Where To Go for Help

(417) 690-_ _ _ _(+ extension)

Academic Questions
Academic Advisor
Dr. Fran Forman (3223)
Dr. Eric Bolger (2396)

Change of Status
Dr. Marci Linson (2636)

Christian Life
Mr. Andrew Bolger (2334)
Dr. Jennifer Freeman (3456)
Dr. Justin Carswell (3446)

Content of Course
Professor
Dr. Fran Forman (3223)
Dr. Eric Bolger (2396)

Credit for Course
Professor
Dr. Fran Forman (3223)
Dr. Eric Bolger (2396)

Financial Problems
Mr. Jeff Ford (3290)
Dr. Marci Linson (2636)

Health Problems
Mrs. Lori Vanderpool (2582)
Mrs. Holly Bergeron (3399)
Mr. Nick Sharp (2224)
Dr. Sue Head (2242)

Personal Problems
Mr. Nick Sharp (2224)
Mrs. Pat McLean (3441)
Mr. Andrew Bolger (2334),
Dr. Jennifer Freeman (3456)
Dr. Justin Carswell (3446)

Residence Halls
Resident Director
Mr. Nick Sharp (2224)
Dr. Sue Head (2242)

Safety Concerns
Mr. Daryl Brown (2217)
Mr. Robert Bridges (3448)
Dr. Marvin Schoenecke (2204)
Mr. Nick Sharp (2224)
Mr. Rick Hughes (2211)

Schedule
Academic Advisor
Dr. Fran Forman (3223)
Dr. Eric Bolger (2396)

Student Activities
Sponsor
Student Activities Director
Mr. Nick Sharp (2224)

Student Work Education Program
Mrs. Debbie Meyer (2373)
Dr. Marvin Schoenecke (2204)

Table of Contents

Welcome and Introduction . . . . . **iii**
Mission. iv
Vision and Goals iv
Character . . . . . **v**
Conduct . . . . . **vii**
Disciplinary Policies and Procedures. vii
Appeals Procedure. xi
Medical Leave of Absence Policy. xiii
Zero Tolerance Alcohol and Drug Policy xv
Lifestyle/Sexuality Policy. xvii
Title IX Policy and Procedures **1**
Non Discrimination and Anti-Harassment Policy **2**
Sexual Harassment Policy 3
Sexual Violence Policy. 4
Title IX Roles and Responsibilities 5
Title IX Complaints 6
Title IX Frequently Asked Questions 10
Title IX Complaint Resolution Procedures 17
Computer Use Policy.. 20
Campus Closing Hour Policy 27
Appearance Policy 27
Student Services **30**
Calendar 30
Campus Security 30
Career Services. 38
Dean of Students Office 38
Dining Hall 38
Financial Aid. 39
Fire Department. 45
Health Services. 45
Laundry 48
Mail Operations 48
Residence Hall Living 49
Extra-Curricular Activities **54**
Academic **57**
Vocational **61**
Christian **65**
Patriotic **68**
Cultural **70**
Family Educational Rights and Privacy Act (FERPA) **72**
Non Discrimination Policy and Procedure **73**

WELCOME TO COLLEGE OF THE OZARKS 2016 - 2017

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, 2016. Changes in these policies may be made by the administration of College of the Ozarks at any time. The most updated information may be found online through the campus web that is available to all students. http://images.cofo.edu/cofo/handbook.pdf

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 provides a strong academic education, as well as development of the whole person. 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 developing strong character within students.

Character Camp

Every new student starting at College of the Ozarks is required to attend Character Camp. Character Camp provides an enjoyable, intensive orientation to the College and clearly outlines what is expected of students. Character Camp also provides an outstanding leadership opportunity for orientation leaders, who are called “moms and pops". These select leaders are men and women who model the character expected of a C of O student. Throughout Character Camp they lead the “kids” in their family through the orientation process.

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 will learn about the College honor code and is expected to sign and comply with the code while a student. The culminating event of Character Camp is the Honor Induction Etiquette Banquet, where students sign the honor code.

College of the Ozarks

HONOR CODE

I agree to be an honest, trustworthy, caring and responsible citizen. I will uphold these values in others and myself.

Signature Date

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, which 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 fair play.

Leadership Development Track

The Leadership Development Track (LDT) is a four-year program which is focused on integrating learning opportunities at C of O and capitalizing on student development. Value-based leadership is taught while incorporating the five goals of the College, and guides 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.

The Keeter Center for Character Education

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 Annual Character Education Conference, 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 Character Education 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, or
3. Major violation.

Disciplinary Procedures

The Dean of Students will investigate any alleged violation of the College's rules and policies, including the College's Title IX policy and procedures. If it is 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 consequences. Penalties include official warning, temporary restrictions, housing status review, counseling, fines, administrative reprimand, disciplinary probation,

disciplinary suspension, or disciplinary dismissal, which are defined in this policy. The student may appeal the Dean of Student's 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
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, fireworks, explosives, flammable liquids/materials and weapons 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, 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. College of the Ozarks expects and demands high standards of intellectual honesty from its students. These high standards demand that dishonest work be rejected and that those students engaging in such work bear the consequences, which may include zero credit on assignments, failing course grades, and/or expulsion from the College. The Dean of the College will review all academic dishonesty cases to determine if a violation has occurred and will determine appropriate punishment if warranted.

   a. Cheating on quizzes, tests, examinations, or other graded exercises is (1) borrowing someone's answers, (2) providing answers for other students, (3) using unauthorized material during the exercises, or (4) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

   b. Plagiarism, or academic theft, is presenting the words or ideas of someone else as one's own in an assignment without giving them due credit as the originator of those words or ideas. A student is guilty of plagiarism if he or she submits as his or her own work a written or spoken assignment that contains words or ideas copied from another person's book, article, manuscript, notes, Internet site, calculations, translations, computer programs, or any other source. Obviously, turning in another student's assignment or a paper totally taken from someone else's work is plagiarism. But it is also plagiarism to reword or summarize the words or ideas of another author and present them as part of one's assignment unless one gives the author credit. Plagiarism occurs when a student uses a sequence of words or ideas without having digested, integrated, and reorganized the author's words in his or her own mind and without acknowledgment in the assignment.

   c. Similarly, a student is an accomplice in plagiarism and equally guilty (1) if he allows his own words in outline or finished form to be copied and submitted as the work of another; (2) if he prepares an assignment for another student and allows it to be submitted as that other student's work; or (3) if he keeps or contributes to a file of papers, speeches, tests, lab work, or other assignments with the clear intent that they be copied and submitted as the work of anyone other than the author. Students should keep paper and electronic copies of all their notes and all their drafts of assignments to help prove their authorship in case questions of plagiarism should arise.

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 Title IX Policy
6. Violation of the College's Non Discrimination Policy
7. Violation of the College's Computer Use Policy
8. Violation of the Residence Hall Internet Access Policy
9. Violation of the College's Residence Hall Policy
10. Stealing or maliciously damaging property of the College or another individual
11. 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, private areas of campus, including breaking into vending machines, as well as offices and buildings, is strictly prohibited. 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.
12. Derogatory racial speech or acts toward anyone
13. Setting off a false fire alarm
14. Hazing, physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person
15. 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).
16. 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.
17. Numerous or repeated infractions
18. Noncompliance with punishment for infractions
19. Failure to submit to requested drug test
20. 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, 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 conduct issues occurring simultaneously or any violation that has occurred on more than one occasion may conclude with more severe disciplinary ramifications.

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.

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. In some instances, medical clearance from a licensed provider (psychologist, medical, etc.) may be necessary for some students wishing to reapply to the College. The College reserves the right to require a psychological or other professional evaluation with the reapplication process. Action of the Admissions office will be required for readmission.

Disciplinary Expulsion

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

Appeals Procedure

Suspensions for academic, work, finances, 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 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 provide a detailed statement of the complaint, including corrective actions if any, and a detailed statement of the basis for the appeal, including the specific facts, circumstances, and argument in support of it. The letter is submitted to the Dean of Character Education. Letters of appeal must be legible and must be submitted the next school day following notification of the action by the Dean of Students or his designee.

2. The Campus Disciplinary Board is appointed by the President of the College. The Board will meet in a timely manner, review the case, and conduct a hearing. At the hearing, the student will appear before the Board and will explain the situation and present any other appropriate evidence. The Board may call additional witnesses as it deems necessary to investigate the appeal. Depending upon the circumstances, the Board may need to meet a number of times to reach a decision.

3. The Campus Disciplinary Board, after considering the totality of the evidence, will make a decision based on the preponderance of the evidence and will make one of the following recommendations to the Dean of Character Education:

   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 Character Education.

4. If the Campus Disciplinary Board recommends the case be reviewed by the Dean of Character Education, the Dean of Character Education will review the case and decide, based on the totality of the evidence, whether it is more likely than not that the punishment is appropriate. The Dean of Character Education may decide to uphold, modify, reduce, or strengthen the sanctions of the Dean of Students.

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 Character Education may address disciplinary issues. Should those decisions be appealed, the President will appoint a proxy for the Dean of Character Education during the appeals process.

Probation

The College expects students to remain in good standing in all areas relating to the College. Students who are not in good standing may be placed on one or more of the following: academic probation, chapel/convocation probation, disciplinary probation, work probation, or financial probation. Any student who 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 extra-curricular off-campus trips, or representing cam-

pus 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
Chapel/Convocation Probation	Dean of Students
Disciplinary Probation	Dean of Students
Work Probation	Dean of Work
Financial Probation	VP for Vocational Programs and Chief Financial Officer

With the exception of disciplinary probation/suspension, the Dean's decision is final and is unable to be appealed.

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 Character Education. 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 probations (any combination of academic, work, disciplinary, or chapel/convocation probations), 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 who have their enrollment revoked may be able to complete the remainder of the semester.

Reapplication to the College

Students who leave the College of the Ozarks due to disciplinary or other kind of suspension may be eligible to reapply for admission to the College. Students who are expelled because of a disciplinary matter are not eligible to reapply. Students who are eligible to reapply are not guaranteed admission to the College.

Medical Leave of Absence Policy

Medical Leave Of Absence ("MLOA") is a category of non-academic leave for students who are temporarily unable to continue their studies or participate in the work program due to a medical or psychological condition. Students on a MLOA are regarded as having permanently withdrawn from the College and need to apply for readmission through the Admissions Office. As part of the readmission process described in this policy, the student must be approved for fitness to return to full-time course work of at least twelve (12) hours and participation in the work education program of fifteen (15) hours per week.

A MLOA may be initiated at the request of a student or it may be required by the College if the College determines that a student's medi-

cal condition, behavior, or emotional or psychological condition compromises minimal standards of academic and work performance and/or college life.

Medical Leave Of Absence Requested By A Student

A student may apply for a MLOA by providing a written Request for Medical Leave that is completed by a student or his/her representative. The completed MLOA application, along with appropriate documentation from a physician, mental health provider or other qualified caregiver who is not a family member, must be submitted to the Clinic Administrator. The student must also sign an Authorization for the Use and Disclosure of Protected Health Information to allow the College to speak to the student's health care providers. The application and supporting information will be reviewed to determine if the leave should be granted.

If a MLOA is granted, the Clinic Administrator will notify the student in writing of the determination along with the Dean of the College, the Dean of Students, the Dean of Work Education, the Dean of Admissions, the Registrar, the Director of Financial Aid and the Business Office. The Registrar will inform the student of the status of current coursework and withdrawal from the College. It is the responsibility of the student to contact the Financial Aid Office and the Business Office to discuss the implications of the MLOA on his/her financial aid and on his/her student account.

A MLOA must be initiated within three weeks of the student's last date of class attendance. A MLOA will not be approved retroactively. A student must complete all necessary paperwork, on or before the final day of classes to obtain a MLOA for the current semester. Any request submitted after the final day of classes will be considered for the following semester. The student may not register for classes while on a MLOA. The granting of a MLOA does not guarantee that the student will be allowed to return to the College.

Re-enrollment

Students returning from a MLOA must provide the Clinic Administrator with a detailed summary of the treatment the student received during the MLOA. If the student is under the care of more than one health care provider, a letter from each and all providers is required. The provider may not be a family member. The health information that is provided must contain the following information: (1) a diagnosis; (2) medications, dosages, length of time on each medication, length of time the student has been stable on the current dosage of each medication; (3) confirmation of the student's successful completion of coursework, internships or employment (if applicable); (4) the basis for the health care provider's recommendation that the student is ready to return to the College. The student must sign and date an Authorization for the Use and Disclosure of Protected Health Information Form to allow the College to speak to the student's health care providers. The student will also be required to sign an authorization that permits consultation within the College as to the student's fitness to return.

The Clinic Administrator will evaluate the information provided by the student. If the College feels that the information provided by the student is inadequate, it reserves the right to obtain a second opinion at its expense. Re-enrollment is based on the student's readiness to manage a full-time course load of at least 12 hours and participate in the work education program by working 15 hours per week. The Dean of Admissions office will notify the student in writing of its determination considering the following: (1) health care provider's evaluation and recommendation; (2) Clinic Administrator's evaluation; (3) the student's demonstrated ability to engage in productive and realistic academic planning; (4) the student's personal statement included on the re-enrollment application; (5) the student's interview; (6) any coursework completed or employment during the MLOA; and (7) any other factors the College deems relevant for the student's particular circumstances.

Medical Leave Of Absence Initiated by the College

A MLOA may be initiated by the College when a student's behavior or emotional or psychological condition compromises minimal standards of academic or work performance and/or college life. Examples of situations where the College may initiate a MLOA include, but are not limited to:

- Students deemed to be a danger to themselves or others.
- Students whose behavior is severely disruptive to others.
- Students who do not comply with assessment or treatment required by the College.
- Students whose condition requires specialized services beyond those available at the College.

A student placed on an involuntary MLOA may appeal the College's decision by following the Appeals Procedures set out in the Student Handbook.

Students placed on a MLOA by the College will follow the same steps for re-enrollment. The granting of a MLOA does not guarantee that the student will be allowed to return to the College.

Zero Tolerance Alcohol & Drug Policy

In order to promote its fundamental mission, the College 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 or illegally obtained drugs (prescription, etc.), 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 may result in poor academic performance, 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 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: sex assigned at birth is a person's God-given, objective gender, whether or not it differs from their internal sense of "gender identity" (Genesis 1:27; Leviticus 18:22; Matthew 19:4; Romans 1:26-27; 1 Corinthians 6:9-10); sexual relations are for the purpose of the procreation of human life and the uniting and strengthening of the marital bond in self-giving love, purposes that are to be achieved solely through heterosexual relationships in marriage (Genesis 1:28; 2:24; Exodus 20:14; Proverbs 5:15-23; Matthew 19:5; 1 Corinthians 6:12-20, 7:2-5; 1 Thessalonians 4:3).

Misuses of God's gift of human sexuality will be understood to include, but not be limited to gender expression inconsistent with sex assigned at birth (transgender), gender transition, 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. Gender expression inconsistent with sex assigned at birth;
2. Gender transition;
3. Sexual relations with a person other than his/her spouse;
4. Sexual relations with a person of the same sex;
5. Touching, caressing, and other physical conduct of a sexual nature with a person of the same sex;
6. 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.

TITLE IX POLICY AND PROCEDURES

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Policy Statement

College of the Ozarks (the "College") is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of age, color, handicap, race, national origin and sex. The College considers sex discrimination in all its forms to be a serious offense and is considered a Major Violation. Sex discrimination constitutes a violation of this policy, is unacceptable, and will not be tolerated. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity.

Sexual harassment, whether verbal, physical, or visual, that is based on sex is a form of prohibited sex discrimination. The specific definitions of sexual harassment and sexual violence, including examples of such conduct, are set forth below.

Scope

This policy applies to administrators, faculty, and other College employees; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the College's educational programs and activities, including third-party visitors on campus (the "College Community"). This policy prohibits sex discrimination, sexual harassment, and sexual violence even when the complainant and alleged perpetrator are members of the same sex, and it applies regardless of national origin, immigration status, or citizenship status. The College's prohibition on sex discrimination and sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics, housing, and student services.

The College has jurisdiction over Title IX-related complaints regarding conduct that occurred on campus, during or at an official College program or activity (regardless of location), or off campus when the conduct could create a hostile environment on campus. The College will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrence of sex discrimination and remedy its effects.

Title IX Statement

It is the policy of the College to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the College's educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of sex discrimination. The College has designated the following Title IX Coordinator to coordinate its compliance with

Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Charles F. Hughes
Business Manager
c/o Business Office, Berger Hall
P.O. Box 17, Point Lookout, MO 65726
417-334-6411
hughes@cofo.edu

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

Sexual Harassment Policy

Definition of Sexual Harassment

Sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.

Examples of Sexual Harassment

Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship.
- Unwelcome touching, kissing, hugging, or massaging.
- Pressure for sexual activity.
- Unnecessary references to parts of the body.
- Sexual innuendos or sexual humor.
- Obscene gestures.
- Sexual graffiti, pictures, or posters.
- Sexually-explicit profanity.
- Asking about, or telling about, sexual fantasies.
- E-mail and Internet use that violates this policy.
- Sexual violence (as defined below).

Further examples of sexual harassment may be found in the Frequently Asked Questions (see page 11 below).

Sexual Violence Policy

The Definition of Sexual Violence

Sexual violence is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity or because of his or her youth.

Examples of Sexual Violence

Some examples of sexual violence include:

- Rape or sexual assault: sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent.
- Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation.
- Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent.
- Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation.
- Prostituting another student.
- Non-consensual video or audio-taping of sexual activity.
- Knowingly transmitting a sexually transmitted disease to another.

Further examples of sexual violence may be found in the Frequently Asked Questions (see page 11 below).

Sexual Misconduct

Collectively, sex discrimination, sexual harassment, and sexual violence will be referred to as "sexual misconduct" through the remainder of this policy and the complaint resolution procedures.

Definition of Consent

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

Domestic Violence, Dating Violence, and Stalking

The crimes of domestic violence, dating violence and stalking can also constitute sexual misconduct when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

Domestic Violence

"Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction […], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- Missouri's definition of domestic violence can be found at Mo. Rev. Stat. § 455.010. Missouri law refers to this type of crime as "domestic assault."

Dating Violence

"Dating violence" means violence committed by a person:

A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

B. where the existence of such a relationship shall be determined based on a consideration of the following factors:

a. The length of the relationship.

b. The type of relationship.

c. The frequency of interaction between the persons involved in the relationship.

Stalking

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

A. fear for his or her safety or the safety of others; or

B. suffer substantial emotional distress.

- Missouri's definition of stalking can be found at Mo. Rev. Stat. § 565.225.

Title IX Roles and Responsibilities

Title IX Coordinator

It is the responsibility of the Title IX Coordinator to coordinate dissemination of information and education and training programs to: (1) assist members of the College community in understanding that sexual misconduct is prohibited by this policy; (2) ensure that investigators are trained to respond to and investigate complaints of sexual misconduct; (3) ensure that employees and students are aware of the procedures for reporting and addressing complaints of sexual misconduct; and (4) to

implement the Complaint Resolution Procedures or to designate appropriate persons for implementing the Complaint Resolution Procedures.

Administrators, Deans, Department Chairs, and Other Managers

It is the responsibility of administrators, deans, department chairs, and other managers (i.e., those that formally supervise other employees) to:

- Inform employees under their direction or supervision of this policy.
- Work with the Title IX Coordinator to implement education and training programs for employees and students.
- Implement any corrective actions that are imposed as a result of findings of a violation of this policy.

All Employees

It is the responsibility of all employees to review this policy and comply with it.

Students

It is the responsibility of all students to review this policy and comply with it.

The College

When the College is aware that a member of the College Community may have been subjected to or affected by conduct that violates this policy, the College will take prompt action, including a review of the matter and, if necessary, an investigation and appropriate steps to stop and remedy the sexual misconduct. The College will act in accordance with its Complaint Resolution Procedures (see page 17 below).

Title IX Complaints

Making a Complaint

Faculty and Employees

All College faculty and employees have a duty to report sexual misconduct to the Title IX Coordinator (Charles F. Hughes) when they are aware of such conduct or witness such conduct. This does not apply to the employees who may maintain confidentiality as described in Section VI.C. of this policy.

Students and Other Persons

Students who wish to report sexual misconduct should file a complaint with the Dean of Students. Students should be aware that all faculty and employees at the College, except those who may maintain confidentiality as listed in College Resources–Confidential (p. 16) of this policy, have an obligation to report sexual misconduct that they become aware of or witness.

Students and other persons may also file a complaint with the United States Department of Education's Office for Civil Rights, as set forth in Section III above.

Content of the Complaint

So that the College has sufficient information to investigate a complaint, the complaint should include: (1) the date(s) and time(s) of the alleged conduct; (2) the names of all person(s) involved in the alleged conduct, including possible witnesses; (3) all details outlining what happened; and (4) contact information for the complainant so that the College may follow up appropriately.

Conduct that Constitutes a Crime

Any person who wishes to make a complaint of sexual misconduct that also constitutes a crime—including sexual violence, domestic violence, dating violence, or stalking—is encouraged to make a complaint to local law enforcement. If requested, the College will assist the complainant in notifying the appropriate law enforcement authorities. **In the event of an emergency, please contact 911.** A victim may decline to notify such authorities.

Special Guidance Concerning Complaints of Sexual Violence, Domestic Violence, Dating Violence, or Stalking

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has perpetrated against you, the College recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

Once a complaint of sexual violence, domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

- contacting parents or a relative.
- seeking legal advice.
- seeking personal counseling (always recommended).
- pursuing legal action against the perpetrator.
- pursuing disciplinary action.
- requesting that no further action be taken.

A complainant who makes a claim related to sexual violence, domes-

tic violence, dating violence, or stalking will be given a copy of the document titled "Rights and Options After Filing a Complaint of Sexual Violence, Domestic Violence, Dating Violence, or Stalking at College of the Ozarks."

Vendors, Contractors, and Third-Parties

This policy applies to the conduct of vendors, contractors, and third parties. Persons who believe they have been subject to sexual misconduct in violation of this policy should make a complaint in the manner set forth in this section.

Retaliation

It is a violation of this policy to retaliate against any member of the College Community who reports or assists in making a complaint of sexual misconduct or who participates in the investigation of a complaint in any way. Persons who believe they have been retaliated against in violation of this policy should make a complaint in the manner set forth in this section.

Protecting the Complainant

Pending final outcome of an investigation in accordance with the Complaint Resolution Procedures, the College will take steps to protect the complainant from further discrimination or harassment. This may include assisting and allowing the complainant to change his or her academic, transportation, work, or living situation if options to do so are reasonably available. Such changes may be available regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

If a complainant has obtained a temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court, the complainant should provide such information to the Title IX Coordinator. The College will take all reasonable and legal action to implement the order.

Timing of Complaints

The College encourages persons to make complaints of sexual misconduct as soon as possible because late reporting may limit the College's ability to investigate and respond to the conduct complained of.

Investigation and Confidentiality

All complaints of sexual misconduct will be promptly and thoroughly investigated in accordance with the Complaint Resolution Procedures (see page 17 below), and the College will take disciplinary action where appropriate. The College will make reasonable and appropriate efforts to preserve an individual's privacy and protect the confidentiality of information when investigating and resolving a complaint. However, because of laws relating to reporting and other state and federal laws, the College cannot guarantee confidentiality to those who make complaints.

In the event a complainant requests confidentiality or asks that a complaint not be investigated, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request

for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the College's ability to respond may be limited. The College reserves the right to initiate an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the College Community.

The Title IX Coordinator is the person responsible for evaluating requests for confidentiality.

If a victim does not wish to make a complaint under this policy but desires to talk confidentially about his or her situation, The Dean of Christian Ministries or the College Counselor or Campus Nurse can be contacted. See page 16 for contact information. Unlike other employees who have a responsibility to report to the College when they observe or receive information about sexual misconduct occurring, The Dean of Christian Ministries or the College Counselor or Campus Nurse will not report your circumstances to the College for investigation without your permission.

Resolution

If a complaint of sexual misconduct is found to be substantiated, the College will take appropriate corrective and remedial action to prevent the recurrence of the conduct and correct its discriminatory effects. Students, faculty, and employees found to be in violation of this policy will be subject to discipline up to and including written reprimand, suspension, demotion, termination, or expulsion. Affiliates and program participants may be removed from College programs and/or prevented from returning to campus. Remedial steps may also include counseling for the complainant, academic, transportation, work, or living accommodations for the complainant, separation of the parties, and training for the respondent and other persons.

Bad Faith Complaints

While the College encourages all good faith complaints of sexual misconduct, the College has the responsibility to balance the rights of all parties. Therefore, if the College's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

Academic Freedom

While the College is committed to the principles of free inquiry and free expression, sexual misconduct is neither legally protected expression nor the proper exercise of academic freedom.

Education

Because the College recognizes that the prevention of sexual misconduct, as well as domestic violence, dating violence, and stalking, is important, it offers educational programming to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of student organizations. Among other elements, such training will cover relevant definitions, procedures, and sanctions; will provide safe and positive options for bystander intervention; and will provide risk reduction information, including recognizing warning signs of abusive behavior and how to avoid potential attacks. To learn more about education resources, please contact the Dean of Students.

Title IX Frequently Asked Questions

1. What are some additional examples of sexual harassment?
2. What should I do if I have been sexually harassed?
3. What are some additional examples of sexual violence?
4. What constitutes "consent" for purposes of sexual violence?
5. What should I do if I am a victim of sexual violence, domestic violence, dating violence or stalking?
6. Can I make a complaint of sexual violence against my boyfriend or girlfriend?
7. What should I do if someone who is not a College student or employee engages in sexual misconduct against me?
8. What should I do if a student engages in sexual misconduct against me but we are off campus?
9. What should I do if I observe sexual misconduct, but it is not directed at me?
10. What is the role of the Title IX Coordinator?
11. If I make a complaint of sexual misconduct, will it be treated confidentially?
12. Who is typically involved in investigating a complaint of sexual misconduct?
13. What are the possible outcomes of an investigation into a complaint?
14. May I have a support person/advisor with me in the investigation process?
15. What should I do if I am retaliated against for making a complaint of sexual misconduct?
16. How does the College handle false allegations of sexual misconduct?
17. What resources are available to victims?

1. What are some additional examples of sexual harassment?

Sexual harassment is a form of prohibited sex discrimination. The College's policies protect men and women equally from sexual harassment, including harassment by members of the same sex. Staff, faculty, and students are protected from sexual harassment by any other staff, faculty, student, or contractor. Examples of kinds of conduct that constitute sexual harassment include, but are not limited to, the following:

- Engaging in unwelcome sexual advances.
- Leering or staring at someone in a sexual way, such as staring at a person's breasts or groin.
- Sending sexually-explicit emails or text messages.
- Telling unwelcome, sexually-explicit jokes.
- Displaying sexually-suggestive or lewd photographs, videos, or graffiti.
- Making unwelcome and unwanted physical contact, such as rubbing, touching, pinching, or patting.
- Making unwelcome and suggestive sounds, such as "cat calls" or whistling.
- Commenting on a person's dress in a sexual manner.
- Making sexual gestures.
- Repeatedly asking someone for a date after the person has expressed disinterest.
- Giving unwelcome personal gifts such as flowers, chocolates, or lingerie that suggest the desire for a romantic relationship.
- Telling another person of one's sexual fantasies, sexual preferences, or sexual activities.
- Commenting on a person's body, gender, sexual relationships, or sexual activities.
- Using sexually-explicit profanity.

2. What should I do if I have been sexually harassed?

The College encourages you to report sexual harassment as soon as possible. Ignoring sexual harassment does not make it go away. And delayed reporting may limit the College's ability to investigate and remedy the sexual harassment.

If you are a student, you may report sexual harassment to the Dean of Students. If you are the victim of sexual harassment that constitutes a crime, the College encourages you to also file a complaint with local law enforcement and to press charges.

You always have the option to directly confront the person that is harassing you. Sometimes, individuals are not aware that their behavior is offensive and quickly apologize and change their behavior once it is brought to their attention. However, you are not required or expected to confront your harasser prior to filing a complaint.

3. What are some additional examples of sexual violence?

Sexual violence is a form of prohibited sexual harassment. Sexual violence includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to use of drugs and/or alcohol or to an intellectual or other disability. Examples of kinds of conduct that constitute sexual violence include, but are not limited to, the following:

- The use of force or coercion to effect sexual intercourse or some other form of sexual contact with a person who has not given consent.
- Having sexual intercourse with a person who is unconscious because of drug or alcohol use.
- Hazing that involves penetrating a person's vagina or anus with an object.
- Use of the "date rape drug" to effect sexual intercourse or some other form of sexual contact with a person.
- One partner in a romantic relationship forcing the other to have sexual intercourse without the partner's consent.
- Exceeding the scope of consent by engaging in a different form of sexual activity than a person has consented to.
- Groping a person's breasts or groin on the dance floor or at a bar.
- Knowingly transmitting a sexually transmitted disease such as HIV to another person through sexual activity.
- Coercing someone into having sexual intercourse by threatening to expose their secrets.
- Secretly videotaping sexual activity where the other party has not consented.

4. What constitutes "consent" for purposes of sexual violence?

Lack of consent is a critical factor in determining whether sexual violence has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- Consent to one form of sexual activity does not imply consent to
- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

5. What should I do if I am a victim of sexual violence, domestic violence, dating violence, or stalking?

Don't blame yourself. These crimes are never the victim's fault. Please contact the Dean of Students as soon as possible for information on options and resources available to you. You may also wish to call local law enforcement (911 if emergency), or the National Sexual Assault Hotline at 800-656-HOPE.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contract and violence.

6. Can I make a complaint of sexual violence against my boyfriend or girlfriend?

Anyone can commit sexual violence, even if you and that person are in a romantic relationship. The critical factor is consent. If your boyfriend or girlfriend perpetrates a sexual act against you without your consent, such conduct constitutes sexual violence, and you may make a complaint. This type of conduct and other types of conduct perpetrated by your boyfriend or girlfriend may also be classified as domestic violence or dating violence.

7. What should I do if someone who is not a College student or employee engages in sexual misconduct against me?

The College's policies protect you from sexual misconduct perpetrated by vendors, contractors, and other third parties that you encounter in your College learning, living, and employment environment. If you believe that you have been subject to conduct that violates these policies, you should report the sexual misconduct just as if it were committed by a College student or employee.

8. What should I do if a student engages in sexual misconduct against me but we are off campus?

It is possible for off-campus conduct between College employees or students to contribute to a hostile working or academic environment or otherwise violate the College's policies. You may make a complaint of sexual misconduct even if the conduct occurs off-campus.

9. What should I do if I observe sexual misconduct, but it is not directed at me?

Anyone that witnesses sexual misconduct, even it is directed at someone else, can still feel uncomfortable and harassed. If you are a student and witness conduct that you believe constitutes sexual misconduct, please make a complaint in the same manner as if the conduct was directed against you. If you are an employee or staff member of the College, it is your duty to report conduct that constitutes sexual misconduct.

10. What is the role of the Title IX Coordinator?

The Title IX Coordinator oversees the College's compliance with Title IX and receives inquiries regarding Title IX, including complaints of sexual misconduct. The Title IX Coordinator has received special training on the College's policies and procedures pertaining to sexual misconduct, and is available to answer questions about those policies and procedures, respond to complaints, and assist you in identifying other resources to aid in your situation.

11. If I make a complaint of sexual misconduct, will it be treated confidentially?

The College will take reasonable and appropriate steps to preserve the confidentiality of the parties to the complaint and to protect the confidentiality of information gathered during the investigation. However, the College has an obligation to provide a safe and non-discriminatory environment for all students and employees. Therefore, no unconditional promises of confidentiality can be provided.

If a victim does not wish to make a complaint under this policy but desires to talk confidentially about his or her situation, The Dean of Christian Ministries or the College Counselor or Campus Nurse can be contacted. See page 16 for contact information. Unlike other employees who have a responsibility to report to the College when they observe or receive information about sexual misconduct occurring, The Dean of Christian Ministries or College Counselor or Campus Nurse will not report your circumstances to the College for investigation without your permission.

12. Who is typically involved in investigating a complaint of sexual misconduct?

The College's Dean of Students or his/her designee will be involved in investigating complaints of sexual harassment. The Dean of Students may appoint another member of the staff to investigate and resolve the complaint. The process of gathering evidence will necessarily require the involvement of the complainant, the respondent, and any witnesses to the incident that gave rise to the complaint. In sum, it will involve those persons necessary to fairly and completely investigate the complaint and resolve it.

13. What are the possible outcomes of an investigation into a complaint?

The outcome will be determined based on the totality of the evidence using a preponderance of the evidence standard. Preponderance of the evidence means that it is more likely than not that an incident occurred. If the preponderance of the evidence does not support a finding that the incident occurred, then the complaint is resolved in favor of the accused. If, however, the preponderance of the evidence supports that sexual misconduct occurred, this will be a Major Violation, and the actions taken by the College will include those necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and others members of the College community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

14. May I have a support person/advisor with me in the investigation process?

During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and he or she must agree to maintain the confidentiality of the process.

15. What should I do if I am retaliated against for making a complaint of sexual misconduct?

The College's Title IX Non-Discrimination and Anti-Harassment Policy prohibits retaliation against any person for making a good faith complaint of sexual misconduct and/or cooperating in the investigation of (including testifying as a witness to) such complaint. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the underlying allegation of sexual misconduct. If you feel you are the victim of retaliation in violation of this policy, you should report the retaliation just as you would a complaint of sexual misconduct.

16. How does the College handle a bad faith allegation of sexual misconduct?

A bad faith allegation of sexual misconduct occurs when the accuser intentionally reports information or incidents that he or she knows to be untrue. Failure to prove a complaint of sexual misconduct is not equivalent to a bad faith allegation. The College may impose sanctions against an individual who knowingly makes false allegations of sexual misconduct.

17. What resources are available to victims?

College Resources

Chris Larsen
Dean of Work Education
P.O. Box 17, Point Lookout, MO 65726
417-690-2373
larsen@cofo.edu

Robert Bridges
Supervisor of Security
P.O. Box 17, Point Lookout, MO 65726
417-690-3448
rbridges@cofo.edu

Nick Sharp
Dean of Students
P.O. Box 17, Point Lookout, MO 65726
417-690-3305
sharp@cofo.edu

College Resources – Confidential

Rick Hughes
Title IX Coordinator
P.O. Box 17, Point Lookout, MO 65726
417-690-2211
hughes@cofo.edu

Justin Carswell
Dean of Christian Ministries
P.O. Box 17, Point Lookout, MO 65726
417-690-3446
carswell@cofo.edu

Pat McLean
Counselor
P.O. Box 17, Point Lookout, MO 65726
417-690-3441
mclean@cofo.edu

Lori Vanderpool
Campus Nurse
P.O. Box 17, Point Lookout, MO 65726
417-690-2582
lvanderpool@cofo.edu

Community Resources

Cox Medical Center Branson
525 Branson Landing Blvd.
Branson, MO 65616
417-335-7000

National Sexual Assault Hotline
1-800-656-HOPE

Title IX Complaint Resolution Procedures

I. GENERAL PRINCIPLES

Administration

For purposes of these complaint resolution procedures, "Investigating Officer" means the Dean of Students or his/her designee. The Investigating Officer shall have responsibility for administering these complaint resolution procedures.

Promptness, Fairness and Impartiality

These procedures provide for prompt, fair, and impartial investigations and resolutions. The Investigating Officer shall discharge his or her obligations under these complaint resolution procedures fairly and impartially. If the Investigating Officer determines that he or she cannot apply these procedures fairly and impartially because of the identity of a complainant, respondent, or witness, or due to any other conflict of interest, the Investigating Officer shall designate another appropriate individual to administer these procedures.

Training

These procedures will be implemented by officials who receive annual training on the issues related to sexual misconduct, domestic violence, dating violence, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

INVESTIGATION AND RESOLUTION OF THE COMPLAINT

Commencement of the Investigation

Once a complaint is made, the Investigating Officer will commence an investigation of it as soon as practicable, but not later than seven (7) days after the complaint is made. The purpose of the investigation is to determinate whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes sexual misconduct. During the course of the investigation, the Investigating Officer may receive counsel from College administrators, the College's attorneys, or other parties as needed.

In certain narrow circumstances, the Investigating Officer may commence an investigation even if the complainant requests that the matter not be pursued. In such a circumstance, the Investigating Officer will take all reasonable steps to investigate and respond to the matter in a manner that is informed by the complainant's articulated concerns.

Content of the Investigation

During the investigation, the complainant will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant

knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

Support Person/Advisor

During the investigation process, both a complainant and a respondent may ask a support person/advisor to accompany him or her at all stages of the process. In cases involving multiple complainants or respondents, the support person/advisor cannot be another complainant or respondent. The support person/advisor does not serve as an advocate on behalf of the complainant or respondent, may not be actively involved in any proceedings, and he or she must agree to maintain the confidentiality of the process.

Interim Measures

At any time during the investigation, the Investigating Officer may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections may constitute a separate violation of the Title IX Non-Discrimination and Anti-Harassment Policy.

Pending Criminal Investigation

Some instances of sexual misconduct may also constitute criminal conduct. In such instances, the complainant is also encouraged to file a report with the appropriate law enforcement authorities and, if requested, the College will assist the complainant in doing so. The pendency of a criminal investigation, however, does not relieve the College of its responsibilities under Title IX. Therefore, to the extent doing so does not interfere with any criminal investigation, the College will proceed with its own investigation and resolution of the complaint.

Resolution

At the conclusion of the investigation, the Investigating Officer will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether it is more likely than not that the allegations in the complaint are substantiated.

If the written report determines that sexual misconduct occurred, the Investigating Officer shall set forth in an addendum to the written report those steps necessary to maintain an environment free from discrimination and harassment and to protect the safety and well-being of the complainant and other members of the College Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of discrimination, harassment, and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and discipline for the

perpetrator, including up to termination, expulsion, or other appropriate institutional sanctions.

The complainant and the respondent will receive a copy of the written report and any addendum within three (3) days of its completion. If necessary, the version of the addendum provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act ("FERPA"), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf.

The written report of the Investigating Officer shall be final subject only to the right of appeal set forth in the Disciplinary Appeals Procedure (xi).

Special Procedure Concerning Complaints Against The President, The Title IX Coordinator, Or Other Administrators

If a complaint involves alleged conduct on the part of the College's President, the College's Board of Trustees will designate the Investigating Officer. Based on the information gathered by the investigation, the Board of Trustees will prepare and issue the written report determining the complaint. The determination of the Board of Trustees is final and not subject to appeal.

If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator, the College's President will designate the Investigating Officer. Based on the information gathered by the investigation, the President will prepare and issue the written report determining the complaint. The determination of the President is final and not subject to appeal.

Informal Resolution

Informal means of resolution, such as mediation, may be used in lieu of the formal investigation and determination procedure. However, informal means may only be used with the complainant's voluntary cooperation and the involvement of the Title IX Coordinator. The complainant, however, will not be required to work out the problem directly with the respondent. Moreover, the complainant may terminate any such informal means at any time. In any event, informal means, even on a voluntary basis, will not be used to resolve complaints alleging any form of sexual violence.

Timing Of the Investigation

The College will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation. If either the complainant or respondent needs additional time to prepare or to gather their witnesses or informa-

tion, they shall notify the Investigating Officer in writing explaining how much additional time is needed and why it is needed. The Investigating Officer shall respond to any such request within three (3) days.

Rights of the Parties

During the investigation and resolution of a complaint, the complainant and respondent shall have equal rights. They include:

- Equal opportunity to identify and have considered witnesses and other relevant evidence.
- Similar and timely access to all information considered by the Investigating Officer.
- Equal opportunity to review any statements or evidence provided by the other party.
- Equal access to review and comment upon any information independently developed by the Investigating Officer.

Documentation

Throughout all stages of the investigation, resolution, and appeal, the Investigating Officer and the Title IX Coordinator, as the case may be, are responsible for maintaining documentation of the investigation and appeal, including documentation of all proceedings conducted under these complaint resolution procedures, which may include written findings of fact, transcripts, and audio recordings.

Intersection with other Procedures

The Complaint Resolution Procedures and Disciplinary Appeals Procedures (xi) are the exclusive means of resolving complaints alleging violations of the Title IX: Non-Discrimination and Anti-Harassment Policy.

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 disclo-

sure, 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 done 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) is prohibited. The College adheres to the Federal Digital Millennium Copyright Act of 1998 (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.

Student Internet Access Policy – *revised April 2013*

Students who desire to connect their own personal computer to their residence hall room port or the campus wireless network (for Internet, College I-net and E-mail service) must install Trend Antivirus and the

CleanAccess client that are provided by the College. Students are allowed one (1) trend antivirus license. In addition, students must apply the latest Service packs and critical updates provided by their OS manufacturer prior to connecting to the College network.

Students needing assistance installing Trend or the CleanAccess client should come to the Computer Center, where staff will assist with the install but will not perform any other maintenance or service on student computers.

Students are not allowed to send (blanket or mass e-mails) to all students, faculty, or staff by selecting large groups of e-mail addresses from the address book.

If you have an announcement that you feel should go to these groups, please contact webmaster@cofo.edu.

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

Operating System:

- Windows 8 Family, 1GHz
- Windows 7 Family, Service Pack 1 or higher
- Windows Vista Family, Service Pack 1 or higher – Intel Pentium 800 MHz (1GHz recommended)
- Windows XP Family (32 bit or higher), Service Pack 3 or higher, Pentium 350 MHz
- MAC OS X

Memory

- 512MB minimum for Windows XP Family
- 1GB minimum for Windows 8 Family, Windows 7 Family and Windows Vista Family
- 1GB minimum for MAX OS X

Disk Space

- 500MB 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/N 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.

File Sharing

"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 and the applications should not be installed on the computer. The traffic such sharing generates places the College, and the student at risk and violates this policy. Downloading from a file sharing "community" puts users at risk personally if they are found to possess copyrighted materials they have not obtained legally. Examples of file sharing applications include but are not limited to Kazaa, Limewire, Morpheus, Napster, Gnutella, Audio Galaxy, Aimster, and WinMX.

Organizations such as the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA) and others monitor file sharing on the Internet and notify the College when a computer on its network is illegally sharing copyrighted files. 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.

The Computer Center will monitor for this activity. Any student engaging in illegal file sharing is subject to disciplinary action.

Devices

The student's computer, phone, Xbox, Wii, or PS gaming systems are the only devices that may be attached to the campus network. Devices other than a student's computer must be registered with the Computer Center prior to connecting to the College network. Such devices will be limited to traffic specific to the device type. Any attempt to circumvent these policies by manipulating this system will result in disciplinary action.

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 and chat servers that impact the operation or performance of the network will result in disabling of the network port.

Usage

At peak usage times, bandwidth will be prioritized with gaming at the lowest priority. During this time of peak usage, games which make use of an internet connection and gaming systems may not work.

Abuse

Any abuse of Internet privileges may result in disciplinary action. Due to ever changing technology, the most up to date policies can be found at http://www.cofo.edu/Page/About-C-of-O/Consumer-Information/Computer-Use-Policy.330.html and

http://www.cofo.edu/Page/About-C-of-O/Consumer-Information/Student-Internet-Access-Policy.331.html

Campus Closing Hour Policy

The gates to the campus close each night at 1:00 a.m. and open 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. will be stopped by the gate worker. Upon entering the gates, the student should drive to their designated parking lot and go directly to their residence hall.

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 on any student on campus who is 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 Education 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 whether

or not a student's appearance meets 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 midpoint 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 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 clothes should not be torn or have 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, 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 must 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 who 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 student 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

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 online and can be found under Resources on Campusweb. Facility Permits must be filed at least seven days before the event. The weekly activity calendar is printed on Friday for the upcoming week.

Campus Security

The Campus Security Department provides for the security and safety of students, employees, and property of the College. The Department is manned by staff officers and additional student officers. Campus Security serves the student body by teaching respect for the laws, rules, and regulations that must govern all our lives. This is done in part by enforcing all vehicular regulations through instruction and the issuing of tickets for violations of campus regulations. Campus Security provides fire watch 24 hours a day.

Campus Opening and Closing

To increase security, the campus opens at 5:00 a.m. each morning and closes at 1:00 a.m. each night. After 1:00 a.m., student vehicles will be allowed onto campus and students will be able to drive directly to

their designated parking lot. These hours may be extended during special events or holidays.

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. All vehicles (including bicycles and mopeds) are governed by Missouri State Laws while operating on the campus.

Student vehicle hangtags identify the student owner and the approved area for parking. If a change to your student status allows you to park in a different area, you must obtain the corresponding 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. The hangtag must be properly attached to the rearview mirror, facing forward and clearly visible while the vehicle is on campus. If no rearview mirror is present, the hangtag must be taped to the inside of the front windshield, in the lower corner of the driver's side.

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.

Students who have not yet acquired insurance must place their vehicle in the Freshman Lot. Contact Security to place the vehicle and avoid disciplinary action.

All motorized vehicles must be registered the first week of each semester and summer work program. Bicycles must also be registered through the Dean of Students Office. While bicycle registration is free and only required once, a fee of $10.00 each semester and summer will be charged for motorized vehicles.

If an unregistered vehicle is brought on campus during a semester, it must be registered within one week, and all rules and regulations apply. If the temporary-use vehicle is replacing a registered vehicle, the hangtag from the registered vehicle should be displayed. If special circumstances exist that fall outside these guidelines, contact Security or the Dean of Students Office for a temporary permit for the vehicle.

Classification

For parking purposes, student classification is determined by the number of hours recorded on the student's official College of the Ozarks transcript (and in the case of freshmen, by the number of semesters attended). Once earned hours are recorded on the student's C of O transcript, then the student is eligible to request a classification change.

Freshmen Status: Students living on campus who have completed less than two semesters as a full-time student, regardless of the number of hours completed. Freshmen students will be issued a green-striped hangtag.

Sophomore Status: Students living on campus with between 31-60 semester hours. Sophomore students will be issued a yellow-striped hangtag.

Junior and Senior Status: Students living on campus who have 61 or more semester hours. Junior and senior students will be issued a blue or silver hangtag.

Commuter Students: Students who do not live in the residence halls on campus are considered commuter 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. Commuter students will be issued a purple hangtag.

Faculty and Staff: Employees of the College will be issued a white hangtag, which is issued to the employee and cannot be transferred to a student.

Weekend Parking Hours/Summer Parking Hours

Weekend Parking Hours: Noon on Friday to 1:00 a.m. Monday morning.

Summer and Break Parking Hours: Students can park in any student lot. Freshmen and Sophomores are not confined to their lots. Summer hours begin the last day of finals and end on the Sunday before classes begin. Certain holidays and designated school breaks may warrant weekend parking.

Parking Regulations for Student Vehicles

Student Parking Lots

The parking lots listed below are considered student lots in which students may park their vehicles according to their hangtag classification.

Ashcroft Parking Lot
Barrett Parking Lot
Chapel Parking Lot (East row away from building)
Students may not park in the chapel lot on Sunday during chapel service from 10:00 a.m.-12:00 p.m.
College Center Parking Lot (Uphill half away from building)
East Fieldhouse Parking Lot
Freshman Parking Lot
Kelce Parking Lot
Rose Mann Parking Lot
Sophomore Parking Lot
Technology/Warehouse Parking Lot
Upper Plaster Parking Lot
Youngman Agricultural Center (East side behind building)
Youngman Residence Hall Row

Parking Guide by Class Standing

As indicated by their class standing hangtag (freshman, sophomore, etc.), students may park in the lots as listed below.

Freshman Resident Students

Freshman Parking Lot - 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 freshmen lot is closed and locked from 1:00 a.m. Sunday night until Noon on Friday during the academic semester. When this lot is locked there is no access without the Dean of Students approval.

Freshman may park in any student parking lot only during weekend, break, and summer parking hours.

Sophomore Resident Students

Sophomore Parking Lot - The Sophomore Parking Lot is located north of the track. Sophomore students are required to park their vehicles in the sophomore lot.

Sophomores may park in any student parking lot only during weekend, break, and summer parking hours.

Junior and Senior Resident Students

Junior and senior resident students may park anytime in any student parking lot.

Commuting Students

Commuting students may park daily from 5:00 a.m.-1:00 a.m. in any student parking lot.

Commuting students on school sponsored trips may leave their vehicle overnight in the following lots:

Upper Plaster
East Fieldhouse
Kelce Lot

Faculty/Staff Parking

Employees 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.

The parking lots listed below are considered Faculty/Staff and/or Visitor parking lots in which students may not park their vehicles.

Administration, Berger, and Gittinger Parking Lots: Students may park in these lots for no longer than ten (10) minutes during business hours.

Alumni Center Parking Lot: Faculty/Staff/Visitor parking during normal business operating hours. Resident students arriving on campus after the front gates are locked may park on the west end of the parking lot, behind the building. These vehicles must be moved by 9:00 a.m. that morning.

College Center Parking Lot: No student parking is permitted on the north side of the grass island (building side).

Construction Parking Lot

Day Care Center Parking Lot

Edwards Mill/Landscaping Lot

Fieldhouse West/Garrison Activities Center Lot

Jones/Memorial Parking Lot: Faculty/Staff parking except for the ten (10) minute loading zone spaces at the west end of Memorial.

Keeter Center Parking Lot: Designated for customers eating and/or staying at the Keeter Center. Students may park in the Keeter Center parking lot only when dining or lodging in the Keeter Center as a paying customer.

Patriotic Place Parking

Pfeiffer Parking Lot

Plaster Lower Parking Lot

Print Shop/Post Office Parking Lot: Students may only park in the designated ten (10) minute parking spaces to conduct business.

Ralph Foster Museum Lot

Youngman Agricultural Parking Lot: Front side of building is designated for Faculty/Staff. Students may park on the east side behind the building.

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.

Additional Parking Regulations

Motorcycle Parking

Parking for Student Motorcycles: Freshmen resident students will park in the designated motorcycle area in the Freshman Lot, sophomores in designated parking in the Sophomore Lot. All other student motorcycles will be limited to the designated area marked for motorcycles, located in the East Fieldhouse lot. This includes weekends, holidays, and breaks. Motorcycles and mopeds must attach an official college sticker to the rear fender or fork in a position that is clearly visible.

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. There is no student parking at the rear of Ashcroft/Mabee.

Special Regulations and Exceptions

1. When holidays or vacations occur during a school term (i.e. Good Friday), all resident students may have their vehicles on campus until campus closing prior to the next day that classes will be held. Regulations for periods between academic terms will be the same as vacation time during school term.
2. Students must contact Security if they need to leave a vehicle parked in a lot other than their assigned parking lots overnight during the week due to mechanical problems.
3. Students with medical problems may apply for permission to park in restricted areas. This must be approved by the campus hospital administrator and the Dean of Students.
4. 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.
5. Students should take their vehicles to the Freshman or Sophomore parking lots when working on or conducting repairs on the vehicle.
6. Each junior and senior may have only one vehicle registered to park on campus due to limited parking available.
7. Students are not to operate their vehicles on campus from campus closing until opening the next morning.
8. 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. Freshman students may contact the Dean of Students for permission to remove their vehicle from the lot for an emergency.
9. Roller blading, skating, and skateboarding may be done only on the Old Entrance Road.
10. The use, possession, or storage of hover boards (self-balancing scooters, battery-operated scooters, hands-free Segways and other similar equipment) is prohibited on campus, including residence/dining halls.
11. The College of the Ozarks prohibits the operation, possession, or storage of all unmanned aircraft systems (UAS), including drones and model aircraft on College property(s). College faculty, staff, and/or students must receive administrative approval prior to operating any College owned UAS.
12. 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.
13. There are occasions when certain parking lots have to be cleared and reserved for special events. When these events occur, seventy-two (72) hours advance notice is given, and students are expected to relocate their vehicles to the reassigned parking lots. Violators will be ticketed.

14. Concrete markers and/or painted lines 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.
15. 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. Bikes must be registered and kept on a bike rack.
16. 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.
17. School of the Ozarks students generally will park on the south side of the grass island of the Good Center Parking Lot (away from the building). When parking is not available in the Good Center Lot, S of O students will be allowed to park in any lot designated for commuters.

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 being held responsible for a ticket for failure to register. Students are responsible for all other tickets they receive prior to registering the vehicle. 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 moving violations will result in the same penalties as four nonmoving 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.*

College Owned Motor Vehicle Policy

College of the Ozarks has many vehicles that are used by members of the College community for various purposes on and off campus. In order to operate a College-owned motor vehicle, an individual must possess a current driver's license from the state of residency, and must submit a copy of the license annually for motor vehicle records review. Depending upon the vehicle, special training, testing, or certification may be required before an individual is allowed to operate the vehicle. Certain vehicles are designated as campus-only and must remain on campus.

Anytime a College-owned vehicle is operated off-campus, the driver and all passengers are to wear seat belts. There is no smoking in any College-owned vehicle on or off campus. Drivers may not use cell phones or other electronic devices while driving a College vehicle. The personal use of College vehicles is prohibited without prior permission from the administration.

15-Passenger Van Policy

Fifteen-passenger vans require a special policy because the weight distribution of passengers and the high center of gravity which makes these vehicles more difficult to control. These vans require greater distances for stopping and can be more susceptible to rollover than the aver¬age vehicle. The purpose of this policy is to help reduce such factors in order to eliminate unnecessary injuries.

In order to help distribute weight properly, the driver is encouraged to place individuals in seats that will help keep the vehicle safe. Additionally, when pulling a trailer with a 15 passenger van, the back seat will be removed to help with weight distribution and limiting the total capacity to 11 passengers in the van.

This van policy applies to all College employees, students, or other individuals operating or riding in a 15-passenger van. Drivers must be at least 21 years of age and pass a van safety driving test before being cleared to drive a 15-passenger van. Additionally, each year drivers of 15-passenger vans will be required to watch 15-passenger van safety video.

Career Services

The Career Center is dedicated to engaging with students and equipping them with the skill sets that will empower them to discover and understand what they have to offer to the world. Students will be supported in using their knowledge and skills to go about securing the career they have always wanted.

The Career Center provides a wide variety of services, including but not limited to:

- Cover letters
- Resume preparation
- Interview skills
- Guidance on choosing majors
- Career counseling
- Career fairs

The Career Center is located on the second floor of the Berger Building.

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.

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.

The College will make reasonable accommodation for student food allergies in the Pearl Rogers Dining Hall. Students should first visit the McDonald/Armstrong Clinic to have food allergies documented. Approved accommodation requests may then be directed to the General Manager of the dining hall.

Financial Aid

All students at College of the Ozarks participate in various financial aid programs. Students and their families assist us in providing valuable financial aid services and consequently are required to:

- Submit the Free Application for Federal Student Aid (FAFSA) every year by March 1.
- This requirement must be met in order for students to finalize enrollment for the fall semester.
- The College will place a hold on the registration of students who do not meet this requirement.
- Enrollment at the College is subject to revocation for failure to submit the FAFSA by the deadline.
- Students are notified of this requirement well in advance via official student.cofo.edu email, and other methods of on-campus communication.
- Additionally, students are responsible for responding promptly to Financial Aid office requests for signatures or documentation to update or complete their financial aid file (requests for income verification, etc.).

Cost

College of the Ozarks is dedicated to providing a Christian education to students who are without sufficient financial means but are willing to work for their education.

The cost to College of the Ozarks for providing an educational opportunity is approximately $18,300 per year for each student. While most colleges and universities pass along a portion of the cost as tuition, this is not the case at College of the Ozarks. The College guarantees to meet each full-time student's Cost of Education by offering the Work Education Program and a combination of private, institutional, and federal/state aid - but without student or parent loans.

Cost of Education - Summary

Cost of Education charge (2015-2016)	$18,300
Resources Used:	
C of O Work Education Program	-4,284
Pell Grant (if eligible)	-600 to -5,775
Supplemental Educational Opportunity Grant (if eligible)	-1,000
Access Missouri Grant (if eligible)	-1,500
C of O Cost of Education Scholarship	-$5,741 to -14,016
Cost to Student	zero

Student Expenses

The student is responsible for room, board, fees, and personal expenses.

Those costs for 2015-16 are:

	Fall	Spring
Board	$1,625	$1,625
Room	1,625	1,625
Health/Technology/Services Fee	215	215
Books (estimated)	500	500
Semester Total	$3,965	$3,965
Miscellaneous:		
Residence Hall Deposit (refundable)	100	
Vehicle Registration	10	10

Health/Technology/Services 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 health clinic services, student accident insurance, and Student Senate activities.

Other Costs

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 approximately $500 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

College of the Ozarks is a primarily residential college and permits commuting in limited situations. Students who are permitted to commute abide by the same expectations as resident students. Commuting students pay a $215 Health/Technology/ Services Fee each semester.

Part-time commuters (11 hours or less) pay $310 per credit hour toward the Cost of Education charge, with the remaining costs met by various grants and the institutional scholarship. In order to receive a degree at College of the Ozarks, students are required to participate in the Work Education Program as a full-time student at least two semesters.

Free Application for Federal Student Aid (FAFSA)

College of the Ozarks is committed to providing an educational opportunity for students with limited financial resources. In order to determine need, all students are required to submit a Free Application for Federal Student Aid (FAFSA) every year. The application for returning students must be on file in the Financial Aid Office by **March 1st** each year. **Students who do not file the FAFSA by the announced deadline will have a hold applied to registration.** Refer to Registration for more information.

Federal Pell Grant

This federal aid program provides financial assistance to undergraduate students. Recipients are determined by the results of the FAFSA. The amount of the Pell Grant is based on the family's financial resources and the student's enrollment status. The Pell Grant is credited to the student's Cost of Education charges.

Federal Work Study Program (FWS)

All full-time students (enrolled in 12 credit hours or more) at College of the Ozarks must participate in the Work Education Program. Students work as a minimum contribution to their Cost of Education, as well as being an integral part of the educational experience. An allotment of Federal Work Study funds (FWS) may be used each year for students with the greatest need. Work Study wages are determined by the federal minimum wage. The Work Education Program is described in the Work Education Program section of the catalog. FWS funds are credited to the student's Cost of Education charges.

Supplemental Educational Opportunity Grant (FSEOG)

This federal grant is available to undergraduate students with exceptional financial need. The maximum FSEOG award at College of the Ozarks is $1,000. A student applies for the FSEOG by filing the FAFSA. The FSEOG is credited to the student's Cost of Education charges.

Access Missouri Grant

Grants are available to full-time students with financial need who are Missouri residents. Students apply for Access Missouri when they file the FAFSA by April 1st. The Access Missouri Grant is credited to the Cost of Education.

Scholarships

Cost of Education Scholarship

The College awards the Cost of Education Scholarship after all grants and work requirements are applied. This serves to meet the remaining cost of education for all full-time students.

Room and Board Scholarships

Room and board scholarships are awarded to qualified students who participate in the on-campus summer Work Education Program. Students work twelve 40-hour work weeks. The value of the scholarship for 2015-2016 is approximately $8,900 and is credited to room and board charges for the following year. Summer room and board charges for students participating in the summer Work Education Program are covered by this scholarship. Applications for the summer Work Education Program are made available on Campusweb during the spring semester for students who are currently enrolled. Students accepted for the fall term should contact the Admissions office for application procedures. Students who do not participate in the summer Work Education Program may elect to retain a campus room at a weekly rate and work at an off-campus job. (The rental program is not available for incoming students.)

General Scholarship Application

Many scholarships are available to assist students with educational expenses. Students are strongly encouraged to complete the General Scholarship application in the Student Resources section of Campusweb.

C of O Book Scholarships

C of O book scholarships are awarded to full-time students with exceptional financial need. Selection is based upon the results of the FAFSA. A bookstore credit of $200 per semester is allowed for qualifying recipients.

Hyer Scholarships

Established under the will of the late L. W. Hyer, these scholarships are presented to over 100 superior students annually. Hyer recipients are awarded $200 for purchase of books and supplies or other expenses each semester.

McKibben Scholarship for Leaders

Established by the generosity of Dr. Joe T. McKibben, these scholarships are the College's most noteworthy. McKibben Scholarships are awarded to outstanding students by faculty, staff, and administration.

Athletic Scholarships

Forty-eight room and board athletic scholarships are available each year. The Athletic Director determines these awards. Bobcat Book scholarship program is also authorized by the Athletic Director.

College of the Ozarks Patriotic Scholarship

Patriotic scholarships covering full room and board are provided on a competitive basis to students who contract with the Army through the College's ROTC program.

General Terrence R. Dake, USMC (Ret.) Aviation Scholarship

College of the Ozarks students may apply for a $5,000 scholarship to begin or continue their aviation flight training. This scholarship is established to honor the distinguished military aviation career of General Terrance R. Dake, a C of O alumnus and trustee. Interested students may receive more information by contacting Dr. Bolger, Dean of the College.

Ozarks Fellowship

Outstanding graduating seniors with a minimum GPA of 3.2 planning to attend graduate or professional school may apply to the Dean of the College for the honor of being designated an **Ozarks Fellow**. Recipients of this fellowship receive a stipend during their first year of graduate study. Applications should be sent to the Dean no later than April 1 and include a 500-word essay detailing the student's graduate plans and financial need, two academic letters of recommendation and one letter of personal reference, and evidence of acceptance to graduate or professional school. Scholarship recipients are announced at the May graduation ceremony.

Other Scholarships

Several funds have been made available by individuals and trust funds to support a special Awards Assembly in the spring of each year. Students are chosen based on citizenship, grades, work performance, leadership, and Christian growth.

Please refer to http://www.cofo.edu for a current listing of scholarships and additional information.

Educational Loans

College of the Ozarks strongly discourages student debt, and therefore does not participate in any federal, state, or private student loan programs.

Responsibilities of Financial Aid Recipients

Satisfactory Academic Progress

All students, including those 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. Students placed on grade probation are also placed on financial aid probation.

Appeals of academic suspension 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.

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 in May, and students will be notified of any deficiencies. Course incompletes must be removed by August 1 to count toward hours completed for the previous year. Courses may be repeated for credit only if they were failed the first time. Repeating a course to improve a grade will not count as additional credit completed.

Enrollment Status

The number of hours for which a student is enrolled at the end of the add/drop period (first five class days of the 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 financial aid for a maximum of 180 credit hours or until they have met the require-

ments for their degree program, whichever comes first. State financial aid programs are awarded for a maximum of 150 credit hours or ten semesters.

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.

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 on which 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 Health/Technology/Services Fee, Room, Board, and the Security Deposit (designed to reimburse the College for damages to a residence hall room or furnishings), less 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 pro-rated 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.

Health/Technology/Services Fee: No refund will be made for official withdrawal or cancellation of admission on or after the first day of scheduled classes. Additionally, the Health/Technology/Services 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 R. A. (Resident Assistant).

Commuting Students:

Students who officially withdraw BEFORE classes begin will receive a refund of 100% for Cost of Education and Health/Technology/Services Fee charges, less any 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.

Health/Technology/Services Fee: No refund will be made for official withdrawal or cancellation of admission on or after the first day of scheduled classes. Additionally, the Health/Technology/Services Fee

will not be refunded to students who fail to appear for class without an official withdrawal.

Refund distribution will be made in the following order: Federal Pell Grant, 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 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 Financial Aid Office.

All financial obligations to the College must be cleared before the student can receive a diploma or official 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 change in status must be approved by the Dean of Admissions in advance. Students who are approved for off-campus status during the current semester are responsible for paying the full amount of room and board that semester.

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 part-time), Health/Technology/Services Fees, and to buy books.

Fire Department

Point Lookout Fire Department (PLFD) is a voluntary service organization 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.

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.

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 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 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 Cox Medical Center Branson Emergency Room. Any student needing to go to Cox Branson must report to the clinic as soon as possible and be referred to Cox Branson, or follow up the next business day if illness is after regular hours.

A. If the illness or injury was campus work-related, the health care facility will certify to Cox 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 Cox 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 Cox 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 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 hours 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 Cox Branson 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.

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.

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 P.O. Box by going to the post office during regular business hours or going to https://poboxes.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 (P.O. 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, as well as incoming and outgoing business mail is distributed 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:

College of the Ozarks
Attn: *Name of student and residence hall where the student lives*
1 Industrial Place
Point Lookout, MO 65726

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.

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 express their preferences about 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 be 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 an online housing intent survey, which allows them to request a new room and/or roommate for the next semester. All changes must be approved by the hall directors.

Guests

No one under age 14 or of the opposite sex is allowed in the living areas of the residence halls except during open houses and move in day for new students. No non-students under age 18 of the same sex may stay in the residence halls overnight. Overnight guests must be 18 years of age or older and of the same sex and may only stay overnight on Friday and Saturday nights. 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. The student hosting the guest is responsible for the actions of the guest while on campus.

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 disciplinary action as determined by the Dean of Students.

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

Fire safety within the resident hall is of upmost importance. There are five approved appliances that students may utilize in their room. Please review the following approved appliances:

- Refrigerator
- Microwave
- Toaster
- Coffee Pot
- Blender

Furnishings and decorations must in no way physically block the 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, using, and/or storing firearms, fireworks, explosives, flammable liquids/materials, and weapons (as defined by Missouri Revised Statutes, Chapter 571) in the residence halls and on the College campus. This prohibition also applies to students possessing a concealed carry permit. Materials that are not allowed include, but are not limited to, in addition to those listed above, 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 or students may need to have renters insurance. The College is not responsible for a student's personal items that may be stolen or destroyed. 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 (Monday-Thursday) in residence halls.

EXTRA-CURRICULAR ACTIVITIES

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.

Requirements for Recognition

All student organizations must apply for recognition by the College. A list containing the names of advisors and members, the officers, requirements for membership, a copy of the organization's constitution and bylaws, and a statement of purpose and function should accompany the petition, to the Dean of Students.

An organization achieving recognition by the College must keep an up-to-date list of officers, members, advisors, and annual reports on file in the Student Government office. Annual reports will be reviewed by the Student Government and Student Supreme Court at the conclusion of each semester. Any failure to meet expectations will be reported to the Dean of Students. Campus organizations that are found not to be in accordance may be subject to probation, or even termination of current status.

Campus Organization Advisors

Each club should select at least one advisor who is a member of the College faculty or staff. 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 advisor will have all the privileges of membership except voting and should be consulted on all organizational matters. The advisor will serve as a liaison between the club and the College and interpret actions of each to the other.

On and Off-Campus Events

Students who are representing College of the Ozarks at any sanctioned event must be in good standing with the College. Students are expected to behave in accordance with College of the Ozarks' dress, appearance, and conduct expectations.

Applications for off campus trips are available on Campusweb under Resources. The form must be submitted at least 10 days before the 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

Outlook is the official student newspaper of College of the Ozarks, printed weekly by the College Press. A student editor and design editor, appointed by the workstation supervisor, are responsible for the manage-

ment of the paper. The editors develop the paper by writing, proofreading, and completing the layout. The majority of the writing comes from 5-6 additional staff writers.

Phoenix is the campus yearbook. With student responsibility for the photography, layout, and writing, Phoenix attempts to produce a historical portrait of the attitudes and the activities of each year. Special sections of the book cover academics, athletics, work areas, campus organizations, and student portraits. The Phoenix office is located on the second floor of the Jamison Building.

Theatre

Opportunities for creative experiences are abundant in the College's Theatre program. Students can pursue their interests and improve their skills as performers, designers, and technicians. The Theatre department produces four main stage productions a year, including a major musical production every spring semester. Students may also participate in a number of student directed scenes and choreography projects throughout the year. Auditions for productions are open to all College students in good standing.

Intercollegiate Sports

College of the Ozarks competes in varsity competition in men's basketball, baseball and cross country, and in women's basketball, cross country, and volleyball. The school is a member of the National Association of Intercollegiate Athletics (NAIA). 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

The Music department at College of the Ozarks provides students with an opportunity to earn credit while participating in many wonderful performance opportunities.

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 present. The ensemble performs on and off campus, tours to area schools and churches, and sometimes travels abroad.

Chapel Choir: The members of the Chapel Choir serve as worship leaders for the College chapel services each Sunday. The choir is a non-auditioned, mixed vocal ensemble drawn from all areas of the student body, which possesses many levels of musical talent. The primary focus of the Chapel Choir is in music as ministry. Together they strive to achieve higher personal, musical, and spiritual standards with each passing week. The ensemble performs primarily on campus; however, the choir does tour occasionally.

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.

Handbell Choir: The Handbell Choir is an ensemble which teaches the techniques of bell ringing. Some experience in reading music is expected. The Handbell Choir is often called upon to provide music for area churches, civic organizations, as well as participating in many festivals and clinics.

Jazz Band: The Jazz Band is for students who have a desire to study a wide variety of music from jazz, pop, and rock, to music originally composed for traditional big band instrumentation. The group performs concerts on campus, as well as travelling off campus for area performances and competitions.

Pep Band: If students want to show their spirit, this is the group to join. The C of O Pep Band performs at home basketball games and continues to participate in the NAIA tournament each year.

Students do not have to be a music major or minor to enroll in an ensemble. We want to encourage you to continue your musical growth by participating in the activities offered by the music department. If you have any questions about any aspect of the music program, contact the music department.

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 will 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 completed), 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 following criteria:

- 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 will be placed on grade probation after the semester in which the cumulative GPA drops below 2.00 or semester GPA is below 1.00.
2. A student on probation must take 16 or fewer semester hours and take IDS 021 - Learning Strategies .
3. A student with a semester GPA of 1.00 or less will be suspended from the College unless he/she meets cumulative GPA requirements.
4. 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.

5. 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.

6. The Dean of the College may choose to extend probationary status if satisfactory progress toward raising the cumulative grade point average is evidenced.

7. 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. Many beginning college students do not realize how much time and effort a rigorous academic program demands; therefore, College of the Ozarks strongly encourages its students not to accept off-campus employment until they have proven that such employment will not jeopardize their academic program performance.

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 appropriate 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 portion 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 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 makes 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 supervisor 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 capa-

bilities. 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 Cash 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.

II 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 services 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 transdenominational, designed with an emphasis on the Holy Spirit's enabling grace offered to all through Jesus for God's glory.

Chapel Requirements

All full-time students (12 hours or more per semester) with less than 91 academic college hours are required to attend Sunday Morning Chapel a minimum of five times during each semester. Students may receive credit for a maximum of ten services as part of the overall Chapel and Convocation Program. Students must be on time in order to receive credit. Students who do not attend five services will be in danger of being placed on chapel/convocation probation. Students on probation will need to attend the deficient number of services from the prior semester in addition to the required five services for the current semester in order to get off of probation. Students on chapel/convocation probation will not be allowed to represent the College in any activity while on probation. (For more information on chapel/convocation 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 convocation and chapel programs 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 business attire.

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 Campus Ministries
- Chi Alpha
- Fellowship of Christian Athletes (FCA)
- InterVarsity
- Missions Club
- Mu Kappa (Missionary Kids)

PATRIOTIC

Patriotic Emphasis

The patriotic goal of the College encourages an understanding of American heritage, civic responsibility, love of country, and willingness to defend it. The College proudly embraces the patriotic traditions of the United States of America and produces several programs throughout the year that focus on patriotism. These include:

- Honor America, the College's annual Independence Day celebration
- September 11 Annual Commemoration
- Reading of the Constitution on Constitution Day
- Veteran's Day service.

Additionally, the College provides numerous opportunities for students to learn, become involved, and show respect to our nation. These opportunities include:

- 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.
- Fall voter registration drives are held during which students are encouraged to become active voters. The College provides transportation to local voting precincts when needed.
- The College Democrats, College Republicans, and Young Americans for Freedom (YAF) are student organizations that encourage students to become politically aware and active. These groups 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/sung.

Patriotic Travel

The Patriotic Education Travel Program is designed to provide once-in-a-lifetime experiences for students and veterans. The program pairs students with veterans as they travel back to the battlefields where they fought. This program honors veterans and helps educate the younger generation, instilling an appreciation for the sacrifices of American soldiers. Outcomes of this special program include:

- Life-changing experiences for students
- Life-long relationships with, and respect for, veterans
- A dramatically increased love for the United States.

Travel destinations have included:

- England, France, Belgium, The Netherlands, Luxembourg, and Germany to visit sites from D-Day
- Operation Market Garden, the Battle of the Bulge, and Berlin

- Pearl Harbor, Okinawa, Hiroshima, Iwo Jima, Tokyo, the Philippines, the Solomon Islands, and the Mariana Islands
- China, for a Cold War trip experience
- Germany, Poland, Austria, the Slovak Republic, and the Czech Republic for a very moving Holocaust trip
- Korea
- Vietnam (The College has taken a lead role in the state of Missouri in providing long overdue recognition and honor for Vietnam veterans. A student designed the Vietnam Veterans Memorial on campus, and students helped build it.)

Students are selected from a pool of applicants who submit essays describing their desire to learn from the veterans. The highly competitive process has produced student-veteran pairings who share not only experiences, but more importantly, a bond between two very different generations that is cherished by both.

The Patriotic Education Travel Program is funded completely by College of the Ozarks and generous donors, allowing students and veterans to travel at no personal cost.

CULTURAL

The Cultural Goal of the College *is to cultivate an appreciation of the fine arts, an understanding of the world, and adherence to high personal standards.*

To accomplish the Cultural Goal of the College, the Dean of Students office, the Christian Ministries department, and various departments throughout the College offer Convocations, Concerts, and Chapel Programs to augment learning in the classroom.

Throughout the year, national, local, and regional guest speakers and groups are invited to campus to provide programs that foster an appreciation of fine arts and broaden students' understanding of the world. Often there are opportunities for question and answer sessions with guest speakers while they are on campus.

The College seeks to create programming and opportunities for students, which develop broad based knowledge and understanding of culture.

Convocation and Chapel Program

College of the Ozarks is a Christian community which seeks to develop citizens of Christ-like character who are well-educated, hard-working and patriotic. In an effort to offer unique learning opportunities and community worship, students participate in extra-curricular convocations and chapel programs. All full-time students (12 hours or more per semester) with less than 91 academic college hours are required to participate in the convocation and chapel program. Each semester, students are required to attend at least 15 programs of the following:

1. Chapel: Students are required to attend at least five services, maximum of 10 services for credit per semester.
2. Convocation Programs: Students are required to attend at least one program each semester in each of the five Mission Emphasis of the College. Academic, Vocational, Christian, Patriotic, and Cultural. A total of five credits are needed to fulfill this part.
3. Students have the choice to attend additional chapel services or convocation programs to complete the required 15 programs needed each semester.

Students are expected to conduct themselves in a manner that represents themselves and the College well. Students who talk, text or other phone use, 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. All convocations and chapel programs will require business attire.

Chapel/Convocation Probation

Students who do not attend the required number of services will be in danger of being placed on chapel/convocation 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 chapel/convocation probation and/or additional disciplinary sanctions. Students on chapel/convocation 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.
   - Telephone number.
   - Date 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. 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.

Non Discrimination Policy and Procedure

College of the Ozarks subscribes to the Family Educational Rights and 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 all of its programs and offerings. On matters of employment, the College relies on its exemption from Title VII of the Civil Rights Act of 1964 and the Missouri Human Rights Act as a religious educational institution. Inquiries regarding nondiscrimination policies should be directed to the college compliance officer.

Students who wish to report discrimination of any kind should file a complaint with the Dean of Students and follow the Complaint Procedures set out in the Title IX Policy and Procedures (p. 6). The Dean of Students or a designee (the "Investigating Officer") will investigate the complaint following the Complaint Resolution Procedures set out in the College's Title IX Policy and Procedures (p. 17). A student may appeal the written report preponed by the Investigating Officer set forth in the Disciplinary Appeals Procedure (xi).