 4:30; closed on Saturday and Sunday.

Full-time students who have paid the Health/Technology/Services (HTS) fee for the term in which they are registered are entitled to care from the campus health care facility during that term. A nurse and/or a physician assistant are available to see or be called on for advice. Out-patient care is provided for these students during clinic hours. Any full-time student who becomes ill or gets injured may report to the campus health care facility for treatment. If the student reports during the time the physician assistant is available, he/she may be seen by the P.A. (Appointments are encouraged.) Student visits to the campus health care facility will be at no charge. Any medication or supplies required will be charged to the student's work account.

Some of the over-the-counter, cold, fever, etc. medications are available during operation hours. Loan items available are: heating pads, crutches, ice bags, braces, and splints. Students should limit the visits to the hospital for treatment and dispensary service to hours not in class except in an acute emergency illness, or when designated by the campus nurse or physician assistant.

If a full-time student requires treatment deemed necessary by the nurse or physician assistant beyond what is available at the campus health care facility, arrangements can be made for patient to go to Skaggs Community Health Center Emergency Room. Any student needing to go

to Skaggs must report to the clinic as soon as possible and be referred to Skaggs.

- A. If the illness or injury was campus work-related, the health care facility will certify to Skaggs Occupational Health Clinic or another physician's office that the college would be responsible for the bill.
- B. If the illness or injury was not work-related, the student would be responsible for providing their insurance information to Skaggs or any other medical facility, and be responsible for their balance.

If the student reports to the campus clinic and fits into category (B), as stated above, and does not have health insurance, the outstanding balance of their Skaggs bill will be on their student account and is to be paid at the cashier's office. These charges CANNOT be paid with work hours.

### **Payment for Medical Services**

All students (full and part-time) have accident insurance; the premium is billed automatically as a part of the health services of the HTS fee.

### **Accident Medical Expense Benefit**

- A. The Accident Plan is a secondary plan after your primary medical insurance has paid. The first expense must be incurred within 60 days of the date of the accident, and only expenses incurred within 52 weeks from the date of the accident are eligible. ER visits must be within the first 72 after the accident.
- B. Accidental Death and Dismemberment Benefits: Aggregate limit of liability is \$5,000.

### **Claim Procedure**

In the event of an injury, it is the student's responsibility to:

1. Report at once to the McDonald Clinic on campus for treatment or referral. If the injury is severe and you are not in the area, or if it is after clinic hours, report to the nearest hospital or physician.
2. You should then secure an accident claim form from McDonald clinic on campus, fill in the necessary information, and attach all medical bills. You should also attach the explanation of benefits from your primary insurance plan, sign the form, and mail it in to the address at the top of the form.
3. If you have any questions regarding the student accident insurance, contact the nurse at the McDonald Clinic at extension 3399.

### **Workers' Compensation**

If illness or injury is work-related, the student must report immediately to the campus clinic if the injury occurs during operating hours or as soon as it opens the next day and inform the staff to assure coverage by workers' compensation. The injury must be reported to the student's work supervisor. All students must report to McDonald Clinic first, unless it is after clinic hours, then the worker must follow the instructions on the work-related injury flow chart posted in your department and on the campus web.

If the injury is deemed too severe and the ambulance would be called, the patient will need to be transported to Skaggs ER. The campus

nurse will certify to the local hospital or the physician that the college's workers' compensation insurance will be responsible for the bill.

### **Sick Excuses**

Students who are unable to attend classes because of sickness are expected to go to the clinic on campus to see the campus nurse or P.A. Excuses for class will not be given from the clinic unless the student is staying in the campus clinic as a patient, or the campus nurse or physicians assistant has sent them to another medical facility off campus. Students will be responsible for telling their professors that they are ill. Each individual professor will decide to excuse the student from class or not.

Work excuses will be provided for a student who reports to the campus clinic ill before or during work hours. Due to the illness or administration of medication, students may be required to stay in the clinic for the day in order to be excused from their work stations.

### **Notification of Parents**

In emergencies requiring immediate surgery when parents cannot be consulted in advance, the President of the College will assume responsibility for authorization of treatment if needed.

All communication from the parents and guardians concerning the health of students should be addressed to the McDonald Health Services administrator, and/or medical director for the College. Due to HIPPA regulations, students must sign a medical release form for information to be given out.

### **Special Cases**

The Dean of Students is authorized to require any student to withdraw from school at any time if he/she has an ailment that:

1. Interferes with his/her attendance or progress in class.
2. Might possibly constitute a hazard to him/her and/or other students.
3. Disturbs him/her so that he/she does not fit satisfactorily into the social pattern of the student body.

### **The College does not assume responsibility for:**

1. Expenses due to medical conditions existing before enrollment in the college.
2. Expenses incurred for illness or injury resulting from the student's misconduct or irresponsible behavior.
3. Expenses incurred while the student was not actually enrolled.
4. Expenses incurred for injuries in accidents off campus; however, the student's accident policy would be enforced at that time.

A student unable to participate in the required Physical Education program must furnish a letter from his personal physician or the school physician stating the reason. This letter in itself does not excuse the student from the P.E. program. The letter is subject to review by the Medical Director, Dean of College, and the Department of Physical Education from whom a final decision is received.

## Financial Aid

All students at College of the Ozarks participate in financial aid programs in varying ways and amounts. Students must have a Free Application for Federal Student Aid (FAFSA) on file in the Financial Aid office by March 1st each year. Students will be notified of the deadline date each year via the campus newspaper, e-mail, etc.

It is the student's responsibility to respond promptly to Financial Aid office requests for signatures or documentation throughout the year to update or complete his/her financial aid file. Students who do not file FAFSA by the announced deadline will have a hold placed on their account.

### Cost

The cost to College of the Ozarks for providing an educational opportunity is approximately \$17,600 per year for each student. Most colleges and universities attempt to pass along a portion of this cost as tuition; this is not the case at College of the Ozarks. The college guarantees to meet all of this cost for each full-time student by using earnings from its endowment, operating its own mandatory student Work Education Program, accepting student aid grants, gifts, and other sources. In effect, each full-time student's Cost of Education is met 100% by participating in the Work Education Program and a combination of private, institutional, and federal/state student aid. More information concerning federal and state grants can be found on Campusweb.

### Cost of Education Summary

Cost of Education charge (2011-2012)	\$17,600
Resources Used:	
C of O Work Education Program	-4,060
Pell Grant as eligible	-976 to -5,500
State Grant as eligible	-1,900
SEOG as eligible	-1,000
C of O Cost of Education Scholarship	-5,090 to -13,540
Cost to Student	Zero

### Student's Cost

The student is responsible for room, board, fees, and personal expenses. Those costs for 2011-12 are:

	Fall	Spring
Board	\$1,425	\$1,425
Room	1,375	1,375
Health/Technology/Services (HTS) Fee	215	215
Books (estimated)	400	400
<b>Semester Total</b>	<b>\$3,415</b>	<b>\$3,415</b>

### Miscellaneous:

Residence Hall Deposit (refundable)	100	
Vehicle Registration	10	10

## **Health/Technology/Service (HTS) Fee**

This fee is charged for ID cards which admit students to cultural and athletic activities and provides a subscription to the campus newspaper, yearbook, some hospital services, student accident insurance, and student senate activities.

## **Other Costs**

Vehicle registration, textbooks, laboratory manuals, and workbooks may be purchased by students at the college bookstore. Students may sell most books back to the bookstore at the close of the term. Each semester \$300 to \$400 should be allowed for the purchase of textbooks and supplies. A Graduation fee of \$50 is charged to cover a portion of the costs associated with graduation ceremonies.

## **Commuting Students**

Although primarily a residential college, College of the Ozarks admits a limited number of commuters as a service to the community and region. All commuting students pay a \$215 Health/Technology/Service (HTS) Fee each semester.

Part-time commuters (11 hours or less) pay \$295 per credit hour towards the Cost of Education charge with the remaining costs met by various grants and the institutional scholarship.

All financial obligations owed the College must be cleared before the student can register for subsequent classes or receive a diploma or transcript.

## **Scholarships**

Applications are available in the Financial Aid office and are located on Campusweb for the following scholarships:

- C of O Book
  - Hyer Book
  - General
  - Various outside organizations
  - Marquerite Ross Barnett (for part-time students only).
- Contact the Financial Aid office for eligibility.

## **Educational Loans**

College of the Ozarks does not participate in the Federal Stafford or Federal PLUS Loan programs. However, private educational loans are available to students through various lending institutions. These loans are based on creditworthiness and a cosigner is usually required. A credit bureau report will be obtained by the lending institution for the student and cosigner. A two-year credit history is usually required. (It may be possible for a student to borrow on his/her own signature and credit history without a cosigner, but the provision of the loan will vary.) Contact the Financial Aid office to discuss loan options.

## Responsibilities of Financial Aid Recipients

### Academic Standards for Federal and State Aid

**Satisfactory academic progress:** Students receiving federal or state financial aid must meet the grade point average requirements outlined under “grade probation” in the Academic Program section of the college catalog. Continued probation will be considered for students if satisfactory progress toward raising the cumulative GPA is being made.

Appeals of suspension or dismissal must be addressed to the Dean of the College. If the appeal is approved, additional financial aid eligibility will also be granted. If the appeal is denied, the student will not be eligible to receive financial aid until the cumulative GPA requirement has been met or until an appeal has been approved.

Students who have been suspended and subsequently re-apply for admission must meet cumulative GPA requirements in order to receive federal or state financial aid.

### Satisfactory Credit Hour Completion

All students receiving federal or state financial aid must complete a minimum number of credit hours each academic year. This requirement will be checked each May, and students will be notified of any deficiencies. Course incompletes must be removed by August 1 each year to count toward hours completed for the previous year. Course hours may be repeated for credit for this requirement only if they were failed the first time. Repeating a course to improve a grade will not count as additional credit completed.

### Full-time/Part-time Status

The number of hours for which a student is enrolled at the end of the add/drop period of a semester (first five class days of a semester) determines his/her status as a full-time or part-time student. Changes in status must be approved in advance by the Dean of Admissions.

**Full-time students** must complete a minimum of 21 hours per year, **three-quarter time students** must complete 15 hours per year, and **half-time students** must complete 10 credit hours per year to be considered making satisfactory academic progress for federal and state financial aid.

**Qualified, degree-seeking students** may receive federal or state financial aid for a maximum of 180 credit hours or until they have met the requirements for their degree program, whichever comes first.

**Transfer students** admitted on financial aid probation must meet the same **semester and cumulative GPA requirements as returning students who have been placed on probation**. Continued probation will be considered for transfer students if satisfactory progress toward raising the cumulative GPA is being made.

## Refund Policy

**Student Account Refund Policy: Withdrawal occurs when a student officially discontinues enrollment in ALL classes and activities of the College.** A withdrawal notice from the Registrar's Office where the official drop date is recorded will authorize refunds.

### Resident Students

Students who officially withdraw **BEFORE** classes begin will receive a refund of 100% for HTS Fee, Room, Board, and the Security Deposit (designed to reimburse the college for damages to a residence hall room or furnishings), unless any assessment for damage or other amounts due. Students who officially withdraw **AFTER** classes begin will receive refunds as indicated below:

Cost of Education, Work, and Room Charge: Charges will be prorated based on date of withdrawal, up to 60% of each semester. After this deadline, no refund will be made. Scholarship funds credited to the student's account because of participation in the summer work scholarship program are credited only to room and board; these funds are never refunded but will be applied against any future room and/or board at the College.

Meal Charges: Charges will be pro-rated based on date of withdrawal, throughout the semester.

HTS Fee Charge: No refund will be made for official withdrawal or cancellation of admission on or after the first day of scheduled classes. Additionally, the HTS fee will not be refunded to students who fail to appear for class without an official withdrawal.

Security Deposit: Refund will be made for official withdrawal or cancellation of admission throughout the semester provided the check out procedure has been completed with the RA (Resident Assistant).

### Commuting Students

Students who officially withdraw **BEFORE** classes begin will receive a refund of 100% for Cost of Education and HTS Fee charges less other amounts due. Students who officially withdraw **AFTER** classes begin will receive refunds as indicated below:

Cost of Education, Part-Time Class Charges, and Work Charges: Charges will be pro-rated based on date of withdrawal, up to 60% of each semester. After this deadline, no refund will be made.

HTS Fee: No refund will be made for official withdrawal or cancellation of admission on or **AFTER** the first day of scheduled classes. Additionally, the HTS fee will not be refunded to students who fail to appear for class without an official withdrawal.

Refund distribution: Refunds will be made in the following order: Federal Pell Grant, FSEOG, other title IV aid, other federal sources of aid, state aid, private and institutional sources, student. If the student made the payment to the college in cash, the refund will be made to the student. If the payment was made by a private educational loan, the refund will be made to the lending institution. If the payment was made by

scholarship from an outside organization, the refund will be made to the awarding organization. If the payment was made by a scholarship from College of the Ozarks, the scholarship will be canceled. Examples of the application of this policy are available upon request from the Office of Financial Aid.

All financial obligations to the College must be cleared before the student can receive a diploma or transcript.

### **Change of Status Refund Policy**

Full-time students who drop to part-time status after the fifth (5th) day of the semester are liable for the full 280 hours of student labor (which may either be worked or paid in cash at the discretion of the Dean of Work Education). Any changes in status must be approved by the Dean of Admissions in advance of such change.

### **Duplicate Scholarship Refund Policy**

In the event that a student is awarded duplicate room and board scholarships (either full or partial), the resulting credit in the student's account may be used to cover room and board charges, Cost of Education (if the student becomes a part-time student), HTS Fees in subsequent semesters, and to buy books in the bookstore.

## **Campus Security**

Campus Security helps provide security and safety for students, employees, and property of the College. The division is manned by staff officers and additional student officers. Campus Security serves the student body by helping them to learn to respect the laws, rules, and regulations that must govern all our lives. This is done by enforcing all vehicular regulations by direction and/or issuing of tickets for violations of campus regulations. Campus Security is also on fire watch 24 hours a day.

## **Parking Regulations for Student Vehicles**

### **Vehicle Registration**

The regulations regarding registration, fees, and insurance apply to all students who bring a vehicle on campus. Students bringing their motor vehicles to the campus must register them in the Dean of Students' office. Student vehicle hangtags identify the student owner and the approved area for parking. If you change student status to allow parking in a different area, you must get a new hangtag before parking in the new area. The official college hangtag will be issued only after the student shows proof that his/her vehicle is properly insured against minimum liability and property damage written in the state in which the vehicle is registered. This hangtag must be properly attached to the rearview mirror and clearly visible while the vehicle is on campus.

Motorcycles must attach an official college sticker to the rear fender or fork in a position that is clearly visible. Bicycles and mopeds must be registered in the Dean of Students office when brought to the campus

and at the beginning of each school year in the fall thereafter. They will be governed by Missouri State Laws while operating on the campus. All vehicles must be registered the first week of each semester and summer work program. A fee of \$10.00 each semester and summer will be charged. If a student brings an unregistered vehicle (including family or friend's vehicle) to campus, all rules and regulations for student vehicles must be followed. If an unregistered vehicle is brought on campus during a semester, it must be registered within one week.

### **Campus Opening and Closing**

For the purposes of security, the campus opens at 5:00 a.m. each morning and closes at 1:00 a.m. each night. During this time, vehicles will be allowed onto campus and students will be able to drive to their designated parking lot. Students are not allowed to make additional stops prior to parking their vehicle for the night. Weekends begin at noon on Fridays and end at campus closing on Sunday night/Monday morning.

### **Classification**

Student classification for parking purposes is determined by the number of hours earned and recorded (not number of semesters attended) on the student's official College of the Ozarks transcript. Any hours earned, but not recorded will not be accepted until they are recorded on the C of O transcript. Once earned hours are recorded on the student's C of O transcript, then the student is eligible to change classification upon request.

**Freshmen Status:** Students living on campus that have less than 31 semester hours.

**Sophomore Status:** Students living on campus with between 31-60 semester hours.

**Junior and Senior Status:** Students living on campus who have 61 or more semester hours.

**Commuter Students:** Students who do not live in the residence halls on campus are considered commuter or day students, regardless of the number of semester hours enrolled. Children of faculty and staff who are commuting students at C of O must register their vehicles and observe regulations governing commuting students.

### **Parking Guide by Lot**

The parking lots listed below are designated to be used by certain students or faculty and staff members.

**Administration, Berger, and Gittinger Lots:** Faculty/Staff parking. Students may park in these lots for no longer than ten (10) minutes during business hours. Students may park in the spaces from 5:00 p.m. until campus closing and from campus opening until closing on weekends.

**Alumni Center Lot:** Faculty/Staff parking during normal business operating hours. Students arriving on campus on weekdays when the front gates are locked may park on the west end of the parking lot. Furthermore, those vehicles must be moved by 9:00 a.m. the following morning. Commuting students working at the Keeter Center or Alumni Center may park on the west side of the parking lot Monday-Thursday

5:00 p.m. until campus closing. All residence hall students may park from noon Friday until campus closing on Sunday night and during the summer or holiday breaks.

**Ashcroft Parking Lot:** Firehouse residents, residence hall junior and senior women living in Ashcroft, Mabee, and Memorial halls may park in this lot any time every day. Commuting students may park every day from campus opening until closing. Residence hall sophomore students may park Monday - Thursday, 5:00 p.m. until campus closing. All residence hall students may park from noon Friday until campus closing on Sunday night and during the summer or holiday breaks. Commuting students on sponsored trips can park in this lot.

**Chapel Lot:** Commuting students may park on the east side of the lot (away from the building) when class is in session from campus opening until campus closing. Resident students (sophomore, junior, or senior status) may park in the chapel lot after 5:00 p.m. on days when class is in session. All resident students are allowed to park in this lot on weekends and holiday breaks with the following exceptions. No overnight parking is permitted in the chapel lot. Students are not allowed to park in the chapel lot from 7:00 a.m. on Sunday until after church services. For special events in the chapel, security may close the lot for visitors or other designated parking.

**College Center Lot:** No student parking is permitted on the north side of the grass island (building side). Commuting students may park on the south side of the grass island (away from the building) from campus opening until closing when class is in session. Residence hall students may park on the south side of the grass island after 5:00 p.m. and on weekends and holiday breaks.

**Construction Lot:** Faculty/Staff only. No student parking.

**Edwards Mill/Landscaping Lot:** Designated for guests of the campus visiting Edwards Mill and the landscaping greenhouses. No student parking.

**Fieldhouse West Lot:** Faculty/Staff only. No student parking.

**Fieldhouse East Lot:** Resident junior and senior men, junior and senior women living in Foster Hall may park in this lot any time every day. Commuting students may park everyday from campus opening until closing. Residence hall sophomore students may park Monday - Thursday, from 5:00 p.m. until campus closing. All residence hall students may park from noon Friday until campus closing on Sunday night and during

Proof of adequate liability insurance will be required to register a vehicle each semester. The minimum requirement of the state in which the vehicle is registered will be adequate unless that state has no requirement, then the vehicle must be insured for the Missouri state minimum.

The insurance must remain in force while the vehicle is registered. Failure to maintain the insurance will result in cancelling the registration and banning the vehicle from campus.

the summer or holiday breaks. Commuting students on sponsored trips can park in this lot.

**Freshman Lot:** Designated lot for freshmen students living on campus who have less than 31 semester hours. The freshman parking lot is located north of the track. The freshmen lot is closed and locked from 1:00 a.m. Sunday night until noon on Friday during the academic semester.

**Jones and Memorial Lot:** Faculty/Staff parking except for the ten (10) minute loading zone spaces.

**Keeter Center Lot:** Designated for customers eating and/or staying at the Keeter Center. Students may park in the Keeter Center parking lot when dining or staying in the Keeter Center.

**Kelce Lot:** Resident junior and senior men, junior and senior women living in Foster hall may park in this lot any time every day. Commuting students and students with silver hangtags may park everyday from campus opening until closing. Residence hall sophomore students may park Monday - Thursday, from 5:00 p.m. until campus closing. All residence hall students may park from noon Friday until campus closing on Sunday night and during the summer or holiday breaks.

**Patriotic Place street parking:** Faculty/Staff parking from campus opening until 5:00 p.m. Students may park in the spaces from 5:00 p.m. until campus closing during the semester and from campus opening until closing on weekends, summer, or holiday breaks.

**Pfeiffer Lot:** Faculty/Staff parking. Commuting students after 5:00 p.m. may park in the upper lot. Junior/Senior women living in McDonald Residence Hall may park in the lower Pfeiffer parking lot. No other student parking is allowed in this area.

**Plaster Lower Lot:** Faculty/Staff only. No student parking.

**Plaster Upper Lot:** Resident junior and senior men, junior and senior women living in Foster hall may park in this lot any time every day. Commuting students may park everyday from campus opening until closing. Residence hall sophomore students may park Monday - Thursday, from 5:00 p.m. until campus closing. All residence hall students may park from noon Friday until campus closing on Sunday night and during the summer or holiday breaks. Commuting students on sponsored trips can park in this lot.

**Print Shop/Post Office Lot:** Postal employees, Print Shop staff, and customers may park in this lot. Students may park in the designated ten

PARKING FOR STUDENT MOTORCYCLES on campus will be limited to the DESIGNATED AREA in East Fieldhouse Parking Lot.

STUDENT VEHICLE HANG TAGS identify the student owner and the approved area for parking. If you change student status to allow parking in a different area, you must get a new hang tag before parking in the new area.

WEEKENDS BEGIN at noon on Fridays and end at campus closing on Sunday night.

(10) minute parking spaces to conduct business in the Post Office. No parking is permitted in the zone designated for mail truck delivery.

**Ralph Foster Museum Lot:** Designated for guests of the campus visiting the Ralph Foster Museum. No student parking.

**Sophomore Lot:** Designated lot for sophomore students living on campus with between 31-60 semester hours. The sophomore parking lot is located north of the track.

**Youngman Agricultural Center:** Faculty/Staff parking on the front (west) side of the building. Commuting students may park on the east side of the building from campus opening until closing when class is in session. For special events, security may close the lot for visitors or other designated parking.

**Youngman Residence Hall Lot:** Resident junior and senior men, junior and senior women living in Foster Hall may park in this lot any time everyday. Commuting students may park everyday from campus opening until closing. Residence hall sophomore students may park Monday - Thursday, from 5:00 p.m. until campus closing. All residence hall students may park from noon Friday until campus closing on Sunday night and during the summer or holiday breaks. Fire Lanes and Loading Zones: No parking in marked fire lanes. For spaces that are marked loading and unloading there is a ten (10) minute time limit. Loading zones for Ashcroft and Mabee residence halls are located in front of the residence halls next to the sidewalks.

**Motorcycle Parking:** Parking for motorcycles on campus is limited to the designated area in the East Fieldhouse parking lot.

## **Parking Guide by Hangtag Color**

### **Green Stripe Hangtag (Freshman Students)**

Freshman parking is designated for students living on campus who have less than 31 semester hours. The freshman parking lot is located north of the track. Freshman students are required to keep their vehicles in the freshman lot from 1:00 am Monday morning until noon on Friday. The restrictions established below identify where freshmen may park and at what times.

#### **Anytime Parking**

Freshman Parking Lot

#### **Restricted Parking**

*Parking is allowed during weekend hours only.*

Ashcroft Lot

Kelce Lot

East Fieldhouse

Youngman

Upper Plaster

College Center (uphill side)

*Parking is allowed Friday Noon-1:00 am; Saturday and Sunday 5:00 am-1:00 am*

Administration  
Berger  
Gittinger  
Patriotic Place  
Alumni Center

### **Yellow Stripe or Red Stripe Hangtag (Sophomore Students)**

Sophomore parking is designated for students living on campus who have between 31-60 semester hours. The sophomore parking lot is located north of the track. Sophomore students are required to park their vehicles in the sophomore lot Monday-Thursday from 1:00 am-5:00 pm and Friday from 1:00 am-Noon. The restrictions established below identify where sophomores may park and at what times.

#### **Anytime Parking**

Sophomore Parking Lot

#### **Restricted Parking**

*Parking is allowed Monday through Thursday 5:00 pm-1:00 am; Weekend Hours*

Ashcroft Lot  
Kelce Lot  
East Fieldhouse  
Youngman  
Upper Plaster  
College Center (uphill side)

*Parking is allowed Friday Noon-1:00 am; Saturday and Sunday 5:00 am-1:00 am*

Administration  
Berger  
Gittinger  
Patriotic Place  
Alumni Center

### **Silver Hangtag (Junior and Senior Students)**

Junior and senior students living in the Firehouse, Ashcroft, Mabee, Memorial, and McDonald residence halls: The restrictions established below identify where students with silver hangtags may park and at what times.

#### **Anytime Parking**

Ashcroft Lot  
Kelce Lot  
Lower Pfeiffer Lot (McDonald Residents Only)

### **Restricted Parking**

*Parking is allowed Monday through Thursday 5:00 pm-1:00 am and Weekend Hours*

College Center (uphill side)  
Chapel (east side)  
East Fieldhouse  
Youngman Residence Hall Lot  
Upper Plaster  
Kelce

*Parking is allowed Friday Noon-1:00 am; Saturday and Sunday 5:00 am-1:00 am*

Administration  
Berger  
Gittinger  
Patriotic Place  
Alumni Center

### **Blue or Green Hangtag (Junior and Senior Students)**

Junior and Senior students living in Youngman, Kelce, and Foster residence halls: The restrictions established below identify where students with blue or green hangtags may park and at what times.

#### **Anytime Parking**

Youngman Residence Hall Lot  
Kelce  
Upper Plaster  
East Fieldhouse

### **Restricted Parking**

*Parking is allowed Monday through Thursday 5:00 pm-1:00 am and Weekend Hours*

College Center (uphill side)  
Chapel (east side)  
Ashcroft Lot

*Parking is allowed Friday Noon-1:00 am; Saturday and Sunday 5:00 am-1:00 am*

Administration  
Berger  
Gittinger  
Patriotic Place  
Alumni Center

### **Purple Hangtag (Commuting Students)**

The restrictions established below identify where students with purple hangtags may park and at what times.

## **Restricted Parking**

*Parking is allowed Monday through Sunday from 5:00 am-1:00 am*

College Center (uphill side)  
Chapel (east side)  
Ashcroft Lot  
Youngman Agriculture (East Side)  
Upper Plaster  
Kelce  
Youngman Resident Hall  
East Fieldhouse  
Alumni Center

*Parking is allowed Monday through Thursday evenings 5:00 pm-1:00 am*

Administration  
Berger  
Gittinger  
Patriotic Place  
Pfeiffer Lot

*Parking is allowed Friday Noon-1:00 am; Saturday and Sunday 5:00 am-1:00 am*

Administration  
Berger  
Gittinger  
Patriotic Place  
Alumni Center (West Side)

## **Students on school sponsored trips may leave their vehicle in the following lots:**

Ashcroft  
Upper Plaster  
East Fieldhouse

## **White Hangtag (Faculty/Staff Parking)**

Faculty, Staff, and Administration: Employees and their spouses with a white hangtag may park in any regular parking space in any parking lot. Children of faculty and staff who are commuting students at C of O must register their vehicles and observe regulations governing commuting students with a purple hangtag.

## **Maroon Hangtag (Special Use Parking)**

Maroon hangtags are issued to members of the College community who are not faculty, staff, administration, or students. These individuals include trustees, guests staying on campus for an extended period of time, and long-term contractors working on the campus who are not college employees. Individuals with a maroon hangtag may park in any regular parking space in any parking lot. These hangtags must be renewed each semester.

## **Special Regulations and Exceptions**

1. Commuting students with children in the Day Care Center are allowed to drive to the center to load and unload children.

2. Commuting students on a college sponsored trip, overnight, or returning after campus closing hour, may leave their vehicles in Ashcroft, Upper Plaster Lot, or East Fieldhouse lots. If returning late, the sponsor of each activity should see that the students take their vehicles off campus at that time.
3. When holidays or vacations occur during a school term (i.e. Good Friday), all resident students may have their vehicles on campus all day and all night (same parking as Saturday), unless the next day is a school day; then that day has the same rule as Sunday.
4. Regulations for periods between academic terms will be the same as vacation time during school term. (Reference number three above.)
5. Students leaving campus after campus closing and returning to campus before opening in the morning are to park their vehicles in the Alumni Center lot and walk to their residence halls. The vehicle must be moved from the Alumni Center lot to the student's designated lot before 9 a.m.
6. Freshmen or sophomores must contact Security if they need to leave a vehicle parked in a lot other than the freshman or sophomore parking lots overnight during the week due to mechanical problems. Students failing to do so will be ticketed.
7. Students with special medical problems may apply for special permission to park in restricted areas. This must be approved by the campus hospital administrator and the Dean of Students.
8. Students who are guests in the campus home of faculty or staff members will be allowed to park their vehicles at that home during the hours their vehicles are allowed to come on or leave campus.
9. Students should take their vehicles to the Freshman or Sophomore parking lots when working on or conducting repairs.
10. Each junior and senior may have only one vehicle registered to park on campus due to limited parking available.
11. Students are not to move their vehicles around on campus from campus closing hour until opening the next morning.
12. Sophomore students may contact the Dean of Students for permission to have their cars on campus before 5:00 p.m. Monday through Thursday or before Noon Friday for loading and unloading.
13. Freshman students may contact the Dean of Students for permission to remove their vehicle from the lot for an emergency.
14. Roller blading, skating, and skateboarding may be done on the Old Entrance Road or the Upper Plaster Lot.
15. Noisemaking with vehicles should be kept to a minimum while on campus. This includes, but is not limited to, playing stereos at excessive volumes with windows raised or lowered, unnecessary honking, and mufflers on vehicles that are louder than the standard factory level.
16. There are occasions when certain parking lots have to be cleared and reserved for special events such as the NAIA tournament, convocations, or commencement programs. When these events occur, seven-

ty-two (72) hours advance notice is given, and students are expected to relocate their vehicles to the reassigned parking lots.

17. Concrete markers are used to designate parking areas in the parking lots. Do not park past the end of the rows of markers in the center of the lot, as this area must be kept open as a driving lane. Each vehicle is to have a white line on each side of the vehicle.
18. Vehicles and bikes abandoned for a period of sixty days will become the property of College of the Ozarks and may be removed at the discretion of the College.
19. In extreme cases, or if students receive multiple parking or non-registration violations, a Vehicle Restraint Device (boot) may be applied. When a boot is applied to a vehicle, the owner must report to Security in order to get the boot removed. Drivers must not try to remove the boot or drive the vehicle with the boot attached to the vehicle. This can damage the vehicle and/or the boot and additional action may be taken.

### **Penalties for Violation of Student Vehicle Regulations**

Students may receive tickets for failure to register or properly display decals or hangtag, improper parking, and for moving violations. Students have one week at the beginning of each term or once the vehicle is brought to campus to register their vehicle before receiving a ticket. A student may receive one ticket each week that the vehicle is not registered. Penalties for violations are as follows:

- a. \$10.00 for first ticket, plus \$10.00 for each additional violation noted on the ticket.\*
- b. \$15.00 for the second ticket, plus \$10.00 for each additional violation noted on the ticket.
- c. \$25.00 for the third ticket and each ticket following the third plus \$10.00 for each additional violation noted on the ticket(s).\*
- d. All moving violations are \$25.00.\*
- e. A fourth ticket in one semester, of any combination of violations, will result in penalties ranging from the banning of the student's vehicle and driving privileges on campus for a period of six weeks up to one year, to disciplinary probation. Students receiving any additional tickets while their vehicle is banned will result in additional sanctions which may include suspension from the College.
- f. Two speeding violations will result in the same penalties as four non-moving tickets.
- g. Any reckless driving violation may result in the penalties ranging from the banning of your vehicle and driving privileges on campus for a period of time up to one year, to disciplinary probation or suspension from the College in extreme incidents.

*\* Tickets may be appealed to the traffic court. If the Court accepts the explanation and excuses all violations, no penalty would be given and the ticket would not count toward the more severe penalty. The final penalty in each category above would be issued by the Dean of Students and only he could entertain an appeal of this penalty.*

## **Fire Department**

Point Lookout Fire Department (PLFD) is a totally voluntary service organization which is responsible for handling fire and medical emergencies on the campus. The firefighters are trained on up-to-date fire fighting and life saving techniques, as well as the use and operation of the department's emergency equipment. College of the Ozarks' fire department has a long record of service and dedication to the campus and surrounding community.

## **Career Services**

The Career Center is where your success is our number one priority. The center offers free services to all C of O students. Our services and programs empower students to produce effective plans and decisions and acquire career skills required to be successful in today's competitive job market. The Career Center will assist you in deciding a major, career explorations, career assessments, career counseling, resumé and cover letter services, interviewing skills, job searches, networking, internships, graduate school information, graduate admission test information, professional job placement, and part-time job opportunities. You can also visit our website on the I-Net. Visit links and learn the steps you should be taking each year in your college career or link to "What Can I Do With This Major? The Career Center sponsors career fairs, job skill seminars, career convocations, graduate school fairs, mock interviews, and on-campus corporate interviews. We network directly with over 500 employers to put you in front of top organizations. Working with the Career Center provides unique insight into landing the best jobs and offers expert advice and effective guidance. Come to the Career Center and let us help you succeed.

## **Calendar**

The master calendar of the College is kept in the Dean of Administration office. Committees or individuals scheduling social events or requesting the use of any facility or outdoor area on campus are required to fill out a facility permit. The facility permit is to be completed with the necessary information with appropriate signatures and turned into the Dean of Administration office at least seven days before the event. The weekly activity calendar is printed on Friday for the upcoming week.

# EXTRA-CURRICULAR ACTIVITIES

## **Student Government**

We, the students of College of the Ozarks, in order to uphold the principles on which our school was founded, and in the recognition of the need for a more democratic system of self-government, do hereby establish under God, the Student Senate of College of the Ozarks.

### **What's the purpose of Student Senate?**

Student Senate's primary function is to facilitate student life by representing the student body in proposing legislation to the Administrative Council. Student Senate sponsors a variety of recreational activities such as Homecoming, Spring Formal, and Welcome Week activities.

### **Who is on Student Senate?**

The Student Senate consists of the Executive Branch and twenty-four senatorial positions. Any member of the student body may become a member through the general election or through special elections held for vacated positions throughout the year. A candidate for a Student Senate position may not be on academic, work, or disciplinary probation.

### **What is the Student Supreme Court?**

The Student Supreme Court consists of a Chief Justice and six court justices. The Supreme Court has the authority to interpret the constitution of all student organizations; act upon all cases brought before it by faculty, staff, and students which are not subject to the jurisdiction of the Dean of Students. They also act as the court of appeals for traffic violations.

### **How do I get involved?**

All students are invited to attend Student Senate meetings which take place in the College Center lounge at 9:00 p.m. on every Tuesday of the academic semester with the exception of the first Tuesday of each semester and the Tuesday of finals week. During the last half of the spring semester, general elections will be held to elect twenty-four senators and three executive officers. All positions vacated throughout the year will be filled by an election of the Student Senate.

## **Campus Organizations**

The College recognizes that clubs and organizations can contribute vitally to the social, moral, and intellectual growth of their individual members. On that basis, the College grants the right of existence to such clubs. This right will be upheld if the clubs, individually and as a system, continue to justify their existence by making a positive contribution to the life of their members and thereby to the College itself. An annual report is filed in the Dean of Students' office.

### **Requirements for Recognition**

All educational, recreational, honorary or any other type of student organization must apply for recognition by the College. A list contain-

ing the names of advisors and members, the officers, requirements for membership, a copy of the constitution and bylaws, and a statement of purpose and function should accompany the petition which is submitted to the Dean of Students. An organization achieving recognition by the College must keep an up-to-date list of officers, members, and advisors on file in the Dean of Students' office.

### **Public Performance**

Public performance by students who are representing the College or in cases where such performance may reasonably be construed as representing the College, must have the approval of the Dean of the College and the Dean of Students. Students attending an off campus college-sanctioned activity are also expected to conduct themselves in accordance with College of the Ozarks' dress, appearance, and conduct expectations.

### **Club Advisors**

Each club shall select a sponsor or sponsors who are members of the College faculty or staff or the husband or wife of a faculty or staff member. The name of the person chosen should be submitted to the Dean of Students' office for approval before the person is asked to serve. The club advisor shall have all the privileges of membership except voting and should be consulted on all social and financial matters and special projects. The advisor shall serve as a liaison between the club and the College and interpret actions of each to the other.

### **Off-Campus Trips**

Applications for off campus trips are available in the Dean of Administration office and must be filed and approved at least ten days before departure date. Applications must be approved by the department head or organization advisor before being presented to the Dean of Students. All trips must have the approval of the Dean of the College, Dean of Work, Dean of Administration, and Dean of Students.

### **Student Publications**

The *Outlook* is the official student newspaper of College of the Ozarks, printed weekly by the College Press. A student editor, an associate editor, and an assistant editor, appointed by the College's Board of Publications, are responsible for the management of the paper. These editorial positions fulfill the students' responsibility for the work program, and the editors develop the paper by writing, proofreading, and completing the layout. A majority of the writing comes from the students in English 211, "Outlook Practicum," a one hour credit class of news writing and photography.

The *Phoenix* is the campus yearbook. With student responsibility for the photography, layout, and writing, Phoenix attempts to reflect the attitudes and the activities of each year. Special sections of the book cover academics, athletics, work areas, campus organizations, and stu-

dent portraits. The Phoenix office is located on the second floor of the Jamison Building.

## Theatre

The Drama Program: Opportunities for creative experience are abundant in the College's theatre program. Students can pursue their interests and improve their skills as performers, designers, and technicians. At least two productions are staged each term. Additionally, a musical is produced annually. Tryouts for all productions are open to all students.

## Intercollegiate Sports

College of the Ozarks competes in varsity competition in men's basketball and baseball, and in women's volleyball and basketball. The school is a member of the National Association of Intercollegiate Athletics (NAIA) Division II. Any student who is interested in participation in an intercollegiate sport should contact the coach of that particular sport. C of O students are admitted free to all home games by showing their I.D. cards.

## Music Activities

**Concert Band:** The Concert Band is an auditioned ensemble for students who have a desire to study and perform standard concert band literature. The ensemble performs on and off campus.

**Pep Band:** College of the Ozarks Pep Band performs at home basketball games. If you want to show your spirit, this is the group to join! We play marching band type music for half-time entertainment at many of the men's and women's basketball games. We meet one night a week for rehearsal and it is worth one hour of credit.

**Jazz Band:** The Jazz Band performs concerts on and off campus for the College and area community. The group plays all styles of jazz, pop, and rock. The group meets three hours weekly for one academic credit. There is no audition required.

**Handbell Choir:** The Handbell Choir is an ensemble which teaches the techniques of bell ringing. Some experience in reading music is expected. Students may enroll by permission.

**Chapel Choir:** If your interest is singing, then Chapel Choir is the best opportunity to sing at C of O. The Chapel Choir performs each Sunday during the chapel service. We have rehearsal on Sunday morning, one hour before the chapel service and you receive one hour of credit for the rehearsal.

**Chorale:** The Chorale is an auditioned choral ensemble of mixed voices for students who have a desire to study and perform classical, sacred, and secular repertoire from the Renaissance to the 20th century. The ensemble performs on and off campus, tours to area schools and churches and travels abroad.

# ACADEMIC

## **Academic Policies and Practices**

General academic policies and practices are outlined in the College catalog. Questions related to these should be directed either to a student's academic advisor or to the Dean of the College. Specific questions or criticisms about individual faculty members or their classroom policies and practices should be directed first to the faculty member involved, then to the appropriate Division Chair and finally to the Dean of the College.

## **Registration**

Class schedules for new freshman students are set by the Registrar. Students are placed in appropriate entry-level courses in their major along with general education courses required of all students. Students requiring remedial math or english may be placed in those classes if space is available. Generally, courses are blocked into morning or afternoon segments to accommodate the required work program. Transfer students may begin registering after the current students have completed registration for the semester. The process for incoming transfer students may be in person, by fax or mail, or by e-mail, depending on the student's situation and location.

Current students go through a pre-registration process. After meeting with an advisor and when the student's registration time period has opened (by cumulative number of hours attempted) the student can select courses on Campusweb. At the close of the pre-registration period the various administrative offices will post holds, if applicable, on the account of students. Holds include BU-Business office (money due for fees, room and board, etc.), DW-Dean of Work Education hold, DS-Dean of Students hold, DC-Dean of College hold (overloads/underloads), etc. Students will have approximately one week to have all holds removed. Students who still have holds at that time will lose their pre-registration schedule and will be required to pay \$100 reinstatement fee; or will be unable to attend the following semester.

Prior to the start of and during the first week of the semester a student may add or drop courses (with some exceptions). After the first week no classes may be added to the student's schedule. With the approval of the advisor, Dean of the College and the payment of a fee, students may drop classes until the Friday after midterm.

## **Change of Status Policy**

Students who wish to change their current student enrollment status (from part-time to full-time, commuting to residence hall, or residence hall to commuting) must apply to do so (see process below). Application must be made well in advance of the semester that the desired change would go into effect. Applications should be submitted by February 15 for the Fall semester and by October 15 for the Spring semester. Applications submitted after these dates are considered as space and vacancies allow.

### **Criteria for changing status from resident to commuting**

Currently enrolled resident students at College of the Ozarks may be considered for commuting student status if they meet one of the two following criteria:

- A. Be 21 years old and have a minimum of 90 hours academic credit by the first day of classes in which they intend to be commuting, and have a minimum 2.5 cumulative grade point average at the time of application for change of status.
- B. Or be one of the following:
  - married
  - a veteran of the armed forces
  - living with parent(s)/legal guardians

### **Application for change of status process**

Students may apply for change of status online at Campusweb by clicking the student resources tab and selecting Change of Status request. Students will be notified of acceptance or denial via e-mail at their cofo.edu e-mail address. All change of status applications are subject to approval by the Dean of Admissions, Dean of the College, Dean of Students, and Dean of Work Education. Students should be in good standing with regard to academics, student life, and the work education program.

Students should be aware that upon application for change of status, they are declaring their intent to vacate their residence hall rooms for the following semester and reinstatement of residence hall status may not be possible.

### **Withdrawal from College**

A student wishing to withdraw from college either during the semester or between semesters should follow the withdrawal policy and procedure on the Campusweb or C of O website. The procedure needs to be followed in order for the student to leave the college in good standing. Charges/refunds (see "Costs and Financial Aid") will be determined at the date of the withdrawal; all responsibility of the college for the student is terminated at the time the student is dropped from the College roster. The College reserves the right to dismiss students who fail to do satisfactory work, or who do not cooperate with official College policies.

Students withdrawing during the semester and after the final drop date will receive marks of failure in all courses for which they are enrolled. Under special circumstances, a student may request to withdraw from college after the official drop date and receive a WP/WF in all classes with approval from the Dean of the College. In addition to completing the Registrar's withdrawal procedure, residence hall students must check out of the residence hall with a hall director or resident hall assistant. Failure to follow these procedures may result in loss of deposit or additional charges.

## **Statement on Absences**

Students are expected to attend classes for which they are registered and to meet course requirements in a satisfactory manner. Excused absences are granted for students participating in officially sanctioned (Dean of the College approved) college activities and for students with a valid McDonald Clinic excuse. Students with an excused absence are allowed to make up missed class work. The names of students who are frequently absent from classes will be reported to the Dean of the College. Continued absenteeism or substandard work may constitute grounds for dismissal.

## **Cheating/Plagiarism**

College of the Ozarks expects high standards of intellectual integrity from its students. High ideals of scholarship demand that dishonest work be rejected and that those students engaging in such work be punished. Students in violation of the ideals of honesty and scholarship can expect to receive a failing grade for the class. Cheating on examinations is (1) borrowing someone's answers, (2) providing answers for another student, or 3) using unauthorized material during the examination.

Plagiarism is the presentation of the words, ideas, or opinions of someone else as one's own. A student is guilty of plagiarism if he submits as his own work, a part or all of an assignment copied from another person's essay paper or notes; a part or all of an assignment copied or paraphrased from another source, such as a book, magazine, or pamphlet, without crediting the source. The same sequence of ideas, arrangement of material, or pattern of thought of someone else, even though he expresses it in his words without acknowledgment in the paper is also considered plagiarism. Similarly, a student is an accomplice in plagiarism and equally guilty if he allows his paper, in outline or finished form, to be copied and submitted as the work of another; if he prepares a written assignment for another student and allows it to be submitted as that other student's work; or if he keeps or contributes to a file of papers or speeches with the clear intent that they be copied and submitted as the work of anyone other than the author.

Student appeals should be directed to the Dean of the College who will first ask the appropriate Division Chair to investigate. Then, if necessary, the appeal will be directed to the Academic Standards Committee for review and recommendation to the Dean of the College.

## **Grade Appeal**

A student who believes an error has been made in the recording of a grade or that a grade is unjust must first contact the instructor. If the situation is not resolved the student may appeal to the Division Chairperson and to the Dean of the College. For appeal of a work grade, the student should follow the procedure set forth in the Work Program.

## **Grade Probation**

1. A student who has completed 30 hours or less will be placed on grade probation after the semester in which the cumulative grade point average (GPA) is greater than 1.00 but less than 1.80.
2. A student who has completed 31 or more hours will be placed on grade probation after the semester in which the cumulative GPA drops below 2.00.
3. A student on probation must take fewer than 16 semester hours and take IDS 021, learning strategies.
4. A student with a semester GPA of 1.00 or less will be suspended from the College unless he/she meets cumulative GPA requirements.
5. A student who is suspended for academic reasons is eligible to reapply for readmission after one semester, however, readmission is not guaranteed. Such students will compete better in the readmission process if they attend college elsewhere on a full-time basis and demonstrate ability to be successful in college level work.
6. A student may appeal a suspension to the Dean of the College. The appeal must be in writing and set out the basis of the appeal.
7. The Dean of the College may choose to extend probationary status if satisfactory progress toward raising the cumulative grade point average is evidenced.
8. Any student who goes on grade probation will also be placed on financial aid probation. A student on probation may not participate in auditioned theatre roles, student government, intercollegiate athletics, extracurricular college trips, auditioned ensembles, and other programs and scholarships that have grade point requirements. It is strongly advised that students on probation terminate any off-campus employment.

## **Commencement Exercises**

All graduating students are expected to attend Commencement ceremonies unless excused by the Dean of the College. Students are expected to abide by business dress guidelines as noted in the handbook, including men to wear a button up dress shirt with tie, slacks, and closed-toed dress shoes. Shirts must be tucked in. Women may wear a dress or business suit and appropriate dress shoes are required. Flip flops are unacceptable. Students must conduct themselves in accordance with College of the Ozarks' expectations including but not limited to inappropriate body piercings and keeping tattoos covered at all times. The issuance of diplomas is subject to being in good standing with the College and the satisfactory completion of the Commencement exercises.

# VOCATIONAL

## **Work Education Program: Purpose and Philosophy**

The student work program has long been an integral part of the overall program of the College. All full-time students participate in the work program and all part-time, degree-seeking students are required to work at least one semester. The work program serves a three-fold purpose: (1) It provides a way for students to work for a large part of their college expenses; (2) It provides students worthwhile work experiences in which they can develop desirable work practices and, in many cases, gain valuable vocational skills and; (3) It provides many valuable services to the College.

## **General Provisions of the Work Education Program**

All full-time students are required to work on the campus work program as a part of their contribution toward their cost of education. All resident hall and all full-time commuting students (those enrolled for 12 or more credit hours) work 15 hours per week during the fall and spring semesters and two 40-hour weeks (one for each semester) during the weeks classes are not in session.

After students are assigned to a specific department or work area, they report to the supervisor in charge and present their class schedules. Supervisors then assign students specific hours to work each week based on available out-of-class time. Students are required to work the hours they are scheduled unless their supervisors approve a change in schedule.

## **Attendance Expectations**

The College places a high priority on punctuality and regular attendance. The only excusable reasons for failing to report to work are personal illness, valid emergencies, and authorized off campus trips. If students are ill, they are expected to report to the campus hospital for examination and possible treatment. If the hospital personnel determine that a student is too ill to work, they issue a medical excuse and contact the Student Work Education office. Students who do not follow this procedure are potentially depriving themselves of needed medical attention, and likewise they are not considered to have been excused from work. More students experience difficulty in the work program due to poor attendance than for any other single reason. Regular attendance is critical to success! Students failing to meet their work attendance requirements can expect to face appropriate disciplinary action. Failure to report to work as expected after assignment to a specific department or work area or to otherwise make arrangements with the work supervisor and/or Dean of Work Education will result in appropriate disciplinary action, which may include dismissal from the Work Program.

## **Making Up Lost Work Hours**

Students may get behind on their work hours through no fault of their own due to illness, family emergencies, school trips, etc. All missed work hours must be made up at a time approved by the area work super-

visor and/or the Dean of Work Education. Students may make up these missed hours a few at a time during the regular semester by working one or two extra hours each week. It may be necessary for these missed hours to be made up during vacation periods. Students generally are expected to make arrangements to clear their work accounts each semester in order to continue on the work program another semester. Students may not apply balances accrued from previous semesters to cover a shortage in hours without the approval of the Dean of Work Education.

### **Working Extra for Laundry, Etc.**

Many students send their clothes to the campus laundry, and wish to work to pay the costs of this service. Other students need medication occasionally from the campus hospital. Students may, with their supervisor's approval, schedule an additional hour or two per week during the academic year to cover the cost of laundry and medication. Students may also charge up to one gallon of milk each week from the dairy providing they have accrued extra work hours.

### **Evaluation of Student Work**

Near the end of each semester, area work supervisors evaluate the work of each student assigned to them and assign a letter grade. A conference is then held with each student, the evaluation is discussed, and suggestions for improvement in the student's work are made. The student may likewise ask questions about the evaluation, hopefully leading to a better understanding of the evaluation, the student's work performance, and where self-help is needed for improvement. Work performance grades are then filed as part of the student's permanent record in the Registrar's office. The student's academic transcript also shows the work performance grade earned each semester of participation in the Work Education program. These work grades can be of value in later years when reviewed by potential employers. The College encourages all students to do their best, and seek to earn high work performance grades. Students receiving low work grades (anything below C-) are placed on probation and given one semester to improve or face dismissal from the work program. A grade of "F" may result in immediate dismissal without a probationary period, depending upon the circumstances. A student who believes an error has been made in the recording of his/her work grade, or that a work grade is unjust, must first contact the work supervisor. If the situation is not resolved, the student may appeal to the Dean of Work Education.

### **Work-related Injuries**

Occasionally, students may be injured on their campus jobs. If this happens, the student should inform the supervisor and then go directly to the campus hospital for medical attention or for further transportation to off-campus medical facilities if the injury is beyond campus capabilities. If the injury occurs during a time when the campus hospital is closed, then the student should contact the fire department (x3333) for assistance.

Students must follow this procedure. Students who proceed directly to off-campus medical facilities, without authorization from campus medical personnel may assume the responsibility of paying for such services and normally forfeit any applicable worker's compensation benefits.

### **Work Station Transfers**

When students desire to transfer from their assigned workstation to another, they must fill out a transfer request via campusweb supplying personal data, previous work experience, work station preference, etc. This information will be used as a basis for reassignment along with work performance records, length of time at the work station, and available openings. Occasionally, area supervisors or the Dean of Work Education may initiate a work assignment change. The final decision in making all work program assignments and reassignments is made by the Dean of Work Education.

All records of students' financial accounting are kept in Student Accounts. Questions regarding hours worked and overall work hours status generally will be referred to that office.

### **General Work Education Program Policies**

1. Most work areas use time clocks or computer terminals to record student work time. Each student must record his or her own time. A student may be dismissed from the work program for attempting to forge or otherwise enter another student's time record, or for falsely representing the time actually worked.
2. Students receive work time credit for the actual time worked; there is no "rounding to the nearest quarter hour" procedure.
3. Students are not to be excused from their work stations for personal reasons, such as going to the post office, etc. Those things should be done at times students are not scheduled for class or work.
4. Students generally are not permitted to work extra hours one week in order to cut short their required work time for another week, unless this practice is consistent with the needs of the work area and has the approval, in advance, of the supervisor.
5. Students generally are not permitted to work extra hours during the semester in order to by-pass their required 40-hour vacation work weeks, since this practice would result in shortages of student workers during vacation weeks. All full time students must work two 40-hour weeks per year.
6. Resident students who are not scheduled to work one of their required 40-hour weeks during a particular week of vacation must have special permission to remain on campus. In addition, these students must either pay cash for any meals they eat in the Dining Hall or make special arrangements in advance to work 15 hours to cover the cost of their meals for the week.
7. The last week of the semester (finals week) is a full work week and students are expected to report to work on the schedule established by their area supervisors. Students who have questions regarding the

work program which are not addressed in the material above should consult their area supervisor or the Dean of Work Education office.

8. Work program policies are formulated by the Dean of Work Education who is also charged with the enforcement of these policies. If a violation of campus conduct is reported as happening on the job, the Dean of Work Education and the Dean of Students will conduct a hearing for the individual or individuals involved. These two administrators may make a decision as to the guilt or innocence of the individuals and set the penalty. If the Dean of Work Education and the Dean of Students cannot agree on the guilt and/or penalty, they will refer the incident to the Campus Disciplinary Board for action.

# CHRISTIAN

The vision for the School of the Ozarks (now College of the Ozarks) was created by the Reverend James Forsythe, a Presbyterian minister who wanted to establish a school that would integrate faith and learning. The Christian faith is an integral part of the life at College of the Ozarks. Students are not required to belong to a particular faith, however all members of the College community are expected to adhere to Christian values and expectations. The Christian faith is stressed and no denominational emphasis is made. The College has students of different denominations and helps them become more faithful members of their respective churches and grow in their faith. Guiding statements of faith include the Apostles' Creed and the Nicene Creed.

## **The Apostles' Creed**

*The basic creed of Reformed churches, as most familiarly known, is called the Apostles' Creed. It has received this title because of its great antiquity; it dates from very early times in the Church, a half century or so from the last writings of the New Testament.*

I believe in God, the Father Almighty, the Creator of heaven and earth.

And in Jesus Christ, His only Son, our Lord: Who was conceived of the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. The third day He arose again from the dead. He ascended into heaven and sits at the right hand of God the Father Almighty, from whence He shall come to judge the living and the dead.

I believe in the Holy Spirit, the holy \*catholic church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

*\* often see "Christian Church" (catholic means "universal")*

## **The Nicene Creed**

*This additional creed is a statement of the orthodox faith in the early Christian Church, in opposition to certain heresies in the third and fourth centuries, namely the truth surrounding the doctrine of the Trinity and of the person of Jesus Christ. This creed delineates the deity and humanity of Christ, as well as the deity of the Holy Spirit proceeding from both God the Father and God the Son.*

I believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible.

And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made, being of one substance with the Father, by whom all things were made.

Who, for us men for our salvation, came down from heaven, and was incarnate by the Holy Ghost of the virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; He suffered and was buried; and the third day He rose again, according to the Scriptures; and ascended into heaven, and sits on the right hand of the Father; and

He shall come again, with glory, to judge the quick and the dead; whose kingdom shall have no end.

And I believe in the Holy Ghost, the Lord and Giver of Life; who proceeds from the Father and the Son; who with the Father and the Son together is worshipped and glorified; who spoke by the prophets.

And I believe one holy catholic and apostolic Church. I acknowledge one baptism for the remission of sins; and I look for the resurrection of the dead, and the life of the world to come. Amen.

### **Chapel**

As a community of faith, the College of the Ozarks holds weekly Chapel on Sundays at 11:00 a.m. in Williams Memorial Chapel. Chapel services are open to all individuals who would like to worship together in a reverent and traditional manner. These worship services are trans-denominational, designed with an emphasis on the Holy Spirit's enabling grace offered to all through Jesus for God's glory.

### **Chapel Requirements**

All resident students with less than 91 college hours are required to attend Sunday Morning Chapel a minimum of seven times during each semester. Students must be on time in order to receive credit. Students who do not attend seven services will be in danger of being placed on convocation/chapel probation. Students on probation will need to attend the deficient number of services from the prior semester in addition to the required seven services for the current semester in order to get off of probation. Students on convocation/chapel probation will not be allowed to represent the College in any activity while on probation. (For more information on convocation/chapel probation status and how to get off probation see the Chapel/Convocation Probation section in the Cultural section). Students are allowed to attend chapel services during the summer to get ahead for the fall semester. Students cannot carry over extra chapel attendances from a current semester to a future semester.

### **Chapel/Business Dress**

All students attending chapel need to wear appropriate clothing that meet the standards outlined in the College's Appearance Code. Students who do not meet the standards will be asked to go back and change to comply with the appearance for chapel expectations.

### **Religious Organizations**

More information regarding religious organizations at College of the Ozarks can be found in the campus organizations section. Organizations meeting regularly and recognized by the College are:

- Baptist Student Union (BSU)
- Catholic Christian Newman's Association (CCNA)
- Chi Alpha
- Fellowship of Christian Athletes (FCA)
- InterVarsity
- Missions Club
- Mu Kappa (Missionary Kids)

# PATRIOTIC

## **Patriotic Emphasis**

The College embraces the patriotic traditions of the United States of America. The College produces several programs throughout the year that focus on the patriotic emphasis. These include the Honor America celebration leading up to Independence Day; September 11, 2001 remembrance display; reading of the United States Constitution on Constitution Day, and the Veteran's Day service which honors veterans from College of the Ozarks and everyone who has served in the United States military.

The Reserve Officers Training Corps (ROTC) and Citizenship classes provide formal academic training for students with regard to learning how to become effective citizens and if desired, members of the military.

Every fall, students receive information regarding voter registration and are encouraged to become active voters. Transportation is provided to local voting precincts when needed.

The College Democrats and the College Republicans are student organizations that encourage students to be politically aware and active. They sponsor several events to enhance awareness and encourage participation in elections. These organizations are governed by Student Senate, which also places a heavy emphasis on patriotism.

All members of the College community are expected to stand, be respectful, and attentive when a color guard presents the United States flag, and anytime the United States Pledge of Allegiance is recited, and/or when the Star Spangled Banner is played.

# CULTURAL

## Convocations

College of the Ozarks offers a number of programs each semester that are designed to enhance the mission of the College. These programs are provided to students to enhance their educational experience outside the classroom. Convocation programs typically focus on cultural, patriotic, or Christian themes.

All full-time students (12 hours or more per semester) with less than 91 college hours are required to attend convocation programs. Each semester there are at least 18 convocations offered, and students are required to attend the following:

**Cultural:** Students are required to attend **one** program per semester.

**Vocational, Academic, & Patriotic:** Students are required to attend **two** programs per semester.

**Christian:** Students are required to attend **two** programs per semester.

**Majors:** Students are required to attend **two** programs per semester.

Students are expected to conduct themselves in a manner that represents themselves and the College well. Students who talk, text, cause disruptions during convocations, are dressed inappropriately, show up after the program has started, or leave early will not receive credit and may be dismissed from the convocation. Most convocation programs are one hour or less in length, but some are longer. Regardless of length, students need to stay the entire time in order to receive convocation credit.

Casual attire is acceptable for most convocations; however, for some convocations it may be appropriate to require business attire.

## Chapel/Convocation Probation

Students who do not attend the required number of services will be in danger of being placed on convocation/chapel probation. Students will be placed on probation when they have three deficiencies and will need to attend the deficient number of services from the prior semester in addition to the current semester requirements in order to get off probation. Students attempting to obtain credit for convocations other than the appropriate manner will be subject to convocation/chapel probation and/or additional disciplinary sanctions. Students on convocation/chapel probation will not be allowed to represent the College in any activity while on probation.

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

College of the Ozarks complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. In accordance with this federal law, the institution has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student's educational record without the written consent of the student or as otherwise authorized by FERPA.

FERPA affords students certain rights with respect to the student's education records. They are:

1. Annual notification.
2. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
3. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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 20202-4605*

6. College of the Ozarks has designated the following information as directory information and may disclose such information at its discretion:

- Name
- Current enrollment status, including full or part-time.
- Address, Local, Permanent or e-mail.
- Local telephone number.
- Date and place of birth.
- Major Fields of Study.
- Student's photographic or videotaped image.
- Dates of attendance.
- Academic classification by year (e.g. freshman).
- Awards and Honors (e.g. Dean's list).
- Degree conferred (including dates).
- Past and present participation in officially recognized sports and activities.
- Weight/Height of members of athletic teams.

Currently enrolled students may withhold disclosure of any or all of these types of information by contacting the Registrar's office,

in writing, within 30 days from the first class day of any semester. The written notification does not apply retroactively to previous releases of directory information, for example once the campus student directory is published, the information contained therein will remain. The request for nondisclosure will affect only the academic year within which it is requested. Note that directory information MAY be released; it is not required and the institution may choose not to release it. For instance, for security reasons, the College does not give out telephone extensions for residence hall rooms. Students should understand that, by withholding directory information, some information considered important to students may not reach them. For additional information see [www.cofo.edu/policies.asp](http://www.cofo.edu/policies.asp).

### **Discrimination Policy**

College of the Ozarks subscribes to the Privacy Act of 1974 and is committed to a policy of nondiscrimination on the basis of age, color, handicap, race, sex, and national origin in any of its employment practices in compliance with the Title IX of the Federal Educational Amendments of 1972, of Executive Order 11246 and Revised Order No. 4 of the Civil Rights Act of 1964 as amended in 1972, and Section 504 of the Rehabilitation Act of 1973. Grievances should be put in writing and sent to the Title IX coordinator of the Affirmative Action Officer.