

Missouri Baptist University 2008-2009

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Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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TABLE OF CONTENTS

Helpful Student Processes	98
“How To” for Classes	98
How to Complete the Registration Process	98
How to Get on a Class Waiting List	99
How to Make Schedule Adjustments (Add/Drop)	99
How to Take Consortium Classes at Partner Schools	99
How to Change Major/Advisor	100
How to Register for an Internship	100
How to Schedule a Graduation Check	100
How to Request a Transcript	100
How to Change Name and Address	100
How to Request a Chapel Attendance Exemption	100
“How To” for Finances/Money	101
How to Apply for Financial Assistance	101
How to Apply for a Student Loan	101
How to Get Loan Deferments or Enrollment Verifications	101
“How To” for Food	101
How to Get a Commuter Student Meal Plan	101
“How To” for Housing	102
How to Apply for Resident Life Housing	102
How to Apply for Off-Campus Housing	102
How to Vacate Resident Life Housing	102
How to Apply to Be a Resident Assistant	102
“How To” for Vehicles	102
How to Take Care of Traffic Violations on Campus	102
Evacuation Procedures for MBU Facilities	103
Statement of Mission and Purposes	104
Core Purpose	104
Core Values	104
Spartan Statement	104
MBU Colors	104
Alma Mater	105
Nondiscrimination Clause	105
Freshman Retention	105
Privacy Rights of Students	105
University Citizenship	105
Chapel Attendance	105
Smoking Policy	106
Frequently Asked Questions	106
Student Involvement	107
University Calendar	107
Eligibility for University Activities	107
Campus Life	107
Annual Events	108
Fall Semester	108
Spring Semester	108
University Clubs and Organizations	109
MBU Clubs and Organizations	109
Approval of Organizations	109
Custody of Organization Funds	110
Student Leadership	110
Student Government Association (SGA)	110
Spartan Activities Council (SAC)	110
Ministry Opportunities	110
Mission Opportunities	111
Athletics	111
Intramural Sports	112
Drama Productions	112
Music Ensembles	112
Student Services of MBU Offices and Miscellaneous Services	112
Hours of Operation	112
Cafeteria Serving Hours in Field Academic Hall	112
Bookstore Hours in Field Academic Hall	113
Library Hours in Jung-Kellogg Library	113
Admissions	113
Cafeteria/Food Service	113
Food Service Jobs	114
Career Services	114
Counseling Services	114
Follett Bookstore	114
Book Refunds and Buy Back	114
Health and Wellness Services	114
Information Technologies	115
International Student Services	115
Library Services	115
Public Relations	115
Public Safety	115
Records	115
Resident Life	116
Special Needs	116
Student Activities	116
Student Financial Services	116
Testing Center	117
Miscellaneous Services	117
Academic Services	118
Faculty Christian Emphasis	118
Student/Faculty Relations	118
Academic Advisement	118
Academic Dishonesty	118
Academic Priorities	119
Cancellation of Classes	119
Class Attendance and Tardiness	119
Grade Appeals	119
Graduate Studies Program	120
Teacher Certification	120
Study Abroad	121

Governing Principle.....	121	Traffic & Parking Policies.....	131
Student Conduct Code.....	121	Introduction.....	131
Student Conduct Code Statement.....	121	Registration of Vehicles.....	131
Scope of Code.....	121	Parking Sticker Fees.....	132
Student Awareness Responsibility.....	121	Abandoned Vehicles.....	132
Jurisdiction.....	122	Traffic Regulations.....	132
Violations of Student Conduct Code.....	122	Fines and Payments.....	132
Special Regulations.....	123	Parking Violations.....	133
Alcoholic Beverages.....	123	Auto Boot Policy.....	133
Clothing Guidelines.....	123	Responsibilities.....	134
Dancing.....	123	Traffic or Parking Appeal Process.....	134
Debts.....	123	Computer Use Policy.....	134
Drugs.....	123	Policy.....	134
Electronic Players.....	123	Definitions.....	134
Firearms.....	123	Guidelines.....	134
Gambling.....	124	Agreements.....	135
Inspection of Property.....	124	Resident Life Staff 2008-2009.....	135
Littering.....	124	Rights and Responsibilities of	
Advisory About On-Line Postings.....	124	Resident Students.....	136
Tobacco.....	124	Rights of Privacy, Room Inspections,	
Model Rights.....	124	Entry and Search.....	136
Crime Statistics.....	124	Resident Housing Procedures.....	137
Sexual Harassment Policy.....	124	Housing - Application/Re-Admit Forms.....	137
Sexual Harassment.....	124	New Resident Housing Registration.....	137
Definition.....	124	New and Returning Resident	
Examples of Prohibited Behavior.....	125	Check-In/Move-In.....	137
Intent.....	125	Resident Check-Out.....	137
Implementation.....	125	Vacate.....	138
Retaliation.....	125	Personal Items Left After Vacate/	
Sexual Harassment Procedures &		Check Out (Proper or Improper).....	138
Educational Program.....	126	Cancellation of the Housing Contract.....	138
Informal Complaint.....	126	Emergency Contact.....	139
Investigation Prior to Formal Action.....	126	Fines.....	139
Process for Taking Formal Action.....	126	Floor Meetings.....	139
Formal Action.....	126	Health Insurance.....	139
Permissible Sanctions for Violation of		Health Requirements.....	139
the Policy.....	127	Health Services.....	139
Protection of Complainant and Others.....	127	Living Arrangements.....	139
Protection of the Accused.....	127	Lockouts.....	139
Protecting Both Parties.....	127	Occupancy.....	140
Education as a Key Element		Parking.....	140
of the Policy.....	127	Personal Property Insurance.....	140
Preparation and Dissemination of		Room Changes.....	140
Information.....	128	Health and Safety Inspections.....	140
False Charges.....	128	Room Decorations.....	141
Statement of Sexual Behavior.....	128	Solicitation.....	141
Student Disciplinary Procedures.....	128	Student I.D. Cards/Prox Chips.....	141
Notice of Charges.....	128	Summer Housing (On-Campus).....	141
Hearing Before the Vice President for		Traffic Regulations.....	142
Student Development.....	129	Visitation/Overnight Guests.....	142
Appeal to the University Conduct		Waiting List.....	142
Committee.....	129		
Hearing Before the University Conduct			
Committee.....	129		
Decision of the Vice President for			
Student Development			
and the Conduct Committee.....	130		
Notice to the Student.....	130		
Sanctions.....	130		

On-Campus Residence Hall Procedures	
(North Hall and Pillsbury-Huff Hall)...	142
Cable TV.....	142
Check-Out for Breaks - General	142
Residence Hall Closed Breaks	
(Vacation).....	143
Computer Lab Hours	143
Emergency Procedures	143
Hall Lobby Hours	144
Internet Access.....	144
Information Technology Residence Hall	
and Wireless Use Policy Background ...	144
Mail.....	145
Maintenance.....	145
Open Houses.....	146
Posting Signs	146
Quiet Hours.....	146
Telephones.....	146
On-Campus Calling.....	146
Voice Mail	146
Trash	147
Work Order Requests	147
Contact by Campus Services	147
Completed Work.....	147
Problems	147
Off-Campus Housing Procedures	
(Off-Campus Apartments).....	147
Apartment Checks	148
Apartment Inspection or Search	148
Apartment Keys.....	148
Apartment Visitation	148
Apartment Quiet Hours.....	149
Breaks - General	149
Damages in Apartments.....	149
Food Services.....	150
Pizza Delivery.....	150
Chinese Delivery	150
Restaurants (Moderate).....	150
Restaurants (Upscale).....	151
Entertainment.....	151
Coffee Houses.....	151
Tickets.....	151
Resident Behavior Expectations	152
Alcohol and Drugs.....	152
Disorderly Conduct.....	152
Firearms and Fireworks.....	152
GPA/Class Attendance Requirements	152
Indecency/Clothing.....	152
Insubordination.....	152
Pornography.....	152
Practical Jokes	152
Security Regulations.....	153
Sexual Conduct.....	153
Student Conduct.....	153
Sunbathing	153
Telephone Fraud.....	153
Theft.....	153
Tobacco.....	153
Vandalism	153
Weapons	154

Residents' Personal Property.....	154
Air Conditioners	154
Antennas	154
Appliances	154
Bicycles.....	154
Candles and Incense, Open Flame.....	154
Irons and Straighteners	154
Computers.....	154
Halogen Lamps.....	154
Holiday Decorations	155
Pets.....	155
Personal Property.....	155
Space Heaters.....	155
Sunlamps.....	155
Videos/Movies.....	155
Waterbeds	155
Window Decorations	155
Personal Items Left After Vacate/	
Check Out (Proper or Improper)	155
University Housing	
Facilities and Property	155
Corridors/Hallways.....	155
Doors, Closet	156
Doors, Entrance	156
Doors, Fire	156
Doors, North Hall	156
Doors, Off-Campus Apartments.....	156
Doors, Pillsbury-Huff and North Hall ...	156
Game Room	156
Laundry Rooms	156
Life Safety Equipment.....	157
Lounges.....	157
Screens.....	157
Televisions.....	157
Walls	157

MAIN CAMPUS SECURITY

Cell Phone:.....(314) 882.1601
Office:(314) 392.2372

MBU IMPORTANT NUMBERS

Admissions:.....(314) 392.2290
Athletics:(314) 392.2279
Bookstore:(314) 392.2261
Career Services:(314) 744-5315
Computer Assistance:.....(314) 392.2377
Food Service:(314) 392.2271
Library:(314) 392.2320

RESIDENCE HALL DIRECTORS

*North Hall:(314) 392.2263
*Pillsbury-Huff Hall:(314) 392.2140
Records:(314) 392.2232
Special Needs:.....(314) 392.2389
Student Activities:.....(314) 392.2242
Study Abroad:(314) 392.2112
Student Financial Services:.....(314) 392.2366
Testing Center:(314) 392.2364
VP for Academic Affairs:.....(314) 392.2202
VP for Student Development:.....(314) 392.2212

MEDICAL

St. Luke's West:(314) 434.1500
St. John's:(314) 257.6000
Missouri Baptist:.....(314) 996.5000

GENERAL

American Red Cross:(314) 658.2000
License Branch:(636) 530.9500
Metro:.....(314) 231.2345
Weather Report:(314) 321.2222

GROCERY

Dierberg's:.....(314) 542.2094
Schnuck's:(314) 567.3838
Shop & Save:(636) 227.6332
Straub's:(314) 725.2121

ESSENTIALS OF LIFE

Best Buy:.....(636) 394.4440
Chesterfield Mall:(636) 532.0777
Galleria:.....(314) 863.6633
Hip Threads:.....(314) 725.8188
Lohman's:(314) 781.8144
Mozingo Music:.....(636) 227.5722

Old Navy:.....	(314) 205.0660
Target:	(636) 391.7500
Vintage Vinyl:	(314) 721.4096
Wal-Mart:	(636) 256.0697
West County Mall:	(314) 288.2020

SPORTS & RECREATION

St. Louis Blues:	(314) 622.2547
St. Louis Cardinals:.....	(314) 421.3060
St. Louis Rams:	(314) 425.8830
Big Bend Golf Center:	(314) 225.2200
Brunswick Four Seasons Bowl:	(314) 469.6550
Golfport of MarylandHeights:	(314) 878.4653
In Field Family Fun Center:.....	(314) 458.1144
Kirkwood Ice Rink:.....	(314) 822.5825
Tropicana Bowl:.....	(314) 781.0282
West County YMCA:.....	(636) 532.3100

THEATERS

AMC Theaters:.....	(314) 542.4262
Powell Symphony Hall:	(314) 533.2500
Tickets:	(314) 534.1700
SAVVIS Center:.....	(314) 534.1111
St. Louis Fox:.....	(314) 534.1111
St. Louis Repertory Theater:.....	(314) 968.4925
Wehrenberg Theaters:	(314) 822.4520

The 2008-2009 Missouri Baptist University Student Handbook is published by the Office of Student Development. The Handbook is produced for the use of students, faculty, and staff of the MBU community at large. Any questions concerning the information published within this Handbook should be directed to the Office of the Vice President for Student Development.

While every effort is made to ensure that the material included in this Handbook is accurate, information is sometimes subject to changes that are not included in the Handbook. A complete and updated Handbook is kept by the Office of the Vice President for Student Development and is considered the most complete copy at any given time. An outline version is also posted online at www.mobap.edu. Please note that dates, policies, and procedures are subject to change without written notice. Major changes in the Handbook mid-year will be distributed to the student body by way of chapel announcements, e-mail, and/or campus notices.

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Dear MBU Student,

It is my pleasant task to welcome you to an exciting new year at Missouri Baptist University. If you are a new student, you have chosen well. Missouri Baptist University is a good place to ask questions, get answers, and prepare to be a leader in your community. Our faculty and staff are here to provide you with support and guidance as you begin your education.

If you are a returning student, welcome back. I look forward to seeing you around campus and hope to work with you in continuing to enhance the quality of your education.

There are two reasons that we have a Student Handbook. One is to acquaint you with the rules and regulations of the University. We have tried to anticipate the questions that you might have about academic regulations and procedures, rules for conduct, and federal and state laws that might affect you. The other reason we have a Handbook is to give you a guide to non-academic topics such as where certain offices are located and which personnel can help you when you have a problem or concern. We are committed to a process whereby your problems get solved at the right level. For example, if you have a problem in your residence hall room, you should contact the residence hall director. The Student Handbook can help you cut through the bureaucratic red tape that often plagues colleges.



We really are interested in you as an individual. Every survey of the past several years has shown that students at Missouri Baptist get to know their professors and the professors take an interest in each student. Take advantage of that opportunity.

I will be seeing you around campus. I am most interested in your hopes and dreams and any ideas about how we can better help you achieve those. God bless you with a wonderful year.

Sincerely,

R. Alton Lacey, Ph.D.

President

Dear Student,

Going to college is definitely a journey, one of the most meaningful you can take in life, apart from following Jesus Christ as Savior and Lord (Matthew 4:19). I learned more than I can possibly recount in college. My professors and other college mentors were integral to that process. The college years are a time of life when much journeying is required. You have to choose a career path, where to go to school, where to work, what activities you will get involved in, and who will be your friends. Many of you will find that special someone you want to spend the rest of your life with. This journey will move by more quickly than you know.

My prayer for you is that while you are a student at MBU you will learn through classes and co-curricular experiences how best to take that journey. If you are a follower of Jesus Christ, you know this school is rooted and grounded without apology in His Gospel. I challenge you in the year to come to let Christ have absolute Lordship over your life. You will find your journey will take on eternal significance as you see your life fit into God's plan (Ephesians 1:3-14). If you are a student at MBU and not yet a believer in Jesus Christ, I encourage you to consider His claims and come to Him as Savior and Lord. You will have many opportunities in the coming year to hear about what it means to follow Christ.

I urge you to read this Student Handbook all the way through from cover to cover. Get a feel for where things are located in it. It is full of relevant information, especially the "How to..." section. Your acceptance at MBU and your enrollment in classes implies that you will be accountable for the policies set out in this Handbook, from the parking regulations and chapel policies to the Student Conduct Code. Consider it a high privilege and a responsibility to become an MBU Spartan. I urge you to take your responsibility seriously.

I hope we get a chance to get to know each other. Come by my office this fall. You do not need a reason. If I can help you in any way, to make your experience at MBU a better one, please let me know.

In Christ,

Dr. Andy Chambers

Vice President for Student Development

Associate Professor of Bible



As the President of your Spartan Activities Council, I will strive to provide programs and activities to make the best of your time here at Missouri Baptist University. But do not expect all of the action to come to you! You must take responsibility for your college years. Get involved with some of the great activities planned this year such as trips to Chicago, Homecoming, Lake of the Ozarks, Spring Fling and many more. Make your time spent here one to remember!

Sincerely,

Sarah Long

Spartan Activities Council President and
Interim SGA President



HELPFUL STUDENT PROCESSES

As they relate to Classes, Finances/Money, Food, Housing, Vehicles, and Building Evacuation

The following offices provide the services included in the “How to” section of this Handbook:

Office	Location	Phone Number
Admissions Office	Administration Building	314.392.2290
Information Technologies	Administration Building	314.392.2377
Student Financial Services	Administration Building	314.392.2366
Student Development	Field Academic Hall	314.392.2212
Records Office	Field Academic Hall	314.392.2232

“HOW TO” FOR CLASSES

HOW TO COMPLETE THE REGISTRATION PROCESS

(Register for Classes and Obtain a Student ID, Computer Logon, and Parking Stickers)

In order to register for classes...

- New students (freshmen, transfers, or re-admits), you must make an appointment with your Admissions Counselor to determine your schedule. The Counselor will provide you with a Registration Checklist.
- Returning students, you must make an appointment with your assigned Advisor to determine your schedule.
- Once you have completed your Course Registration Worksheet with your Advisor or Counselor and the courses have been entered, you will proceed to the Information Technologies (IT) Office.
- The IT Office will verify that your registration has been entered and check to see if you have any holds that would restrict you from receiving your Student ID.
 - * (On the bottom of the Registration Checklist is the Parking Registration Information Form, which must be completed before parking stickers can be issued. If you are a resident and will not have a car on campus, you must indicate so on the parking registration).
- If you have holds on your account which restrict you from receiving your Student ID, you will be provided with a Continuing Enrollment Approval Form and meet with a Financial Services Counselor or proceed to the appropriate office to clear the hold.
- During the meeting with the Financial Services Counselor, you will be required to complete a master promissory note.
 - * (Any student with an outstanding balance from previous semesters must make arrangements with the Financial Services Office before he/she may proceed with the Registration process).
- Once the master promissory note has been signed and/or payment arrangements have been made, the Financial Services Counselor will mark the “Financial Services Requirements Fulfilled” section of the Continuing Enrollment Approval Form as completed.
 - * (Students will not be able to proceed in the Registration Process—receive Student ID, computer logon, and parking sticker(s) – until all of the necessary arrangements (promissory notes signed and holds cleared) have been made with the Financial Services Office).
- Upon completion of the financial arrangements, you will proceed to the IT Office where you will submit the completed Continuing Enrollment Approval Form and receive your Student ID, computer logon, parking sticker(s), and class schedule.
 - * You may wish to meet with a Financial Assistance Counselor at this point to ensure that all Financial Aid information for the current school year is complete. Once this information is confirmed, you can make payment arrangements. All arrangements for payment must be made prior to the start of the semester.

HOW TO GET ON A CLASS WAITING LIST

- At registration you will be told if you are on a class waiting list.
- This will be indicated as “Waiting List” on your printed schedule.
- Students on a waiting list should attend class for the first week of the course.
- Inform the Instructor that you are on the waiting list.
- Periodically check with the Records Office for your status on the list. No students will be added from the waiting list after the final add date without confirmation of attendance by the Instructor.
- You will receive a letter from the Records Office if you have been officially entered into the class.
- Being placed on a waiting list is not a guarantee of enrollment in the course. All athletes and students receiving Financial Aid must be enrolled in a minimum of 12 credit hours and should not count on a waiting list course to complete their full-time status.
- Waiting list courses are filled on a first-come, first-serve basis. Students will be added to a course in the order they are on the list. Please be aware that instructors cannot change the order in which students are added to a course.

HOW TO MAKE SCHEDULE ADJUSTMENTS (ADD/DROP)

- Pick up and complete a Schedule Adjustment Form in the Records Office. (The form can also be printed from the MBU website www.mobap.edu.)
- Obtain the proper signatures on the form. These will include yours, your assigned Advisor’s, the Athletic Director’s if you are an athlete, the Director of International Students’ if you are an international student and the Provost’s if you are requesting to take 19 or more hours.
- If you have been attending the class, you will also need the signature of the Instructor and the date of the last day you attended the class, if the drop is past the add date (2nd week of term).
- Return the completed form to the Records Office for processing.
 - * It is the student’s responsibility to complete the form properly and to deliver it to the Records Office. Do not leave it with your Advisor or Instructor.
 - * Please note that the forms are designated by semester. Do not include two separate semesters on the same form.
 - * An add/drop fee will apply if changes are made after the first day of class.

HOW TO TAKE CONSORTIUM CLASSES AT PARTNER SCHOOLS

- Pick up an Inter-Institutional Registration Form in the Records Office.
- Your Advisor and the Records Office must sign and approve the request.
- Records Office personnel will mail the form to the Consortium Institution.
- The Consortium Institution will notify the Records Office of the approval or denial of the request.
- You will be notified by the Records Office of the approval or denial for the class.
- Please note that students at the host school will receive first priority when registering for classes.
- Maryville University, Fontbonne University, Webster University, and Lindenwood University are all partner schools within the consortium.
- To participate in the consortium program you must first be enrolled in a minimum of 12 credit hours at MBU.
- Not all programs or courses at the previously listed institutions are available to MBU students through the consortium.
- It is the student’s responsibility to pay all lab fees and parking fees to the consortium school.

HOW TO CHANGE MAJOR/ADVISOR

- Pick up an official Change of Major/Advisor Form in the Records Office or in the Academic Advising Office. (The form can also be printed from the MBU website www.mobap.edu.)
- Complete the form and return it to the Academic Advising Office.

HOW TO REGISTER FOR AN INTERNSHIP

- Make an appointment with your Academic Advisor.
- A supplemental contract may be required by the division or instructor through whom the internship is being completed.

HOW TO SCHEDULE A GRADUATION CHECK

- The Graduation Check should be completed during the first semester of your junior year.
- Appointments must be made with the Director of Records by phone or by coming to the Records Office.

HOW TO REQUEST A TRANSCRIPT

In order to receive any transcripts (official or unofficial), you must comply with the following:

- Have a \$0 balance,
- All pertinent holds must be cleared, and
- Written authorization submitted, signed by the student.

A Transcript Request Form may be picked up in the Records Office or a request may be made by mail or fax. (The form can also be printed from the MBU website www.mobap.edu.)

- A transcript request must include all of the following:
- Complete address of destination,
- Social security number of the student making the request, and
- The student's official signature.

The first transcript request is free; all those released thereafter are \$5 per transcript.

- Please note whether you are requesting an "official" or "unofficial" transcript. The requirements for both are the same.

HOW TO CHANGE NAME AND ADDRESS

- Pick up the Change of Name and Address Form in the Records Office. (The form can also be printed from the MBU website www.mobap.edu.)
- Complete the form and return it to the Records Office for processing.

HOW TO REQUEST A CHAPEL ATTENDANCE EXEMPTION

- Submit a written petition for exemption to the Vice President for Student Development by October 1 for the Fall semester and by February 1 for the Spring semester.
- Petitions must be made one semester at a time.
- See restrictions in the Chapel Attendance policy section of this Handbook.

“HOW TO” FOR FINANCES/MONEY

HOW TO APPLY FOR FINANCIAL ASSISTANCE

- Complete the 2008-2009 Free Application For Federal Student Aid (FAFSA) online at <http://www.fafsa.ed.gov>. In future years, complete FAFSA by April 1 for the upcoming school year. (ex: 09-10 FAFSA filed by April 1, 2009)
- It is best to have all of your Financial Assistance completed during summer prior to the start of school each year.
- The deadline to apply for Fall Financial Assistance is October 1, 2008.
- After completing the FAFSA, you will receive an electronic Student Aid Report. Further information may be requested.
- If you are eligible, you may receive government grants. You will receive an Award Letter informing you of your award.
- You may need to apply for a Student Loan. You must complete the steps above to apply for a loan. See steps below for additional instructions.

HOW TO APPLY FOR A STUDENT LOAN

- Fill out a FAFSA and complete the verification process, if required, as listed above.
- Go to www.mobap.edu/financialservices/staffordloans.asp and follow the instructions. (Paper applications are available upon request in the Financial Services Office.)
If you are a first-time borrower at MBU, you must also complete an entrance interview online at www.mappingyourfuture.org
- Go to class. You must attend classes in order to qualify for federal aid!

HOW TO GET LOAN DEFERMENTS OR ENROLLMENT VERIFICATIONS

- Enrollment Verification can be provided for insurance companies or loan deferments.
- Students may request an Enrollment Verification Form from the Records Office with or without the furnished form from the loan agency or insurance company. All agencies are different and have different requirements. Please contact your loan agency or insurance company for specific details regarding the necessity of the supplied form.
- Students must provide the Records Office with the address to which the deferment or verification information should be sent.
 - * Please be aware that enrollment verifications will only be provided for semesters during which you were, or are, “officially” registered.

“HOW TO” FOR FOOD

HOW TO GET A COMMUTER STUDENT MEAL PLAN

- The Student Financial Services Office will apply your payment to your account and notify I.T. when you are cleared to get an updated student ID. Please allow processing time.
- Have your Student ID marked to read “Commuter w/ Meals” in the Information Systems Office.
- Give the ID number to Food Service before your first meal in the Cafeteria.

“HOW TO” FOR HOUSING

HOW TO APPLY FOR RESIDENT LIFE HOUSING

- Pick up a Housing Application Form in the Admissions Office or Resident Life Office.
- Complete and return forms with a \$250 deposit to the Admissions Office or Resident Life Office.
- You will be notified by mail of your resident accommodations.

HOW TO APPLY FOR OFF-CAMPUS HOUSING

- Current residents may pick up a Housing Application Form in the Resident Life Office.
- Complete the application process as directed.
 - * Off-campus apartments are limited in availability and subject to terms and conditions established by Resident Life.

HOW TO VACATE RESIDENT LIFE HOUSING

- Notify the Resident Assistant of your intent to vacate resident housing.
- Set up an appointment with your Resident Assistant for the day you will vacate.
- Move out your belongings and clean the room.
- Meet with the Resident Assistant who will survey the room with you and check for damages.
- Return your room key, your mailbox key, and prox chip.
- Sign out on the Room & Suite Condition Form.
- Sign the Vacate Form.
- Vacate resident housing.

HOW TO APPLY TO BE A RESIDENT ASSISTANT

- Current residents may pick up a Resident Assistant Application Form from the Resident Life Office, available by January 7, 2009.
- Complete the form and return it to the Resident Life Office by February 28, 2009.
- The Resident Director will notify you with further instructions.

“HOW TO” FOR VEHICLES

HOW TO TAKE CARE OF TRAFFIC VIOLATIONS ON CAMPUS

- Bring your parking ticket to the Student Financial Services Office within 24 hours of citation and you will only be responsible to pay half the cost assessed (moving violations excluded).
 - * Excluding weekends -- Friday 4:30 PM to Monday 8 AM -- and holidays
- If appealing the ticket, you forfeit the 24-hour payment plan.
- Pick up and complete the Parking Appeals Form in the Student Development Office.
- Appealed cases will be heard by a court of your peers which convenes twice per semester.
- You will be notified within one week of the decision.
- Upon notification by the Student Development Office, payment is due in full.
- Court decisions are final.
- All tickets must be paid in the Student Financial Services Office.

EVACUATION PROCEDURES FOR MBU FACILITIES

Administration Building

Outside gathering point: Northeast corner of the main parking lot

Inside safety location: Lowest stairwell and first floor hallway

Inside information point: Reception desk

Field Academic Hall

Outside gathering point: Southeast corner of the main parking lot

Inside safety location: Lower level office area

Inside information point: Bywaters Lounge

Jung-Kellogg Library

Outside gathering point: The circle drive

Inside safety location: Circulation desk

Inside information point: Circulation desk

Maintenance Building

Outside gathering point: Pillsbury-Huff parking lot

Inside safety location: Evacuate to Pillsbury-Huff east wing second floor lounge

Inside information point: Campus Services Administrative Assistant's Office

Muncy Gymnasium

Outside gathering point: Library side of the Quad

Inside safety location: Fitness Center

Inside information point: Athletic Director's Office

Pillsbury & Dale Williams Fine Arts Center

Outside gathering point: Southeast corner of the main parking lot

Inside safety location: Lower level piano practice rooms

Inside information point: Special Events Office

Evacuation Procedures for Resident Housing

North Hall

Outside gathering point: Pillsbury-Huff parking lot

Inside safety location: First floor interior hallways

Inside information point: Resident Assistant front desk

Pillsbury-Huff Hall

Outside gathering point: Pillsbury-Huff parking lot

Inside safety location: East wing second floor lounge

Inside information point: Main Lobby

Off-Campus Housing Apartment Complex

Follow guidelines established by the Complex Management.

STATEMENT OF MISSION AND PURPOSES

Missouri Baptist University is an evangelical Christian, liberal arts institution of higher learning whose purpose is to offer programs of study leading to professional certificates, undergraduate degrees, and graduate degrees in an environment of academic excellence from a Biblically-based Christian perspective. The University is committed to enriching students' lives spiritually, intellectually, and professionally, and to preparing students to serve in a global and culturally diverse society.

CORE PURPOSE

- To teach, empower, and inspire students for service and life long learning.

CORE VALUES

- We are serious and intentional about our Christian faith.
- We freely and responsibly search for truth.
- We strive for excellence.
- We believe in the importance and cultivation of character.
- We believe in social change through service and leadership.

The University seeks to prepare students who are motivated by ideals of service for effective performance in careers which are appropriate to the Christian commitment of the University. The University is open to all qualified students, regardless of race, gender, national origin, religion, age, or qualified disability.

Faculty and students work together toward the following purposes:

1. To develop a personal philosophy of life and an ethical and spiritual commitment which is based upon an awareness of alternatives and which is examined in the light of Biblical revelation.
2. To grow in an understanding of themselves, as well as others, and to cultivate an ability to employ this knowledge for self development, for mental and physical health, and for social and family relationships.
3. To prepare for living in harmony with the physical environment by becoming aware of its basic principles, and of the means for intelligent use and conservation of its resources.
4. To develop effectiveness in the use and understanding of communication, both spoken and written, employing analytical and logical thinking in the process.
5. To become contributors to society in a manner consistent with Christian principles, participating responsibly in church, school, community, and world affairs, employing insights derived from a broad range of studies.
6. To grow in understanding, appreciation, and enjoyment of literature and the arts, and to become participants in creative and aesthetic activities in the community.
7. To prepare for continuing study by becoming acquainted with electronic technology resources and methods of scholarly research.

SPARTAN STATEMENT

Missouri Baptist University is the "HOME OF THE SPARTANS!" The ancient Spartans are identified with power, strength, and spirit.

MBU COLORS

The school colors of Missouri Baptist University are navy blue and white symbolizing excellence, honesty, and determination. These characteristics are represented in the scholastic pursuits and athletic competitions of the school.

ALMA MATER

In the grand Missouri heartland
Where great rivers rendezvous
A treasure rare beyond compare
Is the home of white and blue.
Hallowed halls encourage learning
Blending knowledge old and new
Through reverence for excellence
In the home of white and blue.
May we ever keep the honor
Of Missouri Baptist U.
As we dedicate our knowledge
To serve God and mankind, too.

NONDISCRIMINATION CLAUSE

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Missouri Baptist University does not illegally discriminate on the basis of race, gender, color, national or ethnic origin, age, disability, or military service in admission or in the administration of its education policies, programs, and activities. Inquiries or complaints should be directed to the Provost and Vice President for Academic Affairs or the Vice President for Student Development.

FRESHMAN RETENTION

In accordance with Public law 101-542, Missouri Baptist University reports that seventy-two percent of the first-time freshmen students return the second year.

PRIVACY RIGHTS OF STUDENTS

Under the regulations established by the Department of Health, Education, and Welfare, Section 438 of the General Education Act, and effective January 1, 1975, students have the right to inspect their educational records. Permission must be given by the student for the release of such records. Students have the right to challenge inaccurate or misleading material in their records. Further information on this regulation can be obtained from the Vice President for Student Development.

UNIVERSITY CITIZENSHIP

All students of the University are expected to maintain the highest standard of moral conduct and concern for the well-being and rights of their fellow students. MBU students are expected to be responsible citizens of the community who respect the privacy and property of others with behavior appropriate to the philosophy and purposes of the University.

Policies relating to student life are designed to give each student opportunities within the context of a Christian community to develop their potential to the fullest. Students are encouraged to make choices that will help them grow. The standard of moral conduct to which Missouri Baptist University calls every student is guided by Southern Baptist beliefs.

CHAPEL ATTENDANCE

Chapel programs are planned to provide the students, faculty, staff, and administration with a period devoted to spiritual and cultural development. Distinguished visitors, speakers, musicians, and other outstanding individuals are invited for these programs, which convene from 11 AM to 11:45 AM every Thursday and on the first Tuesday of the month in Pillsbury Chapel. The second and third Tuesday of the month are usually available for class meetings and organization meetings. See the printed Chapel Schedule, available at the beginning of each semester, for the exact dates.

The chapel convocation is considered to be an integral part of the student's overall educational experience. The following attendance requirements and provisions reflect this attitude:

1. A student enrolled for nine credit hours or more on Main campus is expected to attend all chapel convocation programs. Those enrolled for nine hours or less are encouraged to attend whenever possible.
2. A student attending 80% or more of the programs printed in the Chapel Schedule is awarded one additional quality point for the semester.
3. Those attending 60%-79% of the programs are considered to be following the minimum acceptable attendance pattern, and there is no change in quality point status.
4. One quality point is removed from the record of a student who attends only 50%-59% of the programs.
5. A student who attends less than 50% of chapel convocation programs in any one semester loses one quality point and is in danger of being placed on disciplinary probation, during which time the student is restricted from certain leadership and extracurricular activities, and all institutional financial aid the student has been receiving is discontinued.
6. A student who consistently disregards responsible chapel attendance may be asked to withdraw from the University.
7. If unable to attend chapel during the semester due to uncontrollable circumstances, a letter must be submitted to the Vice President for Student Development requesting an excuse. If you have a job that requires you to miss chapel, you must have your employer submit the letter on company letterhead with contact numbers.
8. Requests for chapel excuses must be submitted by October 1 & February 1 of each semester.
9. Attendance will be taken from 10:40 AM until 11:10 AM after which time attendance will not be taken for credit. In addition, students leaving chapel before dismissal will have chapel attendance cancelled for that day. It is the responsibility of the student to follow this procedure. If habitual infractions are observed, the student may receive disciplinary action by the Vice President for Student Development.
10. Any appeals concerning chapel credit must be submitted in writing to the Vice President for Student Development within three months of the semester in question.
11. Each semester a number of additional MBU events are printed in the Chapel Schedule. Attendance at any or all of these events may be substituted for missed chapel services.

SMOKING POLICY

In the summer of 2006, Missouri Baptist University introduced a Designated Smoking Policy in an effort to help curb potential health risks associated with secondhand smoke for the MBU family. It is the University's hope that this policy will help improve the quality of life for all MBU constituents.

FREQUENTLY ASKED QUESTIONS

Q. Why is there a need for a Designated Smoking Policy at MBU?

As MBU continues to grow, the need to ensure a healthy learning and work environment has become increasingly clear. The Designated Smoking Policy will better protect MBU visitors, students and faculty and staff from the ill effects associated with tobacco use.

Q. How does secondhand smoke hurt me?

The 2006 US Surgeon General's report reached several important conclusions regarding secondhand smoke:

- Secondhand smoke causes premature death and disease in children and in adults who do not smoke.

- Children exposed to secondhand smoke are at an increased risk of sudden infant death syndrome (SIDS), acute respiratory infections, ear problems, and more severe asthma. Smoking by parents causes respiratory symptoms and slows lung growth in their children.
- Exposure of adults to secondhand smoke has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer.
- The scientific evidence indicates that there is no risk-free level of exposure to second-hand smoke.

*www.cancer.org

Q. I smoke. What does this policy mean for me?

This policy provides specific sites on MBU’s main campus where the consumption of tobacco is allowed. Although smoking has long been deemed a leading cause of cancer and other health ailments, the policy’s purpose is to protect non-smokers’ rights to a healthy environment while on MBU’s main campus.

Q. Where are the designating smoking areas?

<http://www.mobap.edu/student/handbook/2006/smoking.asp - map#map>

Sheltered

1. Located in a gazebo between the Field Academic Hall and the Jung-Kellogg Library
2. Located in a gazebo just east of the Muncy Gymnasium

Non-Sheltered

3. Located near the southwest entrance of the Field Academic Hall’s lower level—at least thirty feet away from the building’s entrance.
4. Located on the sidewalk between the Pillsbury Chapel and Dale Williams Fine Arts Center—at least thirty feet away from the building’s entrance.
5. Located near the northeast entrance to the Pillsbury Chapel and Dale Williams Fine Arts Center—at least thirty feet away from the building’s entrance.

STUDENT INVOLVEMENT

UNIVERSITY CALENDAR

A master calendar of University events and activities is kept by the Office of the President. Any organization wishing to calendar an activity may do so by making a request to the Office of Student Activities. Approval will be granted after the University Calendar has been checked and the organization advisor and/or officers are notified.

ELIGIBILITY FOR UNIVERSITY ACTIVITIES

Any student may participate in activities of the University except as restricted by regulations established for campus organizations or intercollegiate activities. In order to serve as an officer in the Student Government Association or any of the student clubs or organizations, a student must have a cumulative grade point average of at least 2.5 (on a 4.0 scale) at the time of his or her election. Additional requirements may be specified by the various organizations.

CAMPUS LIFE

Social, athletic, cultural, and religious activities are planned by the University and by student organizations. These are designed to appeal to a broad scope of interest, to encourage participation by every student, and to enhance the college experience. A variety of informative and entertaining programs are presented in scheduled convocations, lectures, concerts, recitals, drama productions, and exhibitions.

ANNUAL EVENTS

Annual events to anticipate are listed below. The general month for the event and the coordinating party are also listed. For specific dates, see the 2008-2009 Event Calendar in this Handbook.

FALL SEMESTER

Welcome Weekend	August	Student Activities & Admissions
MBU Cribs	September	Resident Life
Fall Renewal	September	Student Ministries Council
Lake of the Ozarks Trip	September	Student Activities
Night of Elegance	November	Resident Life
Trivia Night	November	Resident Life
Chicago Trip	November	Student Activities
Fall Lecture Series	October	MBU Chapel Committee
Hayride/Bonfire	October	Resident Life/Student Activities
Homecoming	November	MBU Homecoming Committee
Fall PERK	November	Resident Life
Fall Musical	November	Fine Arts Department
Hanging of the Green	November	Student Development
Finals Feast	December	Student Activities & Food Service

SPRING SEMESTER

Governor's Leadership Forum	January	Governor of Missouri
Talent Show	February	Student Activities
Super Bowl Party	February	Resident Life
Spring Lecture Series	February	MBU Chapel Committee
Night of Elegance	February	Resident Life
Senior Salute	February	Various MBU Offices
Spring Play	March	Fine Arts Department
Club "A"	March	Fine Arts Department
Trivia Night	March	Resident Life
Achievement Ceremony	April	Activities & Academic Affairs
Flashlight Easter Egg Hunt	April	Resident Life
Senior Day	April	Student Development
Spring Fling	April	Student Activities
Finals Feast	April	Student Activities & Food Service
Commencement	April	MBU Commencement Committee

*Descriptions and photos of some of these events may be found on the Spartan Activities Council link under the "Student Life Organizations" section of the MBU web page at www.mobap.edu.

The Office of Calendaring and Special Events sponsors major Christian concerts and various athletic teams compete throughout the year. See "Athletics" in this section of the Handbook for a listing of the teams and their seasons. Additional events will be promoted in Chapel Announcements, on posters and flyers, and by word-of-mouth, so keep your eyes and ears open!

UNIVERSITY CLUBS AND ORGANIZATIONS

The following are classified into departmental and professional clubs, honorary, ministry and special interest organizations. Each organization maintains its own officers and faculty advisor(s), and schedules its programs through the Office of Student Activities.

Organizations are designed to appeal to a broad scope of interests and to encourage the participation of every student. Students are encouraged to find organizations that will be particularly interesting or helpful to them. Please note that clubs and organizations change from year to year. If you are interested in a club or organization that is listed in the current MBU Catalog but not listed in this Handbook, please check with a division chair or faculty member in the respective field of interest.

MBU CLUBS AND ORGANIZATIONS

DEPARTMENTAL AND PROFESSIONAL

Business Division

- * Accounting Club
- * Students in Free Enterprise (SIFE)
- * Student Technology Forum

Education Division

- * Student Association of Curriculum Development (S-ASCD)
- * Student Missouri State Teachers' Association (S-MSTA)

Fine Arts/Communication Division

- * College Music Educators' National Conference (C-MENC)

Natural Sciences Division

- * Science and Math Club

Health and Sports Sciences

- * Health and Sports Sciences Organization

Social and Behavioral Sciences

- * Lambda Alpha Epsilon – Criminal Justice Association

Honor Societies

- * Alpha Chi – National Coeducational Honor Society
- * Alpha Delta Omega – Human Services
- * Kappa Delta Pi – Education
- * Sigma Beta Delta – Business Management & Administration
- * Sigma Tau Delta, Psi Psi Chapter – English

Ministry Organizations

- * Fellowship of Christian Athletes
- * Ministerial Alliance
- * MBU Campus Crusade for Christ

Special Interest

- * Spartan Activities Council (SAC)
- * Student Government Association (SGA)
- * College Conservatives

APPROVAL OF ORGANIZATIONS

All student organizations are subject to the approval of the Student Government Association and the faculty and administration. Before a new organization is recognized, it must gain approval of its constitution first by the Student Government Association and then by the faculty and administration. The Student Government Association will ensure that organizations regularly review and revise their constitutions. The faculty and administration may, if circumstances warrant, restrict or disband any student organization. All student organizations must follow and support the University's mission.

CUSTODY OF ORGANIZATION FUNDS

All student organizations are required to deposit their funds with the University Financial Services Office. The University disburses funds when requested by the organization advisor and the president or treasurer of the organization.

STUDENT LEADERSHIP

To qualify for and maintain a student leadership position at Missouri Baptist University, a student must 1) currently be enrolled on the MBU campus, 2) have a cumulative grade point average of at least 2.5 (on a 4.0 scale) at the time of his or her election, and 3) his/her beliefs, conduct and lifestyle must conform in all respects to the beliefs and principles generally held by the Missouri Baptist University community. Some leadership positions may have additional specific eligibility requirements. Any questions concerning the qualification of a student to hold a specific leadership position shall be determined by the specific organization faculty/staff advisor and/or the Director of Student Activities and/or the Vice President for Student Development.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Student Government Association membership includes all full- and part-time students of MBU. The Association elects four executive council members: President, Vice President, Secretary/Treasurer, and Student Advocate. It is organized to serve as a voice for the student body to University administration and trustees, to cooperate with the faculty and administration in the daily function of the University, to advance the welfare of the University, and to promote an awareness and interest in the vital issues affecting the University community.

SGA is the governing organization for the whole community of campus-wide organizations. Each organization is accountable to SGA for its progress, projections, and growth.

SPARTAN ACTIVITIES COUNCIL (SAC)

The Spartan Activities Council is organized to integrate and coordinate student activities and life on campus. The Spartan Activities Council strives to assist in the enrichment of each student's college experience by providing exposure to cultural, social and recreational events, and creating activities in which students may participate throughout the week and on weekends. SAC desires to build University community by encouraging students to have pride in and loyalty to Missouri Baptist University through involvement in leadership experiences, activities planning, and participation.

SAC is responsible for coordinating major weekends such as Welcome Weekend and Homecoming. It also organizes recreational, educational, and special programming, including but not limited to, lectures, movies, trips, sporting events, and parties.

MINISTRY OPPORTUNITIES

Missouri Baptist University is unapologetically Christian. It provides an environment for learning which takes seriously the integration of faith and learning. The religious program of the University is in the broad evangelical Protestant tradition and seeks to respect the religious integrity of every student. Chapel furnishes worship opportunities and helps make students aware of moral and spiritual issues. Student Ministries provides for small group prayer and support groups as well as opportunities for discipleship and individual Bible study.

Community service opportunities, as well as on-campus service opportunities, and the availability of many on-campus chapters of student-centered national Christian organizations provide a place to serve and grow for students from almost any background.

Opportunities to serve in a Ministry Ensemble, such as Spirit Wing, Faithful, Closer, or one of several MBU Ministry Teams are available by audition. Students interested in serving should contact the Director of Ministry Groups or the Office of the Campus Minister.

MISSION OPPORTUNITIES

God provides us with many opportunities every day to serve Him, some in big ways and others in very important, but smaller ways. Missouri Baptist University believes in the importance of service and of missions and urges students to get involved in Great Commission Kingdom ministries. Each year Missouri Baptist University provides several mission opportunities for students, faculty, and staff. Teams have gone out internationally in recent years to Brazil, Sweden, Scotland, France, Spain, Poland, England, Romania, Greece, Southeast Asia, and Zambia. Qualified students participating on some MBU Mission Teams can earn up to three hours of class credit (humanities/elective). Additional opportunities are offered through other campus organizations and through community service projects. Information on upcoming mission opportunities can be obtained through the Office of Campus Minister.

ATHLETICS

Missouri Baptist University is a member of the National Association of Intercollegiate Athletics (NAIA). The men's and women's athletic teams are listed below along with information regarding their regular season and post-season tournaments. Each team competes in the American Midwest Conference and Region V of the NAIA. All athletes must meet certain eligibility requirements before competition is allowed. If you desire more information about any of the programs in the Athletic Department, contact the Office of Athletics (314) 392.2279.

Men's Athletic Teams

Soccer

Cross-Country

Golf

Wrestling

Basketball (Varsity)

Basketball (Junior Varsity)

Cheerleading

Volleyball (Varsity)

Volleyball (Junior Varsity)

Baseball

Lacrosse

Bowling

Tennis

Women's Athletic Teams

Soccer

Cross-Country

Volleyball (Varsity)

Volleyball (Junior Varsity)

Golf

Wrestling

Basketball (Varsity)

Basketball (Junior Varsity)

Cheerleading

Track (Indoor)

Track (Outdoor)

Softball

Lacrosse

Bowling

Tennis

Regular Season/Post-Season

August – October/November

September – October

September – October & March – May

November – February/March

November – February/March

November – February

November – March

January – March

February – April

February – April/May

Spring

August – April

Spring

Regular Season/Post-Season

August – October/November

September – October

September – October/November

September – October

September – October & March – May

November - February/March

November – February/March

November – February

November – March

January – March

March – May

February – April/April

Spring

August – April

Spring

*Team schedules for each season – fall, winter, and spring – may be picked up at the Athletic Office in Muncy Gymnasium.

INTRAMURAL SPORTS

Intramural sports will be open to all full- and part-time MBU students as well as MBU alumni, faculty, and staff. A variety of short-term leagues like basketball, volleyball, frisbee, golf and softball will be coordinated dependent on student interest. You are encouraged to be a part of this active program. In addition, the MBU Intramural Program has an ongoing affiliation with the West County YMCA facility.

DRAMA PRODUCTIONS

Currently the Fine Arts Division offers two mainstage and one Recital Hall theatrical opportunities to the MBU community. The musical production is during the MBU Homecoming festivities, the Recital Hall show is in January and the play is in the spring. Dramatic productions offer students an opportunity for personal growth and performance. The productions, which range from the comedic to the serious, involve not only students, but also faculty, staff, and alumni in a community effort.

The drama ministry group of MBU, In Character, is comprised of current students who must go through an audition and interview process to become part of the group. For more information regarding In Character, or anything involving theatre at MBU, e-mail the Director, Joy Powell, at powellja@mobap.edu.

MUSIC ENSEMBLES

Participation in several music groups is available for credit through the Music Department. These groups perform both on-campus and off-campus, representing Missouri Baptist University and the Department of Music. Some require travel commitments. Any MBU student may participate in the Chorale or University Band by contacting the respective director. The Chamber Singers, Allusion, MBU Ringers, and Jazz Band are also open to any member of the MBU community, but are all auditioned groups. Questions regarding auditions should be directed to each respective group's director. All Music Department ensemble groups carry one-hour credit and are not considered an overload.

STUDENT SERVICES OF MBU OFFICES AND MISCELLANEOUS SERVICES

HOURS OF OPERATION

General (Most Offices): Monday – Friday 8 AM – 4:30 PM

*All University Offices close from 11 AM to 11:45 AM every Thursday and on the first Tuesday of the month for Chapel.

CAFETERIA SERVING HOURS IN FIELD ACADEMIC HALL

Breakfast (*Brunch)

Monday – Friday 7:15 AM – 9 AM (Hot Breakfast)

9 AM – 9:30 AM (Continental Breakfast)

Saturday* 11 AM – 12:30 PM

Sunday* 12 PM – 1:30 PM

Lunch

Monday – Friday 11 AM – 2 PM

* Thursday and the first Tuesday of the month lunch will begin after Chapel.

* During the Fall Lecture Series and the Spring Lecture Series the Cafeteria will not open until the end of the lecture each day.

Dinner

Monday – Thursday 4:30 PM – 6 PM

Friday – Sunday 4:30 PM – 5:30 PM

* Dinner Hours may be extended, but notification will precede any change.

The Cafeteria will be open between meal periods for study.

BOOKSTORE HOURS IN FIELD ACADEMIC HALL

Fall and Spring Semesters

Monday, Tuesday, and Thursday.....	8:30 AM – 6:00 PM
Wednesday	8:30 AM – 6:00 PM
Friday	8:30 AM – 4:00 PM

Summer hours

Monday through Thursday.....	8:30 AM – 2:30 PM
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During the first week of the May and Summer terms the Bookstore is open from 4:30 PM to 6 PM Monday, Tuesday, and Thursday to accommodate evening-only students.

LIBRARY HOURS IN JUNG-KELLOGG LIBRARY

Regular Hours During Semesters

Monday, Tuesday* & Thursday*	7:30 AM – 9:30 PM
Wednesday & Friday.....	7:30 AM – 5 PM
Saturday	10 AM – 2 PM

*Library is closed during Chapel Services.

Summer Hours are posted each year upon the conclusion of the Spring semester.

ADMISSIONS – ADMINISTRATION BUILDING - 314.392.2290

The Office of Admissions recruits, counsels, and admits students to the University. Admissions Counselors work with potential students through the entire process of admission, ensuring that students meet admission requirements and that all paperwork and files are complete. Counselors orient students and their families to the University by hosting campus tours, introducing them to faculty and staff, informing them of policies and procedures related to financial responsibilities, and discussing available scholarships and aid.

CAFETERIA/FOOD SERVICE – FIELD ACADEMIC HALL - 314.392.2271

Meal Plan

As part of the contractual relationship with the Food Service, all residence hall students are required to purchase their meals for each semester during which they reside in the residence hall. Contract students are entitled to eat 19 meals each week during normal serving hours. All MBU students who are eating on a meal plan must have their MBU Student ID with them in order to be served in the Cafeteria. Students will not be served on the meal plan without a current MBU Student ID. There are no exceptions.

Meal Cards

The Food Service uses a computerized checking system. The meal plan “bar code” will be assigned to each resident’s MBU Student ID card when the card is processed through the Office of Information Systems as part of the registration procedure. Residents will be required to produce their MBU Student ID card at meals in the Cafeteria in order to go through the food line.

The Food Service makes Declining Balance Meal Cards available, and you may purchase them from the Cafeteria Manager in \$30 increments. There will be a 20% discount; therefore, you pay only \$24 for a \$30 value. These are available to non-residence hall students, faculty, and staff. When a Declining Balance Meal Card is purchased, a number is assigned to your MBU ID card. Your card is scanned each time you make a purchase, and the appropriate amount is deducted from your account.

FOOD SERVICE JOBS

Food Service jobs are available through the year to qualified responsible students. Contact the Director of Food Service for further information.

Food Service Committee & Suggestions

Positive suggestions for improving the University's Food Service can be directed through the Food Service Committee.

CAREER SERVICES – FIELD ACADEMIC HALL - 314.744.5315

The Career Services Office operates under the supervision of the Director and provides services to all students and alumni. Services include career planning, campus recruiting, personal interviews, job search assistance and referrals, resume and cover letter critiques, interview coaching, internships, seminars, workshops and career fairs.

In addition, Career Services offers several web based resources to connect students and alumni with its' services. Those services include:

Career Exploration through DISCOVER for those interested in exploring career options or who need help choosing a program of study. An Online Career Library through VAULT to allow students access to the most current periodicals, journals and resources to help them in their career journey.

Job Search Assistance through MBULINK, an on-line job database used by Career Services to connect students and employers. Registration is required. All users must be current students or alumni of the university.

Credential Files are established and maintained on-line through INTERFOLIO, a credential and dossier management system. Those who wish to establish a file may access Interfolio through the MBU Webpage. Fees for services are available on-line through Interfolio or through the Career Services Webpage.

The Career Services Office is located in Field Academic Hall in the Student Development Suite on main campus.

COUNSELING SERVICES

Counseling and Wellness Services are coordinated through the Office of Student Development. An on-site counselor is available throughout the week to meet individually with students. Appointments are scheduled on an individual basis and all sessions are completely confidential. Information and resources for counseling and wellness services are listed on the MBU Website.

FOLLETT BOOKSTORE – FIELD ACADEMIC HALL - 314.392.2261

The Bookstore is operated on Main campus as a service to the students, faculty, and staff. Textbooks, trade books, school supplies, MBU clothing, Christian music, postage stamps, snacks, etc. may be purchased.

BOOK REFUNDS AND BUY BACK

Full refunds are given with a cash register receipt on textbooks during the first two weeks of 16-week classes, the first week of an 8-week class, and the first two days of 2-week classes. After this period, a book may be returned within two business days with a cash register receipt and a DROP SLIP. Cash register receipts are required for any refund. In addition, a book buy back is conducted during the final week of the fall and spring semesters. At book buy backs, books will only be accepted if the recipient provides a current Photo ID.

HEALTH AND WELLNESS SERVICES

MBU does not provide health care services on the Main campus. Each Resident Director has access to a First Aid kit. MBU does not provide medical insurance for resident students or commuters. All students are encouraged to secure medical insurance from their own insurance agents. Proof of medical insurance is required for all resident students in on- and off-campus housing. Information on insurance policies is available in the Vice President for Student Development Office.

INFORMATION TECHNOLOGIES – ADMINISTRATION BUILDING - 314.392.2377

The Information Technologies (IT) Office supports and services the technology systems of the University, including computers and telephones. Students will utilize this office as they go through the Registration Process. MBU Student ID cards are processed in the Information Systems Office and students will retrieve their computer log-on, library access, and parking sticker, as well.

INTERNATIONAL STUDENT SERVICES – FIELD ACADEMIC HALL – 314.392.2348

The International Student Services Office is responsible for admission, student development and USCIS compliance issues for all international students and alumni and is committed to providing the best possible service in assisting them throughout their course of study at MBU.

Services include: International Student Orientation, liaison for students within and outside MBU, enrollment verification assistance, application assistance for F-1 visa privileges/requirements, and visitor visa assistance for family/friends. Most services are provided through appointment only. Appointments are available on Tuesdays and Wednesdays.

International Student Services maintains unofficial files on each current international student.

LIBRARY SERVICES – JUNG-KELLOGG LIBRARY - 314.392.2320

The MBU Library may be used by students, faculty, staff and alumni any time during library operating hours.

Circulation Information

Circulation period of library material:

Books – 3 weeks

Videos/CDs – Restricted*

Periodicals – 3 weeks

Special items – by Director's permission

Reserve material – Restricted*

Latest received current periodical issues – Restricted*

* "Restricted" means that material is "Library use only."

Fines

The library assesses fines for lost and damaged material. Fines vary according to the nature of the violation. Fines are to be paid at the circulation desk.

PUBLIC RELATIONS – FIELD ACADEMIC HALL - 314.392.2303

The Public Relations Office can assist students who have received University awards and recognitions. To request a release, complete the online form linked on the Student Life section of the University's site or directory at www.mobap.edu/student/release.asp.

PUBLIC SAFETY – FACILITIES BUILDING - 314.392.2372

The Department of Public Safety is staffed by licensed security 24 hours a day for your safety. Students should practice good safety habits at all times and should contact the Public Safety Office when feeling uneasy or if they become aware of suspicious persons or activities. The officer on duty will accompany students around campus on request. The number to contact the Public Safety Officer on duty is 314.882-1601. The Department of Public Safety works in cooperation with all federal, state and local law enforcement agencies. Campus crime statistics may be found on the Public Safety link of the MBU webpage at www.mobap.edu.

RECORDS – FIELD ACADEMIC HALL - 314.392.2232

Schedule adjustments, graduation checks, and transcript requests go through the Records Office. To get on a class waiting list, register for an internship, take consortium education classes at partner schools, get loan deferments or enrollment verifications, and/or change your name and address, students must contact the Records Office.

RESIDENT LIFE – FIELD ACADEMIC HALL

MBU operates residence halls for men and for women. In addition, some students live in MBU-leased apartments. Students are not required to live on campus; however, transportation is essential to commute. A 2.0 semester GPA is required for University residents. Resident Directors are housed within each complex. Resident Life is under the supervision of the Office of the Vice President for Student Development and complies with general University regulations. For specific resident housing policies, consult the policies in the “Resident Life” section of this Handbook.

SPECIAL NEEDS – FIELD ACADEMIC HALL - 314.392.2389

The Office of Special Needs Access offers services to students who have documented disabilities of a permanent or temporary nature. The Office of Special Needs Access provides the following services for enrolled MBU students with disabilities:

- 1) Coordination of reasonable classroom accommodations;
- 2) Referral services for obtaining diagnostic evaluations;
- 3) Referral for individual counseling;
- 4) Consultation with faculty and staff members regarding accommodations; and,
- 5) Liaison with community professionals and agencies.

To qualify for services, students must:

- 1) Self-identify to the Office of Special Needs Access;
- 2) Provide current written documentation of a disability from a qualified professional or agency;
- 3) Request accommodations from the University;
- 4) Assure the documentation meets Missouri Baptist University’s documentation criteria;
- 5) Verify the documentation indicates a substantial limitation in the education environment; and,
- 6) Complete documentation and paperwork at least six weeks prior to the start of the semester or class so that accommodations can be in place when classes begin.

Approved accommodations are based on the written documentation received by the Office of Special Needs Access. Students who need classroom accommodations must register each semester with the Office of Special Needs Access. Instructor Notification Memos, which describe the student’s needed classroom accommodations, will be developed with the student’s written permission. It is the student’s responsibility to pick up and deliver memos, as well as discuss his/her needs with each instructor.

The goals of the Office of Special Needs Access are to provide appropriate support services to students, staff, and faculty, to minimize physical and attitudinal barriers, and to provide autonomy and self-advocacy for persons with disabilities.

STUDENT ACTIVITIES – FIELD ACADEMIC HALL - 314.392.2242

The Office of Student Activities serves the students through planning and developing campus activities, receptions, and events that are appropriate for student involvement. It serves as a resource to clubs and organizations by calendaring and coordinating their activities. The Office of Student Activities provides the home office for the Student Government Association and the Spartan Activities Council.

STUDENT FINANCIAL SERVICES – ADMINISTRATION BUILDING - 314.392.2366

The Student Financial Services Office processes all student expenses, including but not limited to, tuition, activity fees, technology fees, residence hall fees, parking fees, undergraduate and graduate fees and special service fees. Arrangements for payment of these fees are to be made with a Financial Counselor prior to the first day of classes each semester. The payment of any additional fees incurred during the semester must also be paid in the Student Financial Services Office.

The Student Financial Services Office also works with students and their families to identify and administer assistance for each student. Assistance opportunities exist through grants, scholarships, loans, student employment, and federal and state aid.

TESTING CENTER – FIELD ACADEMIC HALL - 314.392.2364

The Testing Center is used for administering and housing examinations, including: ACT (including Residual ACT), mid-level assessment tests, DANTES, C-BASE, Major Field Exams, CPCE, Praxis, and School Leaders Licensure Exams. The Director of The Testing Center schedules and supervises test administrations.

MISCELLANEOUS SERVICES

Copy Machine

A copy machine, located in the Library, is available for student use. The charge for copying is \$.10 per page. Students using copiers located in the hallways of the University without direct faculty or staff consent will be subject to disciplinary action. Copiers in the hallways are for Faculty and Staff Office use exclusively.

Emergency Phones

The university has installed emergency telephones around the campus. The phones are in a stainless steel box either mounted on a pole or attached to a building and can easily be identified by a blue strobe light located above the phone or by other signage. These phones with the press of a single button will put you in direct contact with the security officer on duty. These phones are for the summoning of help in an emergency situation. Abuse of these phones are considered under Missouri law the same as making a prank 911 call and could be prosecuted by the police in addition to being dealt with severely by the University. Courtesy phones are also available in classroom buildings and include phone listings for Security, IT, and Maintenance.

ID Cards

All students are required to have a current Missouri Baptist University Student ID card. Student ID cards are required for food services (resident students), library service, chapel attendance, and some science lab services. IDs are required by security and must be presented for identification upon request of any Public Safety Officer. Obtain Student IDs when registering for class. NOTE: There will be a replacement charge of \$10 for each lost, stolen or damaged ID. Student IDs expire at the end of each semester. Faculty/Staff IDs expire July 31st every year. Student, Faculty or Staff ID cards may be renewed during the hours posted on the board outside the Information Technologies Help Desk during the first week of each semester.

Lost and Found

Students may turn in lost or found items to the University Department of Public Safety. Lost items are kept for 90 days and may be claimed by contacting the Department of Public Safety. Items left over 90 days will be removed.

Mail Service

Letters may be mailed at the Reception Desk in the lobby of the Administration Building. Packages delivered to the University must be signed for and picked up at the Reception Desk. Postage stamps may be purchased in the Bookstore. The mailing address of the University is:

Missouri Baptist University

One College Park Drive
St. Louis, MO 63141-8698

Notary Public

Documents may be notarized in the Business Office.

Posters/Bulletin Boards

Items that students, faculty, or any off-campus advertising staff wish to post on the campus bulletin boards must first be cleared through the Office of the Vice President for Student Development and stamped with the Student Life stamp. Any item not in compliance will be removed by the Office of Student Development.

Sports Injury Insurance

The University provides “excess of primary” insurance for athletes. For specific information, contact the Athletic Training Office at 314.392.2281.

Voter Registration

In compliance with the Higher Education Amendment of 1998, MBU provides Voter Registration Forms and information for all enrolled students on the Main campus and extension sites. You are encouraged to avail yourself of your constitutional right to vote and to participate, if eligible, in the United States political structure. Information is available year round at the MBU Library, as well as during campus events prior to an upcoming election.

ACADEMIC SERVICES

FACULTY CHRISTIAN EMPHASIS

Faculty are selected with the objectives of the University in mind and with emphasis placed upon character and Christian commitment, academic competence, teaching ability, and personality.

Evidences of character include dynamic Christian living, active participation in and financial support of church affairs, and maintenance of high standards of accomplishment for themselves and for their students.

STUDENT/FACULTY RELATIONS

The University is designed to provide the best quality education with a personal interest in each student. Faculty members at Missouri Baptist University are readily available for conferences with students. Members of the faculty are concerned with helping each student develop a lifestyle that is committed to Christ. After admission to Missouri Baptist University, students are assigned to a member of the faculty who acts as their academic advisor throughout their college career. The advisor is to play a vital role in helping each student to develop long-range academic and career plans and to select semester class schedules. The advisor must also give approval for all schedule adjustments, overload, and directed studies.

ACADEMIC ADVISEMENT

The Office of Advising, located on the third floor of the Field Academic Hall, assigns each new student at Missouri Baptist University to a member of the faculty who acts as his/her academic advisor during the period that he/she attends the University. Students must see their Academic Advisor to register for classes or to make schedule adjustments. Once a student who entered MBU as “undecided” or “undeclared” has declared a major, he/she must complete the proper forms and submit them to the Advising Office in order to be assigned to an advisor. If a student wishes to change advisors or majors, he/she must submit a completed Change of Major/Advisor Form to the Advising Office.

ACADEMIC DISHONESTY

Academic dishonesty jeopardizes the academic integrity of the University and is not in keeping with Christian principles. It is considered a serious offense. Missouri Baptist University expects students to attach their names only to work or research that they have done themselves. Materials and sources must be properly documented. Students must prepare original work and research, present their own reports and papers, and take examinations without any assistance or aids not expressly permitted in the testing procedure.

Academic dishonesty includes, but is not necessarily confined to: plagiarizing; cheating on examinations; submitting counterfeit reports, tests, or papers; stealing tests or other academic materials; knowingly falsifying academic records or documents such as transcripts; and submitting the same work to more than one class without the consent of the instructors involved.

Academic dishonesty of any nature will result in disciplinary action, which may include receiving a failing grade on the piece of work in question, failure in the course, or dismissal from the University. Academic dishonesty is a part of the Student Conduct Code.

ACADEMIC PRIORITIES

All students are expected to do the best academic work of which they are capable. They are expected to give first priority to the preparation of assignments, to class attendance, and to class participation. Outside study time needed will vary with each class. Generally, two hours of outside study time are required for each hour of in-class time.

For the University experience to be fulfilling, students must strive to grow through the knowledge offered in class and outside study. True intellectual growth results from an individual forming opinions under the rigors of intellectual discipline.

CANCELLATION OF CLASSES

In the event that day classes are cancelled due to snow or other severe weather, or if classes are to run on the Delayed Day Schedule, please note the following:

- The mobap.edu website will provide the most accurate information and details.
- The Main campus phone messaging system (314) 434-8262 will play updated information.
- The following broadcast centers will be notified: KMOX Radio (1120 AM), KSDK Channel 5, and other outlets.

Announcements on KMOX begin at 5:30 AM with a repeat listing at 6:30 AM. KTVI Fox Channel 2 and KSDK NBC Channel 5 continually broadcast information from 5:30 AM - 9 AM. Announcements on the website and phone system will be made as early as possible.

When the Delayed Day Schedule is announced, 8 AM classes are cancelled and students should report to school at 9:30 AM for classes that are scheduled to begin at 9 AM or 9:30 AM. All other classes will meet as scheduled. All evening class cancellations will be decided by 4 PM and posted on the website.

CLASS ATTENDANCE AND TARDINESS

Missouri Baptist University has no system of “cuts” or “excused” absences. Absences are counted from the first day of the term. Students are expected to report to class on time. The faculty member is to meet each class promptly. A professor who arrives as much as fifteen minutes late cannot expect a class to wait unless he/she has sent word ahead. Exceptional circumstances must be considered by the individual faculty member.

GRADE APPEALS

When a student determines that a grade has been recorded unfairly for a course or a portion of a course, and the grade for an activity or a portion of an activity substantially affects the final grade, the student has a right to appeal first to the faculty member. The student should do so in writing to the faculty member, with a copy to the Division Chairman and the Vice President for Academic Affairs.

The student must complete a Grade Appeal Form and submit it to the faculty member no later than thirty calendar days after the first day of the following semester (Fall and Spring).

The faculty member then should review within fifteen days of the receipt of the Grade Appeals Form, all of the student’s records for that course with the student, explaining to the student the rationale for the grade and that the student’s work was considered in the same terms as that of other students in the course.

If the faculty member determines that the grade should be changed, the Director of Records will be informed and a Change of Grade Form will be filed in the Records Office. A copy of that communication will be provided to the student, the Division Chair, and the Vice President for Academic Affairs.

If after the review the instructor determines that the grade should not be changed, and if the student deems that the faculty member’s judgment in not changing the grade is unjustified, the student has the right to appeal to the Division Chair in writing. Such appeal should include justification for appeal beyond the faculty member. The Division Chair will then review with the faculty member and the student the points of disagreement and render judgment as to whether the grade that has been assigned is the proper grade.

The decision of the Division Chair will be final determination of the grade. A student should not assume that an appeal will be successful. The instructor is the most qualified individual for assessing a student's level of performance in a course and is given the widest range of latitude in setting course standards. No grade will be changed by the Division Chair without clear evidence of some degree of unfairness, bias or violation of professional, ethical or legal standards on the part of the instructor.

In the event that the student is appealing the grade decision of a faculty member who serves as a Division Chair, the Vice President for Academic Affairs will assume the role and function of the Division Chair in the appeal.

In the event that new evidence might be provided, the student should re-appeal the grade to the appropriate faculty member. In the event that the faculty member, either full-time or part-time, is no longer at the institution, the Division Chair will conduct the appeal hearing.

GRADUATE STUDIES PROGRAM

The University offers seven graduate degree programs: Master of Arts in Christian Ministry (MACM), Master of Business Administration (MBA), Master of Arts in Counseling (MAC), Master of Arts in Teaching (MAT), Master of Science in Education (MSE), Master of Educational Administration (MEA), and Educational Specialist (EdS). A Graduate Certificate in Sport Management is also available.

The MACM is intended for leaders and/or bi-vocational pastors within the local church and parachurch setting. Students must complete 24 hours of core courses and then may concentrate in one of five areas: Pastoral Ministry, Urban Ministries, Biblical Counseling, Apologetic Studies, and Biblical Languages.

The MBA program is designed for managers or supervisors who are seeking an advanced degree in Business. Students enrolling in the program are not required to have an undergraduate degree in Business.

The MAC program offers both school counseling and agency counseling tracks. The school counseling track prepares students to serve as school counselors in elementary and secondary settings. The agency counseling track meets the academic requirements for counselor licensure in the state of Missouri.

The MAT program provides opportunities for individuals who have a bachelor's degree and would like to complete initial teacher certification at the graduate level as well as additional certifications for those who already have teacher certification.

The MSE has two concentrations: Curriculum and Instruction and Sport Management. MSE-Sport Management, offered exclusively online, provides students with skills to effectively manage in a wide range of sport-related enterprises including interscholastic athletics, intercollegiate athletics, amateur and professional sports, sport-marketing firms, special-event management, and facility management. MSE-Curriculum and Instruction offers certified teachers the opportunity to enhance not only their comprehension and understanding of curriculum and instruction, but also, to develop the professional technological skills required for success in today's educational environment. Students pursuing this concentration will have the option of completing the program online, in the classroom, or through a hybrid approach that blends both options.

The MEA degree is only for certified teachers who are preparing to become elementary, middle school, or secondary principals.

The EdS degree offers two tracks: Superintendent, for certified principals seeking certification as a school superintendent, and Curriculum and Instruction.

TEACHER CERTIFICATION

A student desiring Missouri Teacher Certification is required to apply for admission to the Teacher Education Program. Information is available in the Education section of the University Catalog and from the Director of Teacher Education Certification Advising. Teacher Education Admission Packets are available on the wall outside FLD-312. All forms are also available on-line at http://www.mobap.edu/academics/divisions/education/student_info/index.asp.

STUDY ABROAD

In addition to the broad spectrum of classes available on the Main campus and at extension centers, Missouri Baptist University also offers the opportunity to study abroad. Our current programs include study at colleges or universities in Hong Kong, China, Japan, Taiwan, Vietnam, Thailand, England, Austria, Belgium, Czech Republic, the Netherlands, France, Switzerland, Hungary, Ireland, Italy, Poland, Russia, Spain, Jordan, Senegal, Ghana, Uganda, South Africa, Australia, Dominican Republic, Costa Rica, Brazil, Chile, and Argentina, with many other options available. Each of these schools is fully accredited, and classes are transferable to any United States college or university. While the tuition and expenses vary by country, students may apply for a study abroad scholarship to assist with the additional costs associated with studying abroad. Since most Americans have few overseas travel opportunities, don't overlook this wonderful way to experience diverse cultures firsthand, while adding value to your overall educational experience. Please visit our website at <http://www.mobap.edu/academics/international/index.asp> or contact the Director of Study Abroad at Ext. 2112 for more information.

GOVERNING PRINCIPLE

The governing principle for Missouri Baptist University Student Conduct Code, Policies, and Procedures is Galatians 5:14, "The entire law is summed up in one command, 'Love your neighbor as yourself...'" and Luke 6:31, "Do to others as you would have them do to you." These scriptures are fleshed out in biblical values such as respect, humility, integrity, service and leadership.

STUDENT CONDUCT CODE

STUDENT CONDUCT CODE STATEMENT

Missouri Baptist University is a church-related institution, and it is expected that employees and students will conduct themselves in accordance with Christian principles both on and off the campus. Personal misconduct either on or off the campus by anyone connected with MBU detracts from the Christian witness the University strives to present to the world and hinders full accomplishment of the University program. While at the University, the student is expected to obey federal, state, and local laws. The University and its employees will cooperate with law enforcement agencies during an investigation. Each student is also expected to obey rules and regulations established by Missouri Baptist University. In all cases of violation of the University rules and regulations, or of actions in violation of local, state, or federal laws, Missouri Baptist University reserves the right to proceed with its own disciplinary action independent of governmental charges or prosecution. There is no University policy to await the outcome of governmental prosecution.

SCOPE OF CODE

The following policies prohibiting specific types of conduct are not designed to be a comprehensive, inclusive code. Any conduct violation of local, state, or federal laws, or any indecent or disorderly conduct disruptive of the orderly process of the University educational program, may be grounds for disciplinary action.

STUDENT AWARENESS RESPONSIBILITY

It is the responsibility of the student to become familiar with these policies and rules. The administration will attempt to ensure that all students know the rules through orientation sessions. However, students are responsible to the University for their conduct. If students should witness a violation of these policies on the part of other students, faculty, or administrators, it is their responsibility to report it. In the event that a student violates the campus rules, the student will appear before the Vice President for Student Development and/or the University Conduct Committee for disciplinary action. A student enrolling in Missouri Baptist University assumes an obligation to behave in a manner compatible with the University mission and purpose as an educational institution.

JURISDICTION

Jurisdiction of Missouri Baptist University generally shall be limited to conduct which occurs on the Missouri Baptist University premises (including off-campus housing) or at University-sponsored or supervised functions. However, nothing herein limits the administration of the University from taking appropriate action, including, but not limited to, the imposition of sanctions against students for conduct on or off University premises.

VIOLATIONS OF STUDENT CONDUCT CODE

- A. Academic dishonesty includes, but is not limited to, cheating, plagiarism and sabotage. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on the work in that course, if possible, and report the alleged academic dishonesty to the Vice President for Student Development.
1. The term "cheating" includes, but is not limited to:
 - a. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - c. Acquisition, or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; and,
 - d. Knowingly providing any unauthorized assistance to another student in taking any quiz, test, or examination.
 2. The term "plagiarism" includes, but is not limited to:
 - a. Use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations, or bibliographical reference;
 - b. Unacknowledged use of materials prepared by another person or agency engaged in the supplying or selling of term papers or other academic materials; and,
 - c. Unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.
 3. The term "sabotage" includes, but is not limited to the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University student body, faculty, or staff.
- B. Forgery, alteration, or misuse of University documents, records of identification, or knowingly furnishing false or misleading information to the University.
- C. Obstruction or disruptions of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.
- D. Attempted or actual theft of, damage to, or possession without permission of property of the University or of a member of the University student body, faculty, staff or of a campus visitor.
- E. Unauthorized possession, duplication, or use of keys to any University facilities or unauthorized entry to, or use of, University facilities.
- F. Physical or verbal abuse, sexual harassment or assault, fighting, or any other conduct, which threatens or endangers the health or safety of any person.
- G. Violation of University policies, rules, or regulations, or off-campus regulations, including, but not limited to, those governing residence in University-provided on and off-campus housing, or the use of University facilities.
- H. Manufacture, use, possession, sale, or distribution of alcoholic beverages or any controlled substance without proper prescription or required license, or as expressly permitted by law or University regulations;
- I. Disruptive or disorderly conduct, profanity in any form, or any other lewd, indecent, or obscene conduct or expression;
- J. Failure to comply with directions of University officials acting in the performance of their duties;

- K. Possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals (except for academic purposes) at any time either on campus or off-campus at University-sponsored or supervised functions.
- L. Failure to follow the published guidelines and procedures of the University relating to the use of the campus telephone and computer systems, for the purpose of avoiding charges for personal phone use or any other purpose. The use of any other person's access code which includes, but is not limited to, long distance phone codes, copy codes, computer codes, and passwords etc. is prohibited.

SPECIAL REGULATIONS

ALCOHOLIC BEVERAGES

The consumption and/or possession of alcoholic beverages by students or their guests on campus, at any University-sponsored function, or by any group that is identified with the University, is prohibited.

Any student appearing on campus or at any University-sponsored function under the influence of intoxicating beverages will be subject to disciplinary action.

CLOTHING GUIDELINES

The guidelines for dress are intended to create an atmosphere of modesty and dignity that is in agreement with the standards that set Missouri Baptist University apart as a distinctively Christian institution. The administration expects students to accept individual responsibility for appropriate dress as members of this Christian academic community. Footwear must be worn in all public facilities, including public rooms in University residence halls. Faculty members may determine whether a given mode of dress disrupts the academic process in their classrooms. More formal dress, when announced by the appropriate agency, may be required for special events or occasions. Any article of clothing that is considered immodest or otherwise inappropriate or in conflict with the University standards should not be worn on campus. The University reserves the right to ask students who are dressed inappropriately to leave and change clothes before returning.

DANCING

The traditional position of Southern Baptist churches on dancing is reflected by University policy. University organizations may not sponsor dances on or off campus.

DEBTS

No student is allowed to contract any debt for any student organization without approval in the form of an official purchase order signed by the organization advisor, one of the organization's officers, the Chief Financial Officer of the University, and, when necessary, the University President.

DRUGS

The consumption, possession, and/or use of any narcotic or illegal drug are grounds for severe disciplinary action. Throughout the year, Missouri Baptist University periodically has information and/or programs concerning the use of abusive substances. Help is available if a student has a drug and/or alcohol problem and is willing to deal with it, but students must understand how serious a matter this is.

ELECTRONIC PLAYERS

No radio, tape/CD/DVD player, television set, or other audio equipment is allowed to be in operation while in the Bywaters Student Lounge, University Cafeteria, or Pillsbury Chapel and Dale Williams Fine Arts Center. The Office of the Vice President for Student Development must grant permission for any exception.

FIREARMS

Firearms, ammunition, fireworks or other explosive or incendiary devices are not permitted in the residence halls, or on the campus, or any other University property or at any Missouri Baptist University-sponsored function. Violation of this rule is considered serious, and any violator will be subject to disciplinary action. An authorized security officer may have a firearm as a part of his uniform.

GAMBLING

Gambling in any form is not permitted on the campus.

INSPECTION OF PROPERTY

Officials of Missouri Baptist University reserve the right to inspect and/or search any University-owned building or property including residence halls and University-provided off-campus housing. Refusal of such requests may subject the refusing party to sanctions.

Automobiles on University property are subject to visual inspection by full-time University employees at all times. The University reserves the right to request permission of students to search their automobiles when there is reason to believe that they may contain articles which are not permitted on University property. If a student refuses to cooperate with the search, the vehicle may be impounded until a search warrant is obtained.

LITTERING

Trash cans are located in every room of the University and must be used for the disposal of waste. Leaving paper, Styrofoam goods, aluminum cans, and other litter in places like the Chapel, student lounge, cafeteria, classrooms, etc. is not permitted. The University belongs to all of us, and we all have the responsibility to keep it clean.

ADVISORY ABOUT ON-LINE POSTINGS

Students are reminded that pictures and information posted on the internet via programs such as MySpace and Facebook, are public information. Pictures or information from these sources that describe or document behavior that are brought to the attention of the University and which reasonably suggest that behavior violating University policy has taken place, on campus or at a University-sponsored function off-campus, is subject to further investigation and verification by the University. Any University policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the University.

TOBACCO

The use of tobacco in any form is not permitted in any of the University buildings or vehicles. If a student smokes or uses smokeless tobacco, the University requires that they be confined, when in use, to the designated smoking areas.

MODEL RIGHTS

Students enrolled at the University acknowledge that the University has the right to use their likeness in photography and videography for any and all print and online publications, whether not known or hereafter existing, controlled by MBU, in perpetuity, and for other use by the University. Students are not entitled to any model rights or claims against the University or its agents for use of their likeness.

CRIME STATISTICS

The Missouri Baptist University Public Safety Office publishes an annual campus report on personal safety and crime statistics. The report is available upon request at the Public Safety Office in the Facilities Building.

SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT

Missouri Baptist University is committed to excellence in education that is based on Christian values and standards. The University believes this goal can be achieved only in an environment free of sexual harassment. Sexual harassment undermines the mission of the University, and is prohibited by state and federal law, and will not be tolerated or condoned. The intent of Missouri Baptist University is to provide an environment for students, employees, and faculty that is free of sexual harassment.

DEFINITION

Sexual harassment is the use of personal power or authority to intimidate or attempt to intimidate or coerce a person of the opposite sex (or same sex) into unwanted sexual activity or to create a hostile or offensive academic or work environment. Sexual harassment is distinguished from

consensual relationships by the introduction of the element of coercion; threat; unwelcome sexual advances; request for sexual favors; sexually explicit or suggestive material in written, verbal or visual form; or other unwelcome verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic performance;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of substantially interfering with a student's or employee's academic or work performance, or creating an intimidating, hostile or offensive academic or work environment.

EXAMPLES OF PROHIBITED BEHAVIOR

Prohibited behavior may take various forms. Examples of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual advances or requests for sexual favors.
2. Sexually explicit language, jokes, and/or innuendo.
3. Repeated sexual propositions, date invitations, solicitations and flirtations, known to be unwelcome.
4. Inappropriate and/or offensive touching, fondling or bodily contact.
5. Sexually suggestive objects, pictures, videotapes, audio recordings or literature presented or displayed in the classroom, faculty office, staff office, athletic area, or other common areas.
6. Threats of insinuations that may affect a person's employment, wages, promotional opportunities, grades, evaluations, and other academic or employment performance.
7. Sexual assault or attempted sexual assault.

INTENT

The fact that a person did not intend to sexually harass an individual is not considered a defense to a complaint of sexual harassment.

IMPLEMENTATION

To support this policy, Missouri Baptist University will conduct periodic orientation and educational programs for faculty, students, and staff concerning sexual harassment in order to insure a campus environment free from sexual harassment. This orientation and educational process will be administered by the Vice President for Student Development Office.

RETALIATION

Retaliation against anyone reporting or thought to have reported sexual harassment behavior is prohibited. Such retaliation shall be considered as a serious violation of the policy and shall be considered independent of whether informal or formal complaint of sexual harassment is substantiated. Encouraging others to retaliate shall constitute a violation of the policy.

Examples of conduct that may constitute retaliation include, but are not limited to:

1. Unfair grading.
2. Unfair evaluation.
3. Unfair assignments.
4. Having information withheld or made difficult to obtain in a timely manner such as class information, recommendations or grades.
5. Not being informed about important events, such as meetings or changes in policies.
6. Ridicule (public or private).
7. Verbal or written threats or bribes.
8. Refusal to meet with the person even though that person has a right to do so.
9. Name-calling.
10. Further harassment.

SEXUAL HARASSMENT PROCEDURES & EDUCATIONAL PROGRAM

INFORMAL COMPLAINT

1. At the complainant's option, a complaint that one or more provisions of this policy have been violated shall be brought in the case of an alleged student violator, to the Vice President for Student Development, or the Dean of the Extension Site and, in the case of an alleged staff or faculty violator, to the Provost/Vice President for Academic Affairs.
2. The administrator, Dean or Provost/Vice President for Academic Affairs, to whom the complaint is made will counsel the complainant as to the options available under this policy and, at the complainant's request, may intervene on the complainant's behalf to attempt to resolve the complaint informally through discussions with the person alleged to have violated the policy.
3. The person to whom the informal complaint is made will not inform the accused of the complaint without the consent of the complainant.

INVESTIGATION PRIOR TO FORMAL ACTION

1. A complainant wishing to make a formal complaint should file a written complaint with the Vice President for Student Development or Provost/Vice President for Academic Affairs, as the case may be, who will determine the method by which the investigation will be conducted.
2. The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation of this policy has occurred. In conducting the investigation, the appropriate administrator or his/her designee may interview the complainant, the accused, and other persons believed to have pertinent factual knowledge. At all times the administrator responsible for the investigation will take appropriate steps to insure the confidentiality of the investigation.
3. The investigation will afford the accused a full opportunity to respond to the complainant's allegation(s).
4. Possible outcomes of the investigation are:
 - a. A judgment that the allegations are not warranted.
 - b. Mutually acceptable resolution of the complaint.
 - c. Commencement of a formal disciplinary action, described in succeeding sections.

PROCESS FOR TAKING FORMAL ACTION

If, after the investigation is complete, the responsible administrator to whom the complaint is made concludes that there is a reasonable basis for believing that an alleged violation of this policy has occurred and a mutually acceptable resolution of the matter cannot be achieved, formal action may be taken.

The decision to take formal action will be made by the Provost/Vice President for Academic Affairs, when a faculty member, other instructional personnel, or staff member has been charged. The Vice President for Student Development will make the decision in the case of a student having been charged.

FORMAL ACTION

Except as specifically modified by other provisions of this policy, formal action involving allegations of:

1. Violations of this policy by faculty and staff will be governed by the grievance policy and procedure outlined in the personnel procedures handbook.
2. Violations of this policy by students will be governed by the Judicial Procedure for alleged Violations of Code of Student Life. Both the Code of Student Life and the Judicial Procedure are published and distributed to students annually in the University Student Handbook.

PERMISSIBLE SANCTIONS FOR VIOLATION OF THE POLICY

The sanction for violation of this policy include, but are not limited to, censure, suspension or termination of employees, faculty and staff of the University, and censure, suspension or expulsion of students.

PROTECTION OF COMPLAINANT AND OTHERS

Normally, the person against whom the informal complaint is made will be notified of the complaint in order to facilitate a resolution of the complaint. The complainant will be kept reasonably apprised of the status of the investigation. All reasonable actions taken to insure that the complainant and those testifying on behalf of the complainant will suffer no retaliation as the result of their participation in the complaint, investigation or hearing process.

Steps to avoid retaliation may include:

1. Lateral transfer of one or more of the parties to a different employment setting or a comparable move to a different classroom setting.
2. Arrangements that academic and/or employment evaluations concerning the complainant or others be made by an appropriate individual other than the accused.
3. In extraordinary circumstances, the Provost/Vice President for Academic Affairs may, at any time during or after an investigation of a sexual harassment complaint, suspend from teaching responsibilities any faculty member or instructional person accused of sexual harassment pending a final hearing. If after reviewing the allegations and interviewing of the accused, the complainant, and if appropriate, other persons having knowledge of the matter, the Provost/Vice President for Academic Affairs finds that it is reasonably certain that the alleged sexual harassment has occurred and serious immediate irreparable harm will occur if the person continues to teach the class. In the same manner, the Vice President for Student Development may suspend any student alleged to have violated the policy from attending classes and/or otherwise enjoin from attending classes on campus pending a formal hearing on the charges.

PROTECTION OF THE ACCUSED

At the time the investigation commences, the accused will be informed of the nature of the allegations, the identity of the complainant, and the facts surrounding the allegations. A complainant found to have been intentionally dishonest in making the allegations or to have made them maliciously is subject to disciplinary action. False charges or complaints of sexual harassment will be treated as a serious offense, which is damaging to the total campus community.

PROTECTING BOTH PARTIES

To the extent possible, the proceedings will be conducted in a way calculated to protect the confidentiality of both the complainant and the accused. The parties will be informed promptly about the outcome of the proceedings.

EDUCATION AS A KEY ELEMENT OF THE POLICY

Educational efforts are essential to the establishment of a Campus environment that is as free as possible of sexual harassment. There are at least four (4) goals to be achieved through education:

1. Insuring that all faculty members, students and employees are aware of their right to be free from sexual harassment;
2. Reasonably informing individuals of conduct that is proscribed by the policy;
3. Insuring that administrators properly respond to complaints of violations of this policy; and
4. Helping to sensitize students, employees, faculty members and administrators to the issue of sexual harassment on campus.

PREPARATION AND DISSEMINATION OF INFORMATION

The office of the Provost/Vice President for Academic Affairs is charged with distributing copies of this policy and procedures to all current members of the University community and to all those who join the community in the future. An annual letter from the office of the Provost/Vice President for Academic Affairs will be sent to all faculty and staff to remind them of the contents of the Sexual Harassment Policy. A copy of the Sexual Harassment Policy will be included in student orientation materials. Copies of this policy and procedures will be continuously available at appropriate University centers and offices.

The office of the Provost/Vice President for Academic Affairs will develop a series of training sessions for those persons who are likely to receive complaints that the policy has been violated. Including but not limited to, such persons as residence hall assistants, academic advisors, Division Chairs and faculty.

The Vice President for Student Development will develop a course designed to inform and educate students to the issue of sexual harassment, the conduct prohibited on campus by this policy and the appropriateness of sanctions for violations of this policy. A mandated program for those students determined to have violated the policy and will be imposed as a component of any complaint resolved through conciliation.

FALSE CHARGES

False charges or complaints of sexual harassment will be treated as a serious offense, which is damaging to the total campus community.

STATEMENT OF SEXUAL BEHAVIOR

The University believes that sexual intercourse and other forms of intensely personal sexual behavior are derived from a setting within the male-female marriage relationship. Its meaning is constituted by its practice within a proper context, marriage, and with a proper intent, and expression of love under the Lordship of Jesus Christ, sexuality rooted in a respect for human life and the individual dignity of human beings as made in the image of God. For this reason the University condemns sexually exploitive or abusive behavior and any form of sexual harassment. Since pornographic material is considered degrading to human dignity, the University prohibits the possession and use of such material.

STUDENT DISCIPLINARY PROCEDURES

NOTICE OF CHARGES

The University's student conduct policies, rules and regulations or other University policies related to students are collectively referred to as the "Student Conduct Code" herein.

Resident Directors will deal with cases involving violations of the Resident Life Handbook and minor violations of the Student Conduct Code related to resident life that occur in MBU housing (including the off-campus apartments). Resident students will be notified in writing by the Resident Director of the charges and sanctions imposed. If the student objects to the sanctions, he/she must appeal it in writing to the Vice President for Student Development within two (2) business days of their signed receipt of the sanction letter. The student making the appeal must submit a written defense of his/her appeal detailing why he/she objects to the sanctions. The Vice President for Student Development serves as the first and final level of appeal for minor infractions involving Resident Life.

The Vice President for Student Development will deal with more serious violations of the Student Conduct Code. In more serious cases every student accused of violating the Student Conduct Code shall receive a written notice of charges from the Vice President for Student Development which shall include the sanctions imposed by the Vice President for Student Development relative to those charges, which sanctions shall be effective immediately. Prior to issuance of such written notice of charges, the Vice President for Student Development or his designee will attempt to meet with the student, advise the student orally of the general nature of the charges and allow the student to provide the student's explanation relating to the charges.

The Vice President for Student Development for good cause shown reserves the right to temporarily suspend student privileges, including limiting or prohibiting a student's presence on campus, during the time a student is under investigation for violation of the Student Conduct Code and/or federal, state, and local laws. This determination is made when the potential violation is so serious that the well being of members of the University community, other parties, and/or the mission of the University may be damaged as a result of the potential violation.

HEARING BEFORE THE VICE PRESIDENT FOR STUDENT DEVELOPMENT

If the student objects to the charges or sanctions, the student must within three (3) business days of the receipt of the notice and sanctions, submit a written request for a hearing to the Vice President for Student Development, and may request a stay of the sanctions by the Vice President for Student Development for good cause shown. The Vice President for Student Development shall schedule a hearing with the student to be held within three (3) business days of the receipt of such request, and shall notify the student of the time and place of such hearing. At the conclusion of the hearing, or within two (2) business days of the conclusion of the hearing, the Vice President for Student Development shall notify the student in writing of the determination of the Vice President for Student Development as to the charges and sanctions.

APPEAL TO THE UNIVERSITY CONDUCT COMMITTEE

If the student chooses to appeal the decision of the Vice President for Student Development, the student may, within three (3) business days, formally appeal to the University Conduct Committee by written notice delivered to the Vice President for Student Development. Upon receipt of such appeal notice, the Vice President for Student Development shall promptly deliver the notice to the Chair of the University Conduct Committee. The President of the University shall appoint the Chair, as well as the members of the Committee. The student may request a stay of sanctions during the appeal process. The Vice President for Student Development will determine the stay of sanctions. This decision cannot be appealed. The student is automatically placed on probation throughout the entire appeal process. Any further violations of the Student Conduct Code may result in the denial of the current appeal and immediate suspension or expulsion.

HEARING BEFORE THE UNIVERSITY CONDUCT COMMITTEE

Within three (3) business days of the filing of the notice of appeal, the Chair of the Conduct Committee shall assign a subcommittee consisting of three members of the Conduct Committee the task of evaluating the merit of the appeal. The student making the appeal must submit a written defense of his/her appeal detailing why he/she objects to the sanctions. The subcommittee members should evaluate the student's appeal and other documentation relevant to the violation based on the following criteria:

1. Irregularities in fairness that influenced the outcome of the disciplinary action. It is the burden of the student making the appeal to demonstrate the original decision would more likely than not have been different had the irregularity or error not occurred.
2. Demonstrated prejudice against any party involved on the part of the Student Development officer who participated in the disciplinary action. The prejudice must be more than simple opposition to the appealing party's point of view; instead, evidence must show a significant conflict of interest, bias, pressure or influence that prevented a fair and objective hearing.
3. Discovery of new and significant evidence not available at the time of the original hearing.
4. A sanction that is extraordinarily disproportionate to the violation.

Requests for appeal will not automatically be granted and may be denied by the subcommittee if one (or more) of the above criteria is not demonstrated. Within five (5) business days the subcommittee will report its decision to the Chair of the University Conduct Committee. Notification will be given to the student by the Chair of the Conduct Committee within two (2) business days of receiving the subcommittee's decision. If the subcommittee denies the appeal, there is no further appeal.

If the subcommittee decides that the appeal should be heard by the full Conduct Committee, the Chair, within seven (7) days of receiving the subcommittee's decision, will establish the date, time, and place of a hearing of the charges against the student, and shall send written notice of such to the student, the Vice President for Student Development, and all of the members of the Committee. The date of the hearing shall be not less than seven (7) days and not more than twenty-one (21) days after the giving of the notice of the hearing. The University shall make arrangements for the making of a record of the hearing, either by a stenographer or other appropriate means, and shall bear the expense of making such record. The student shall have the following rights at the hearing:

1. To be present at the hearing;
2. To cross-examine any witnesses presented by the administration;
3. To present witnesses and other appropriate documentary evidence; and
4. To remain silent or to testify in defense.

DECISION OF THE VICE PRESIDENT FOR STUDENT DEVELOPMENT AND THE CONDUCT COMMITTEE

Following the conclusion of the hearing, the Committee shall deliberate in closed session and within reasonable time shall render a decision by a majority vote. The Chair of the Committee shall deliver the written findings and the decision of the Committee to the Vice President for Student Development as soon as is practical after the decision is rendered. The student shall be notified of the Committee recommendation and the final decisions concerning the disciplinary actions in a joint meeting with the Vice President for Student Development and the Committee Chair. Once the appeal process is completed, there is no further appeal process.

NOTICE TO THE STUDENT

Any notice to the student under this discipline policy shall be mailed by certified mail to the most recent address shown in the official student file maintained by the University, and shall be deemed received when deposited in the U.S. Mail with postage pre-paid. If the student desires to pick up any notice subsequent to an appeal to the Vice President for Student Development, the student shall make an appointment between two (2) and seven (7) working days with the Vice President for Student Development to receive and sign for the written result of the appeal.

If, at any time during the appeal process, the student desires to designate a different address for notice, the student shall so advise the Vice President for Student Development, and such address, along with designated telephone number, shall be forwarded to the Chair of the Conduct Committee by the Vice President for Student Development.

SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Student Conduct Code; more than one of the sanctions may be imposed for any single violation. These sanctions will be imposed by the Vice President for Student Development or jointly by the Vice President for Student Development and the recommendation of the Student Conduct Committee.

- a. Official Warning – A written notice to the student which shall remain in the student's file.
- b. Probation – Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be in violation of the Student Conduct Code.
- c. Loss/Restriction of Privileges – Denial of specified privileges for a designated period of time.
- d. Restitution – Compensation for loss, damage, or injury to the University or University property. This may take the form of appropriate service and/or monetary or material replacement.
- e. Discretionary Sanctions – Work assignments, service to the University, and/or other related discretionary assignments, such as:

- Referral to a Counseling Center;
 - Referral to a Wellness Program;
 - Fines;
 - Work or research-related tasks; or
 - A research paper on a specific topic to be completed at a designated time.
- f. Residence Hall Suspension – Separation of the student from the residence halls for a definite period of time, after which the student is eligible for return to the residence hall. Conditions for readmission may be specified.
 - g. Residence Hall Expulsion – Permanent separation of the student from the residence halls.
 - h. University Suspension – Separation of the student from the University for a definite period of time, after which the student may be eligible to return. Conditions for re-admission may be specified.
 - i. Denial of Privilege to Re-Enroll – Places student on indefinite probation and allows for the completion of the current semester, under terms deemed appropriate by the University, but prohibits enrollment for subsequent semesters without permission from the Vice President for Student Development.
 - j. Dismissal from the University with Suspended Execution of Sentence – Enables alternative recourse with the goal of restoring the student while stipulating that the student will automatically be expelled following a second offense.
 - k. Expulsion from the University – Permanent separation from the University.

TRAFFIC & PARKING POLICIES

INTRODUCTION

Missouri Baptist University has five parking lots to accommodate parking needs. Those five lots are the main lot (B), the Field Academic Hall lower lot, (A), upper and lower lots at the baseball field (C) and the residence hall lots (D). Due to the large number of vehicles on the University property at any given time, rules have been established for the use of these lots. These rules have been established to make parking as safe and convenient as possible.

REGISTRATION OF VEHICLES

All students must register their intent to park a vehicle on campus and obtain a parking sticker by the first day of class each semester. All parking stickers are sold on a first-come, first-serve basis. Possession of a sticker for a specific lot gives you the privilege of parking in that lot but does not guarantee a parking space. Parking in any reserved and visitors' spaces will result in a ticket or the possibility of your vehicle being immobilized by a vehicle boot device. No vehicle may be parked on campus without a parking sticker affixed to your vehicle or a temporary one-day parking hangtag.

The parking sticker should be affixed to the inside lower left rear window of the vehicle (back window driver's side). Convertible automobiles or vehicles with a removable rear window should affix the sticker to the lower left front window inside (below state inspection sticker). Any vehicle that does not have the sticker affixed in the proper location or not readily visible will be ticketed for failure to display sticker registration.

PARKING STICKER FEES

Parking stickers may be purchased during the registration process for each semester. Parking sticker fees are as follows:

Lot A (Lower)/Lot B (Main) – Faculty/Staff Sticker \$45 per semester

- * A limited number of Lot A/Lot B stickers are available for students to purchase.
- * Persons with any color sticker may park in the Main or Lower Lot after 4:30 PM. Except Dorm residence may not park in any lot except the Dorm lot (D)
- * For full-and part-time faculty and full-time staff only.
- * Faculty/Staff sticker will be black.

Lot C (Upper Baseball/Softball) – C Parking Sticker \$35 per semester

- * At the beginning of each new class term new stickers printed with the date of the current semester will be issued to students.

Lot D (Residence Hall) – D Parking Sticker \$35 per semester

- * The fee for the resident students is included in resident fees.
- * All FA-08 stickers will be light blue and all SP-09 stickers will be green.

ABANDONED VEHICLES

All vehicles parked on Missouri Baptist University property must have current registration from the student's home state. Any vehicle without current and valid license plates will be considered abandoned and will be towed at the owner's expense in accordance with the City of Creve Coeur and the State of Missouri laws on abandoned vehicles.

TRAFFIC REGULATIONS

At Missouri Baptist University, like everywhere else in the nation, driving is a privilege. To ensure that everyone enjoys that privilege, all local, state and University traffic regulations governing the safe operation of a motor vehicle will be enforced. The campus speed limit is 15 miles per hour except where a slower speed limit is essential to safety and is safety enforced. Motorcycles and bicycles should be parked in appropriately marked areas, and drivers and riders are expected to observe the same traffic rules as vehicle drivers. Pedestrians have the right of way at all times and all vehicles are required to yield to them. All stop signs on campus are placed to maintain safety for all traffic and pedestrians. Running a stop sign, careless and reckless driving, and failing to yield to pedestrians are considered serious offenses and will result in a moving violation.

FINES AND PAYMENTS

All moving violations and/or parking regulations carry fines. Penalties, with the exception of moving violations, failure to obey a security officer, failure to register vehicle(s), and/or failure to furnish correct license numbers, will be reduced to one-half if paid within 24 hours of the time of the receipt of the citation, exclusive of Saturday, Sunday and official vacation periods. Failure to register for parking will result in a "hold" for the amount of the sticker plus the cost of any tickets incurred. Penalties are payable by cash, check, or credit card to the Student Financial Services Office. At the discretion of the Vice President for Student Development campus service may be required in place of monetary payment. Until these fines are paid, no grades or transcripts will be issued for students.

PARKING VIOLATIONS

1. Parking a vehicle on campus without a registration permit and properly displayed sticker (registered to the same car and student). A sticker not affixed to the vehicle is the same as not displaying a sticker and will be ticketed. In the event that a student drives a different car than the one registered to the student and assigned sticker, a temporary tag may be obtained in the Office of the Vice President for Student Development.
2. Parking a vehicle in an unauthorized area such as:
 - a. Along the south side of the road on Dink Marler Lane (pedestrian traffic lane).
 - b. Along any white or yellow painted curbing or edge of any road striped with white or yellow paint.
 - c. Within 500 feet of any fire hydrant or other similar emergency device.
 - d. The emergency service drive to Muncy Gymnasium
 - e. The semi-circle drive in front of the Administration Building.
 - f. The service vehicle area at the northwest entrance of Field Academic Hall.
 - g. In front of Pillsbury-Huff Residence Hall.
 - h. All visitors' spaces and reserved spaces.
3. Parking where prohibited by signs.
4. Parking on grassy areas.
5. Parking on sidewalks or entrances to buildings.
6. Parking in front of trash disposal containers and "service vehicle only" areas.
7. Parking in a fire lane, traffic right of way, or pedestrian crosswalk.
8. Parking in a lot other than the one specified by sticker color.
9. Defacing or misuse of sticker.

AUTO BOOT POLICY

Auto booting is a means of controlling and decreasing the number of habitual parking violators on the Missouri Baptist University campus. The auto boot attaches to the front or rear left tire preventing the moving of the vehicle until all parking fines are paid or parking disputes settled. This is a safer and more convenient way of controlling habitual offenders.

1. Application of Auto Boot
 - a. The Auto Boot will be applied after the receipt of the fifth unpaid non-moving violation in one semester.
 - b. The Auto Boot will be applied to vehicles parked illegally in all reserved, fire, visitor, and disabled parking spaces or maybe towed at the owners expense depending on the seriousness of the violation.
2. Removal of Auto Boot
 - a. The Auto Boot will be removed providing the following conditions are met:
 1. Fees are paid in full (parking fees, ticket fees, and Auto Boot removal fee of \$75);
 2. Public Safety personnel are provided with the receipt showing payment in full of both fines and Auto Boot removal fee; and
 3. Approval of the Vice President for Student Development

RESPONSIBILITIES

1. Violators are responsible for the following:
 - a. Parking fees (including all tickets).
 - b. Auto Boot Fees.
 - c. Any and all damages to the Auto Boot.
2. Missouri Baptist University is not responsible for any loss or damage incurred from Auto Booting.

TRAFFIC OR PARKING APPEAL PROCESS

The Traffic and Parking Appeals Committee has been established to hear parking appeals on a regular basis. Appeals may be scheduled in the Office of the Vice President for Student Development. If one chooses to appeal a parking violation he/she automatically forfeits the option of the half-price discount given for paying a ticket within 24 hours.

Questions concerning parking should be directed to the Office of the Vice President for Student Development.

COMPUTER USE POLICY

Background

Campus computing is intended to support the mission of Missouri Baptist University in providing an excellent liberal arts education in a distinctively Christian environment and requires responsible, ethical and legal use of computer resources by all students. This policy sets provisions for computer use on any MBU campus or equipment or those connected to the University's network.

POLICY

All students are expected to abide by the guidelines set forth in this policy. Using the University's computers is a privilege and may be revoked at any time for unacceptable conduct. Sanctions may include those of the student conduct code located in the student handbook.

DEFINITIONS

This policy pertains to any student on any campus who will be utilizing our computer or network resources in any way.

GUIDELINES

- A. Acceptable behavior includes, but is not limited to, the following:
 1. Using resources for University courses, research, functions and correspondence.
 2. Respecting copyright and other intellectual property rights.
 3. Abiding by security restrictions on all systems to which the student has access.
 4. Using personal account(s) properly (i.e., changing passwords frequently and not sharing them.)
- B. Unacceptable behavior includes, but is not limited to, the following:
 1. Cheating, plagiarism and information theft.
 2. Wasting finite computer resources (i.e., online time, paper, disk space, bandwidth usage, etc...)
 3. Accessing, examining, or attempting to examine files, mail, and/or data belonging to others.
 4. Accessing, examining, or attempting to view or change configurations of University computers, printers, routers, hubs, networks, etc. or any other user's computers or equipment.
 5. Abusing the email system, including but not limited to, sending unsolicited, annoying, harassing or obscene messages.

6. Distributing passwords or otherwise attempting to gain access to secure areas of the University network.
7. Invading the privacy of other individuals or committing identity theft.
8. Damaging any University hardware or software.
9. Deleting any University data, including but not limited to, campus software and data belonging to another person.
10. Using multiple terminals or computers simultaneously.
11. Installing any software on University property without the prior consent of the IS department.
12. Knowingly introducing a computer virus.
13. Violating any rules or regulations posted in the computer labs or any related message boards.
14. Accessing materials from the internet, including but not limited to, pornography and other questionable materials that are not consistent with the University's mission in maintaining a distinctly Christian environment.

Violation may result in disciplinary and/or legal action and may result in loss of access, fines, probation or other disciplinary actions through the Vice President for Student Development. Anyone who has questions about policy guidelines, allegations of harassment, or other irresponsible use of technology resources should contact the Director of Information Systems.

Federal law has established penalties for infringements upon copyrights, intellectual property rights and privacy rights of individuals. The Revised Statutes of the State of Missouri Sections 569.093-569.099 have established penalties of tampering with intellectual property of computer users or computer equipment. Penalties range from a one year sentence and a fine of \$1,000 to a five year sentence with a \$5,000 fine, depending on the damage caused.

AGREEMENTS

West County YMCA Missouri Baptist University has a special agreement with the West County YMCA for the use of their facilities by MBU resident students. Information on usage procedures will be given to resident students at the beginning of each semester. For additional information, contact the Vice President for Student Development.

RESIDENT LIFE STAFF 2008-2009

Residence Life Office	FAH	ext. 2120
North Hall Staff	Lobby	ext. 2262
Taira and Eric Schertz schertzT@mobap.edu	Resident Directors	ext. 2263
100's Even RA		
Kelly Feltes	Room 104	ext. 2150
100's Odd RA		
Betsey Moseley	Room 107	ext. 2155
200's Even RA		
Erin McDermott	Room 222	ext. 2253
200's Odd RA		
Sarah Long	Room 217	ext. 2240
Pillsbury-Huff Hall Staff	Lobby	ext. 2139
Jon and Lisa Hessel hessejl@mobap.edu	Resident Directors	ext. 2140

RA

100's Floor RA		
Jacob Hammack	Room 100	ext. 2001
200's Floor RA		
Clayton Olsson	Room 201A	ext. 2034
250's Floor RA		
Ben Chapman	Room 251B	ext. 2071
300's Floor RA		
John Barnes	Room 301A	ext. 2094

Off-Campus Housing Staff

Marie Tudor	Resident Director	tudorm@mobap.edu	ext. 2120
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RIGHTS AND RESPONSIBILITIES OF RESIDENT STUDENTS

Campus housing, inclusive of leased off-campus housing, is designed to provide an environment that complements the academic, spiritual, social, and recreational experience at Missouri Baptist University. The enjoyment of life in the community on campus will largely depend on the level of each student's personal involvement and on his or her thoughtful consideration for others. Basic Rights of each resident include:

1. The right to sleep, read, and study in your room free from undue interruption. Unreasonable noise and other distractions inhibit the exercise of this right at any time.
2. The right to expect that your roommate(s) and any guest(s) will respect your personal belongings.
3. The right to a clean living environment.
4. The right to free access to your room and facilities without pressure from roommate(s) or other residents.
5. The right to privacy.
6. The right to redress for grievances. The Office of the VP for Student Development and the Resident Life Staff are available to assist in settling major conflicts.
7. The right to be free from fear of intimidation and physical and/or emotional harm.
8. The right to expect reasonable cooperation in the use of "shared" appliances in your room and a commitment to honor agreed upon payment procedures.

Missouri Baptist University reserves the right to vacate any student deemed harmful to the academic, physical, spiritual, emotional, or social environment of the University or any of its constituency.

Assuming residency in the University residence facilities (on- or off-campus) constitutes complete agreement to abide by the regulations in this Handbook.

RIGHTS OF PRIVACY, ROOM INSPECTIONS, ENTRY AND SEARCH

The University reserves the right to have duly authorized personnel enter a residence hall or apartment room under reasonable and restrained conditions for such purposes as to provide maintenance; to ensure the personal health, safety, and security of residents, staff and guests; or to enforce the student conduct policies, rules and regulations, and other established policies of the University when there is reason to believe that such rules are being violated, as determined by the University in its sole judgment.

When appropriate, during room inspections or searches, the University reserves the right to confiscate items found to be in violation of established policies and regulations (i.e. alcohol, drugs, perceived weapons). Items confiscated will not be returned to the student and disposal is left to the discretion of the Resident Director and the University Department of Public Safety. Students are responsible for items confiscated from their room. In addition, a student's refusal or interference with such inspections or searches may subject the student to sanctions.

As part of the normal closing process at Christmas break and Spring break, the end of the spring and summer terms or during any other break, members of the Resident Life Staff may enter each room in order to ensure its safety and security. During campus breaks (Christmas, Spring, etc.) the Resident Director for Off-campus Housing should be notified concerning occupancy or non-occupancy of University-leased apartments during this time. This is for the safety and security of students and their belongings.

RESIDENT HOUSING PROCEDURES

This section of the handbook applies to all resident students, in both on-campus and off-campus housing.

HOUSING - APPLICATION/RE-ADMIT FORMS

The Housing Application can be picked up from the Office of Admissions or Resident Life Office. Applications for new MBU students should be submitted to their Admissions Counselor. Re-admit forms for returning MBU students should be submitted to Resident Life Office. Housing applications are for the full academic year, both Fall and Spring semesters.

NEW RESIDENT HOUSING REGISTRATION

Students must have submitted the following to their Admissions Counselor before a residence reservation is made:

1. Admission Application
2. Housing Application
3. Housing Deposit
4. Emergency Medical Information Form
5. Proof of Health Insurance
6. Copy of Immunization Records/Meningitis Form
7. Personality Profile

NEW AND RETURNING RESIDENT CHECK-IN/MOVE-IN

Students must complete and return to their Resident Assistant the following during move-in times:

1. Signed Move-In Agreement Form/Apartment Form
2. Room/Suite Condition Form
3. Emergency Medical Information Form (returning students)/Meningitis Form
4. Current Proof of Health Insurance (returning students)

During the Spring semester, the following forms must be submitted to the student's Resident Assistant:

1. Re-admit Form/Vacate Form
2. Summer Contract
3. Housing Survey

All resident students must pay all fines before re-entering housing for the following semester. Students may also be denied housing for GPA, discipline reasons, or balance issues.

RESIDENT CHECK-OUT

After all possessions are removed from the room/apartment, the room is inspected by the Resident Assistant. At check-out, all furniture that was present at check-in must be in the room/apartment and in the condition that it was at check-in to avoid a fine. A fine will be assessed for missing, damaged, or disassembled furniture as well as personal possessions left in the room. Keys must be returned before a student leaves campus. A student will be billed \$100 if their keys and prox chip are not returned. Check-out times will be determined by the Office of Resident Life and students will be informed of these times and dates in advance. (Any student who fails to check out with a member of the resident life staff is subject to fines)

To check out of your room/apartment, take the following steps:

1. Make an appointment with your Resident Assistant to check out 24 hours in advance.
2. Remove all personal property. Unless special arrangements are made with the Resident Director prior to check-out, any remaining personal property will be removed by University personnel and disposed of appropriately. If you do not check out properly, you will lose your deposit and be charged "improper check-out" fees.
3. Remove all trash and dispose of it in designated trash facilities.
4. Clean, sweep/vacuum, and mop your room, including the bathroom(s) and apartment kitchen areas.
5. Have a Resident Life staff member inspect your room for cleanliness and damages. The Room Condition Form completed during check-in should be reviewed and signed by the resident and the Resident Life staff member.
6. Return your keys and prox chip. Should you fail to return your keys, a \$100 charge will be placed on your account.
7. Request your deposit if you are not returning to resident housing by completing a Vacate Form. Your deposit will be refunded if your account is paid in full and you have no fines or holds on your account. Refunded deposits can take up to a month for processing and mailing. Please allow a full 60 days after check-out for receipt of your deposit. If you have any questions after that time, please contact the Student Financial Services Office.
8. Six months after vacating, your mail will no longer be forwarded, excluding off-campus apartment residents whose mail will not be forwarded by the university at any time. Off-campus apartment residents are directly responsible for forwarding their mail from the apartments to their current residence as soon as they check out of Resident Life.
9. Resident Life files will be kept for 5 years after residence has ended.

VACATE

If a student plans to leave university housing and not return for future semesters, the student must notify the Resident Assistant of their intention to vacate. The housing contract is a complete academic year contract (Fall through Spring) with the University. Summer housing contracts are separate and in effect from after Graduation through the first Sunday of August. If a resident student voluntarily moves out of the residence halls during the contract period, room and board will be refunded in a similar manner as tuition. Any student that does not properly vacate the dorms with a member of the resident life staff will be subject to fines.

PERSONAL ITEMS LEFT AFTER VACATE/CHECK OUT (PROPER OR IMPROPER)

Resident Life will not provide storage of student's personal property over the summer, or after a student has checked out or vacated during the school year (other than regular breaks). Any items left in a room or suite area become the property of MBU Resident Life and will be disposed of as seen fit by the Resident Director.

CANCELLATION OF THE HOUSING CONTRACT

To officially vacate resident housing, students must notify the Resident Life Office of their intent to move. The housing contract is an academic year-long binding agreement with the University. If a resident student moves out during the contract period, whether voluntary or involuntary, room and board will be refunded on a pro-rated basis. The refund schedule for room and board will follow the same schedule as tuition for 15/16 week classes. A student leaving after the halfway point of the semester will be responsible for the entire semester charge. Vacate forms must be approved by the Resident Director and Vice President for Student Development before any refund is made. Students leaving during the contract period will not receive a refund of their housing deposit.

EMERGENCY CONTACT

In the case of an emergency, contact the Resident Director, any Resident Assistant, and/or the University Public Safety Officer on duty. In life-threatening situations, contact 911. In non-emergency situations, Contact the Resident Assistant in your hall. If he or she is not available, contact another Resident Assistant or Resident Director.

FINES

A student's account must be free from residence hall fines before that student may be permitted to re-enter the residence hall each semester. The Office of Resident Life places fines on students' accounts based on the regulations found in this Handbook. Fine amounts are determined by the Resident Directors. These fines may be paid to the Student Financial Services Office.

FLOOR MEETINGS

Attendance at all floor/apartment meetings is mandatory unless special arrangements have been made with the Resident Assistant at least 24 hours in advance. This includes participation in their residence hall's first mandatory meeting held the last day of Welcome Weekend. In order to avoid any scheduling conflicts, floor meetings will be announced at least 72 hours in advance. Emergency floor meetings (mandatory attendance) may be arranged on shorter notice if there is essential campus information that must be communicated quickly. Students will be fined if they do not attend mandatory meetings.

HEALTH INSURANCE

All students are required to provide their own health insurance during their residency. Not having health insurance is grounds for an immediate, forced vacate.

HEALTH REQUIREMENTS

All residents must submit acceptable verification of immunizations. Any resident who is infected with a transmittable virus that endangers the health of other residents is required to report it to his or her Resident Director and find other housing arrangements until a clean diagnosis is given. Refer to your Immunization Form for a list of required and suggested vaccinations.

HEALTH SERVICES

Missouri Baptist University does not have a health clinic or school nurse; however, each Residence Hall has a First Aid Kit for minor emergencies. Each student is encouraged to stay in touch with his or her family physician to make personal arrangements for necessary individual medical care.

LIVING ARRANGEMENTS

The typical room arrangement is two residents per room. Requests for a single room must be submitted to the Resident Director. Single rooms are approved by availability at an additional cost to the student. Students living three to a room will not receive a pro-rated discount if additional space is available in either the residence halls or off-campus apartments.

Age restrictions are in place to live in campus housing. Additional steps may be required of students who are 23 or that will include, but may not be limited to, personal interviews with the Resident Directors. If the student is accepted into Resident Life he/she will be placed on a probationary status for the year.

LOCKOUTS

A student locked out of his/her room/suite should first try to locate his/her roommate/suitemate. After such an attempt, the locked out student should locate his/her Resident Assistant. If a Resident Assistant cannot be located, the Resident Director can then admit him/her into his/her room. Excessive lockouts (three or more) that are opened by Resident Assistants will result in fines; all lockouts needing a Resident Director's assistance will result in the normal fine.

OCCUPANCY

Anyone living in resident housing must be a registered full-time student of Missouri Baptist University taking at least twelve hours of classes during the time in which he/she resides in resident housing. Only a student who has entered a contract with the University is permitted to occupy a room in resident housing. No more than five people can occupy one room per night.

The residence halls (North Hall and Pillsbury-Huff Hall) will be closed during Thanksgiving break, Christmas break, and Spring break. All students must move out of the halls during those times.

The Office of Resident Life will notify all students of closing dates and times.

PARKING

All residents must register with the Information Technology Office whether they have a vehicle on campus or not. All residents with vehicles receive, at no additional cost, a residence hall parking permit for campus parking. Residents must register their vehicles prior to occupying Fall, Spring, and/or Summer residence. There is no parking allowed in front of Pillsbury-Huff Hall (Dink Marler Drive) without being granted special temporary allowance by a Resident Director. There is also no parking allowed in front of North Hall where indicated. Residents of Pillsbury-Huff are not allowed to park on the North Hall lot. Students are not allowed to park in reserved parking or handicap spaces anywhere on campus. Any violation of the parking rules is subject to fines administered by both the University Department of Public Safety and Resident Life. Repeated violation of any parking regulation is grounds for additional fines, the refusal to allow a student's vehicle on campus, or being required to vacate the residence halls. Students with dorm parking stickers may park only on dorm lots; this sticker does not entitle you to main lot parking.

PERSONAL PROPERTY INSURANCE

If you wish to have personal property insurance, you may be covered by your parents' home policy, or you may take out an insurance policy through an insurance company. The University is not responsible for lost, stolen, or damaged items in students' rooms or in the residence halls.

ROOM CHANGES

Every effort will be made to assist students in resolving roommate conflicts. No room changes are allowed during the first two weeks of classes each semester except in extreme situations. Room changes, if necessary, are recommended to take place over the Christmas break. All room change requests must be made by completing a Room Change Request Form. The Resident Director must approve the request before residents may change rooms.

HEALTH AND SAFETY INSPECTIONS

Room checks will be conducted weekly at the time scheduled by your Resident Assistant. It is not necessary for you to be present when the Resident Assistant inspects your room. The room must be free of dirty clothes, leftover food, garbage, foul odors, safety concerns, etc. Rooms are also occasionally checked without advance notice. While these checks carry the same enforcement, they are intended to keep check on severe cases. If the room does not pass the room check, it must be cleaned within 24 hours or additional fines and/or consequences will be imposed. A room check is conducted for safety and sanitary reasons, such as keeping the room free of insects.

While inspecting the rooms, the Resident Assistant will give special attention to the bath and/or kitchen areas. The bath area(s) and/or kitchen are expected to be very clean. You must make a schedule (one is provided in your move-in packet) with your roommates/suitemates and post it in the room/suite. The scheduled resident will then be responsible for the cleanliness of the bathroom and/or kitchen. More than two consecutive days of failing room checks will result in a meeting with the Resident Director. Consequences for failing any room check include, but are not limited to, fines, community service hours, and/or, in repeated or extreme cases, forced vacate from the residence hall.

ROOM DECORATIONS

Room decorations are limited to personal items that are not in direct competition to the rules and intent of the University. Prohibited items are, but are not limited to, the following: alcohol and tobacco merchandise, lewd signs, city street signs, safety signs and signals, and any other public property. Resident Director's discretion is final.

SOLICITATION

Solicitation of any type is prohibited in the residence hall/apartment complex except by campus organizations. A campus organization wishing to solicit in the halls/apartments must seek the permission of the Resident Director of the respective hall/apartment at least one week in advance.

STUDENT I.D. CARDS/PROX CHIPS

All students currently enrolled at Missouri Baptist University are required to have a current Student ID Card. This is required for use of the library, computer labs, food services (North Hall and Pillsbury-Huff Hall residents), residence hall access, and other facilities on the campus. Also, a current Student ID may allow a discount at some merchants (movie theatres, tickets to events, some food establishments, etc.) in the area. Every Resident Student will obtain a Prox Chip from MBU public safety, which enable resident students to access their hall and dorm. Inappropriate use of ID and/or prox chip by Resident Students will result in disciplinary action.

SUMMER HOUSING (ON-CAMPUS)

Summer housing is determined by a number of factors. There are three general groups of people to which summer housing may apply. They are: 1) MBU students taking summer classes, 2) MBU-employed student workers, and 3) MBU students not taking summer classes.

1. MBU students taking summer classes include those taking any classes offered in May, Summer I or II. Students taking a summer mission trip class or an extension center class are a part of this group. Students who participate in a summer missions class but stay for only a portion of the summer are responsible for the housing costs in full until they vacate the halls. Housing priority is given to those students taking classes.
2. MBU-employed student workers are granted the second priority to apply for summer housing. Official University groups such as Spirit Wing, athletic teams, etc., are allowed to reside in the residence halls during the summer without cost during the period of time they are actively involved with their group. Application for these groups must be made at least thirty days prior to the time of residence by the group's supervisor or responsible faculty/staff member. Other special situations may apply in which written application from the MBU supervisor must be made thirty days prior to summer residence.
3. MBU students who are not taking any summer classes are allowed to apply for summer residence if they are enrolled for the upcoming Fall semester or if they are a graduating senior having graduated in May of the same summer. This group of students requesting summer housing is not given precedence over the other two groups.

All summer housing students must complete a Summer Contract and return it to the Resident Director by April 1st. All requests will be reviewed foremost on the basis of discipline. Those students without discipline problems are considered for summer residence.

All charges are based on calendar months. Students are responsible for the entire monthly cost for each calendar month that they are in residence, payable in advance. All summer housing students are required to vacate the residence halls two weeks prior to the beginning of the Fall semester unless they are residing in the halls for the upcoming semester. All other student and resident policies are in effect during the summer semesters.

TRAFFIC REGULATIONS

All vehicle laws must be observed while on campus (obeying the speed limit, traffic and parking signs, etc.). Anyone breaking the traffic laws or not following University policy will be fined or face disciplinary action. Tickets for moving violations are frequently noted, but not always issued at the time of incident due to logistical constraints. Any ticket issued by Resident Life Staff is not discounted within any time period after issuance; fines will be noted on your campus account without written notice.

Students are expected to make a complete stop at all stop signs on campus. This includes stop signs by the residence halls. The campus speed limit is 15 mph and will be strictly radar enforced. You are responsible for complying with all rules of the 2008-2009 MBU Traffic and Parking Policies found on pages 132-136 of this Handbook.

VISITATION/OVERNIGHT GUESTS

Residents may occasionally have visitors of the same sex in their rooms overnight. A resident may not have visitors staying in his/her room more than six nights per month. Visitors may not stay in the residence halls/apartments more than three nights per month. Overnight guests must be approved and registered by a member of the resident life staff. Any guests under 18 years of age must also have a consent form sign by their parent or guardian. Requests for guests under 13 years of age must be submitted to and approved by the Resident Director in advance. Failure to properly register a guest will result in a \$20 fine and may result in the loss of visitation privileges. Habitual failure to comply with the guest registration policy could lead to the cancellation of the housing contract. Guests, including friends and relatives, are not allowed to enter a room/apartment without being personally escorted by the resident student, unless they have been given written permission by the resident and are escorted by a Resident Director or Resident Assistant. Overnight guests and visitors are not permitted at any time when the residence halls are closed or during scheduled campus breaks.

WAITING LIST

Once the residence halls are filled to capacity, a waiting list is established. Students seeking residence must submit their housing application and full deposit to be on the waiting list. Students will be added to the waiting list once they have been accepted by the University, all forms have been submitted, and the deposit is made. If a position is offered to a student and the student turns it down, the deposit is forfeited. Students coming from outside of the St. Louis Metropolitan area will be given first priority.

If a student rescinds a reservation before a position becomes available, the deposit will be forfeited. If a position does not become available for the entire year, those students on the waiting list are first in line for the following year's housing.

ON-CAMPUS RESIDENCE HALL PROCEDURES (NORTH HALL AND PILLSBURY-HUFF HALL)

This section of the Handbook applies to on-campus residents living in North Hall or Pillsbury-Huff Hall and is to clarify or explain any rules that may be slightly different or completely different from the policies of off-campus housing. The on-campus resident student is responsible for these policies and procedures in conjunction with the Resident Housing Procedures for all residents.

CABLE TV

Each dorm room is cable-ready. Students wishing to use this service must provide their own television and cable TV cord.

CHECK-OUT FOR BREAKS - GENERAL

After all possessions are removed from the room, a member of the Resident Life Staff inspects the room and suite area. At check-out, the student is responsible for any changes in the room's condition since move-in. This includes, but is not limited to, all furniture, electric, phone and computer connections, room and closet doors, closet shelves, ceiling, floors, windows, blinds, and walls, as well as the general condition of the room itself. Vacate dates other than those posted must be in written request form and received by the Resident Director at least one week prior to break.

RESIDENCE HALL CLOSED BREAKS (VACATION)

Room and board costs do not include University vacation periods. If you wish to stay in the residence halls for any length of time during Thanksgiving, Christmas and/or Spring Break, you must submit a written request to the Resident Director one week prior to the scheduled vacation. Living in a residence hall during vacation breaks when residence halls are closed incurs extra staffing and expenses not included in the scheduled room and board fee. Students approved by their Resident Director will be charged a room fee to reside in closed halls. A fee schedule is available from your Resident Director. During closed breaks, no guests are allowed in the dorms.

You must vacate your room by the time the hall closes for the break. You may return only after the hall re-opens. You may not visit the residence hall or remove your belongings during any vacation period. Residents who intend to stay somewhere other than the halls for longer than weekend breaks or vacations need to notify their Resident Assistant of such intentions. This is requested in case there is need to reach you in the case of an emergency. The information will not be used for any other purpose or released to anyone in non-emergency conditions.

Fall and Easter Break

The residence halls are not closed during Fall/Easter Break. Students are encouraged to spend this time with friends and family in relaxation from academic pursuits.

Thanksgiving Break

The residence halls are closed during Thanksgiving Break. Any student requesting to reside in the residence hall during Thanksgiving Break must submit a written request to his or her respective Resident Director one week prior to break. Very few requests will be approved.

Christmas Break

The residence halls are closed during Christmas Break. Any student requesting to reside in the residence hall during the Christmas Break must submit a written request to his or her respective Resident Director one week prior to the Break. Very few requests will be approved.

Spring Break

The residence halls are closed during Spring Break. Any student requesting to reside in the residence hall during the Spring Break must submit a written request to his or her respective Resident Director one week prior to the Break. Very few requests will be approved.

COMPUTER LAB HOURS

North Hall – 2nd floor 24 Hours

Pillsbury-Huff – 300's floor 24 Hours

* Computer Labs are open 24 hours unless closed by Resident Life Staff.

* Computer Labs are for the use of residents only.

EMERGENCY PROCEDURES

Emergency procedures are posted in each suite and in each hallway in case of fire, earthquake, or tornado. Each Resident Assistant will review these procedures with residents. Periodic drills may be planned. It is imperative that students follow the emergency procedures in the event of an alarm.

General evacuation and emergency procedures are listed in the “How to...” section of this Handbook. Failure to follow emergency procedures is considered a serious violation of resident housing policies. Failure to obey the directions given by Resident Life Staff or University personnel during a drill or emergency is grounds for immediate expulsion from the residence halls. Additional emergency evacuation policy material is available upon request from the University’s Department of Public Safety.

HALL LOBBY HOURS

North Hall and Pillsbury-Huff Hall close at 12 AM Sunday - Thursday, 2 AM Friday and Saturday, and reopen at 8 AM. Non-residents are not allowed in the hall after the dorm has closed. The campus closes every evening at midnight to all non-residents unless you are a registered guest. A student's right to use a 24-hour lobby may be revoked based on misconduct or other related discipline problems. All lobbies in North Hall and Pillsbury-Huff Hall are open 24-hours for each respective hall's residents only.

INTERNET ACCESS

Internet access is included in the technology fee students pay each academic year. Any student who owns all the necessary equipment but still has trouble accessing the internet from his/her residence hall room, should call the Help Desk in the Information Technology Department at 314.392.2377 or contact helpdesk@mobap.edu for assistance. All students are required to sign an Information Technology Policies and Procedures Form in the IT Office prior to being set-up with a user account.

INFORMATION TECHNOLOGY RESIDENCE HALL AND WIRELESS USE POLICY BACKGROUND

Network access in the residence halls or via a wireless solution is intended to support the students of Missouri Baptist University (MBU) in providing them with additional ways of accessing information and to help them succeed in their studies.

Policy

All students are expected to abide by the guidelines set forth in this policy. Using the University's network points of access in the residence halls or via wireless technology is a privilege and may be revoked at any time for unacceptable conduct. Sanctions may include those of the Student Conduct Code located in this Handbook.

Definitions

This policy applies to all students in the residence halls, those accessing their computers inside residence halls, and anyone using a wireless connection on any MBU campus to gain access to the internet or network. The use of wireless networking products requires prior approval of the Information Technology (IT) Department.

Guidelines

- A. Acceptable behavior includes, but is not limited to, the following:
 - 1. Using resources for University courses, research, functions and correspondence.
 - 2. Respecting copyright and other intellectual property rights.
 - 3. Abiding by security restrictions on all systems to which the student has access.
- B. Unacceptable behavior includes, but is not limited to, the following:
 - 1. Cheating, plagiarism and information theft.
 - 2. Wasting finite computer resources (i.e., online time, paper, disk space, bandwidth usage, etc...)
 - 3. Accessing, examining, or attempting to examine files, mail, and/or data belonging to others.
 - 4. Accessing, examining, or attempting to view or change configurations of University computers, printers, routers, hubs, networks, etc. or any other students computers or equipment.
 - 5. Abusing the e-mail system, including but not limited to, sending unsolicited, annoying, harassing or obscene messages.
 - 6. Distributing passwords or otherwise attempting to gain access to secure areas of the University network.
 - 7. Invading the privacy of other individuals or committing identity theft.
 - 8. Damaging any University hardware or software.

9. Deleting any University data, including but not limited to, campus software and data belonging to another person.
10. Using multiple terminals or computers simultaneously.
11. Installing any software on University property without the prior consent of the IT Department.
12. Knowingly introducing a computer virus.
13. Violating any rules or regulations posted in the computer labs or any related message boards.
14. Accessing materials from the internet, including but not limited to, pornography and other questionable materials that are not consistent with the University's mission in maintaining a distinctive Christian environment.
15. Bandwidth intensive programs, such as but not limited to, Kazaa, Morpheus, FTP file sharing programs, etc. are not permitted.
16. Any item(s) used to access the University's network/internet may not have any settings added to the network or internet properties by anyone other than IT personnel.
17. Using any equipment installed in the residence halls by someone other than the IT Department to gain access to the network/internet.
18. Setting up servers of any kind to be set up in the residence halls.
19. Setting up domains or workgroups in the residence halls or by wireless access by anyone other than the IT Department.

Violation may result in disciplinary and/or legal action and may result in loss of access, fines, probation or other disciplinary actions through the Vice President for Student Development Office. Anyone who has questions about policy guidelines, allegations of harassment, or other irresponsible use of technology resources should contact the Director of Information Systems.

Federal law has established penalties for infringements upon copyrights, intellectual property rights and privacy rights of individuals. The Revised Statutes of the State of Missouri Sections 569.093-569.099 have established penalties of tampering with intellectual property of computer users or computer equipment. Penalties range from a one year sentence and a fine of \$1,000 to a five year sentence with a \$5,000 fine, depending on the damage caused.

MAIL

Mail is distributed to student mailboxes Monday through Friday at approximately 6:30 PM. No mail is delivered on Saturdays, Sundays or holidays. Mail addressed to students should be addressed in the following manner:

STUDENT NAME

MBU, Hall Name, Box # _____

One College Park Drive

St. Louis, MO 63141-8698

The Office of Resident Life issues combinations and/or keys for the mailboxes. Outgoing mail is picked up daily between the hours of 10 AM and 1 PM at the Main campus switchboard in the Administration Building. Packages must be picked up and signed for at the switchboard during the regular business hours of 8 AM to 4:30 PM. It is recommended that students not send or receive cash through the mail.

MAINTENANCE

Routine maintenance needs should be reported to Ext. 2373 or cs@mobap.edu. Emergency maintenance needs may be reported to the Resident Assistant. Maintenance staff members may enter a room without prior notification for repairs.

OPEN HOUSES

An Open House is a scheduled time when guests of the opposite sex may visit hall floors and residence hall rooms. Visitors must leave their MBU ID with the Resident Assistant on duty in the main lobby. Non-MBU residents must leave their Driver's License. An individual room/suite is not considered "open" unless agreed to by each occupant of the room(s). Doors of "open" rooms must be left open during the entire Open House time period. Each room's residents are held responsible for their visitors' actions and materials brought into or left in the room. All other Resident Life policies are in effect during these times. Any form of PDA during Open Houses is strictly forbidden.

POSTING SIGNS

Residents are not allowed to display posters or materials on any hall display board without permission from the Resident Director. Approved materials will be displayed within 3 business days. All displayed materials must have a "display until:" date written in the lower right corner of the piece.

QUIET HOURS

Campus quiet hours are in effect during the following times: Sunday-Thursday 10 PM - 10 AM, Friday and Saturday Midnight - 10 AM. Quiet hours will be enforced inside and outside the residence halls. There are certain instances in which the Resident Life Staff suspends quiet hours; all official MBU activities held in the halls are exempt from quiet hours. Monitoring of the volume of noise is left to the discretion of the Resident Director or Resident Assistant present. During non-quiet hour periods, residents must maintain an atmosphere that is conducive to study and rest. Quiet hours during Finals Weeks are 24 hours a day with the exception of Resident Life Activities.

TELEPHONES

Phone service is available in every room. Each room has at least one telephone jack with separate phone extensions. A telecommunications fee is charged monthly to each residence hall student.

ON-CAMPUS CALLING

An operator can be reached during the day from 8 AM - 5 PM by pressing zero from a campus phone.

VOICE MAIL

Voice mail is available for all residence hall students. Students are responsible for setting up their voice mail and checking their messages daily.

To set up your voice mail:

1. Press 570.
2. Wait for the message to say, "Thank you for calling Missouri Baptist University."
3. Press the star (*) key.
4. Enter your mailbox number (this is your extension number).
5. Enter your password. The first time you use your voice mail, your password will be four zeros and you will be given instructions on how to change your password.

To retrieve your messages:

1. Press 570.
2. Wait for the message to say, "Thank you for calling Missouri Baptist University."
3. Press the star (*) key.
4. Type in your mailbox number (this is your extension number).
5. Type in your password (this will be whatever you set).
6. The system will tell you how many messages you have and how to access them.

To change personal options (greetings to callers, name in directory, etc.):

1. Press 570.
2. Wait for the message to say, "Thank you for calling Missouri Baptist University."
3. Press the star (*) key.
4. Type in your mailbox number (this is your extension number).
5. Type in your password (this will be whatever you set).
6. Press 8.
7. Follow the instructions on the system.

A proper voice mail greeting is required. Any messages deemed inappropriate or offensive will be changed.

TRASH

Trash cans are located in each residence hall lobby for lobby trash. Resident's room and suite trash must be taken to the dumpster. Personal trash found in the lobby, hall, or laundry room trash cans will be returned to the student with a fine imposed.

WORK ORDER REQUESTS

Reporting a Problem

1. To report a problem, call the Office of Campus Services at ext. 2373. You may also send an e-mail to cs@mobap.edu
2. The Operator will ask for the following information:

Name and room number and the nature of the problem

CONTACT BY CAMPUS SERVICES

1. A representative from the Office of Campus Services will contact the caller and schedule the work to be completed.

COMPLETED WORK

1. If the caller is not present when the work is completed, a tag will be left on the caller's doorknob.
2. If the work is not completed in a timely manner, the caller should contact the Office of Campus Services and inquire about the status of the work order.

PROBLEMS

If there are any problems in receiving service, please contact the Director of Campus Services at ext. 2373.

OFF-CAMPUS HOUSING PROCEDURES (OFF-CAMPUS APARTMENTS)

This section of the Handbook applies to off-campus residents living in the MBU leased apartments and is to clarify or explain any rules that may be slightly different or completely different because of the distance or circumstances of off-campus housing. The off-campus resident student is responsible for these policies and procedures in conjunction with the Resident Housing Procedures for all residents.

Missouri Baptist University contracts with off-campus apartment complexes as needed for housing additional students beyond residence hall capacity. These apartments are reserved for upperclassmen with no disciplinary record. It is the desire of Missouri Baptist University that the off-campus living arrangements be an enjoyable experience for the students and the University. The off-campus resident student is expected to know and abide by the University rules for resident students, and also, the rules of the apartment complex. Students are required to sign an apartment rules contract, and to sign an agreement for off-campus resident housing.

APARTMENT CHECKS

You are responsible for keeping your apartment clean. Apartment checks will be conducted weekly (in keeping with University standards of cleanliness) at a time scheduled with your Resident Assistant (or other Resident Life Staff). It is not necessary for you to be present when the Resident Assistant inspects your apartment. The apartment must be free of dirty clothes, leftover food, garbage, and/or foul odors, etc. Apartments are also occasionally checked without advanced notice. While these checks carry the same enforcement, they are intended to monitor severe cases. If the apartment does not pass the apartment check, it must be cleaned within 24 hours or additional fines and/or consequences will be imposed. The apartment check is for the purpose of sanitation and maintenance of an insect free and sanitary atmosphere. University personnel have the right and responsibility to request that you clean your apartment at any time when it appears to be a health or safety hazard. Failure to comply will result in fines and/or disciplinary action.

While inspecting the apartment, the Resident Assistant will give special attention to the bath and kitchen areas, including the refrigerator. These rooms are expected to be very clean. Apartment residents are responsible for working out a cleaning schedule with their apartment roommates. This provides an orderly and agreeable schedule for maintaining the cleanliness of the apartment. If the Resident Assistant cannot ascertain who is responsible for cleanliness on a weekly basis, all residents occupying the apartment will be fined per infraction.

APARTMENT INSPECTION OR SEARCH

The University reserves the right to enter any apartment for the purpose of maintenance, health, and/or safety inspection, or other official business. The University also reserves the right to enter and conduct a search of any apartment(s) if a violation of University regulations is suspected. When appropriate, during searches or inspections, the University reserves the right to confiscate items found to be in violation of established policies and regulations (e.g. alcohol, drugs, weapons, etc.). The item(s) will remain in the possession of the Resident Assistant/Resident Director until they are turned over to University Public Safety Officials. The student agrees to be bound by the inspections and search procedures of the University as they now exist or may be amended.

APARTMENT KEYS

It is the responsibility of individual students and the occupants of each apartment to protect private property within each apartment. Propping doors open, loaning or copying apartment keys, allowing other persons to come into the apartment without permission, or any other action resulting in jeopardizing the safety and security of the other residents and their property is a violation of the University housing policies. The University is not responsible for the loss or damage of a student's personal property.

APARTMENT VISITATION

Visitation in the off-campus apartments by members of the opposite sex is permitted but with limitations. Visitation is limited to the hours of 8 AM - Midnight, Sunday through Thursday, and 8 AM - 2 AM on Friday and Saturday. Visitors are only allowed in the common areas of the apartment, which include the kitchen, living room, and hall bathroom. During these times, the opposite sex is not allowed in bedrooms for any reason, unless approved by the off-campus housing staff. Violations of the visitation policies will result in disciplinary action. Visitation should be conducted in a manner consistent with the mission and purpose of the University.

All residents are responsible for their personal conduct. The success of visitation rights will depend on wise use of personal responsibility for all residents housed in an apartment. Appropriate behavior will be determined according to the spirit of University policies and regulations. In the event that the residents of an apartment fail to meet these expectations, the apartment may face the possibility of losing visitation privileges. Repeated offenses will result in eviction from all campus housing.

APARTMENT QUIET HOURS

Students who reside in off-campus housing should observe quiet hours in accordance with the policies of the apartment complex and the consideration for others who are studying or sleeping. Normal quiet hours are: Every day 8 PM - 8 AM.

During non-quiet designated hours, respect for others and their schedules must be shown. The Apartment Management and all University Resident Life Staff have discretion to interpret the level of noise or any disturbance from any University-leased apartment.

Disturbances from non-University-leased apartments should be reported to the Apartment Management and/or the Resident Director.

BREAKS – GENERAL

The off-campus apartments are not closed during University breaks including Fall Break, Thanksgiving Break, Christmas Break, Spring Break and Easter Break. Students are encouraged to spend this time with friends and family in relaxation from academic pursuits.

However, any apartment resident planning to stay in the off-campus apartments during all or part of any University break must notify their Resident Director of such intentions. This is required in the case of an emergency during the break.

Outside guests are not permitted in the apartments at any time during a campus break. If any extenuating circumstances apply, a request must be submitted to the student's Resident Director in writing at least one week prior to the start of the break and approval must be granted for any visitation of friends and family during all break times. Very few requests will be approved.

DAMAGES IN APARTMENTS

Students who live in off-campus housing are responsible for the care and maintenance of their apartments. Damages of neglect or accidental or intentional abuse of the facilities will result in fines, and/or disciplinary action.

After residents check out of the apartments at the end of the year, the Apartment Management will conduct a walk-through on each apartment to assess damages. They will assess a cleaning fee if the apartment is not cleaned to their satisfaction. Please note that any damages and or cleaning fees assessed by the Apartment Management will be divided evenly between roommates and charged to each roommate's student account.

FOOD SERVICES

The University's food service plan is not required for off-campus resident students since the apartments have kitchens. A food service plan may be purchased either for a semester or on a Declining Balance Card. The Off-Campus Resident ID Card must have a specific bar code added for a semester plan in order to obtain campus food service. For a semester food plan, the Student Financial Services Office will make the financial arrangements and then the Information Systems Office will be given permission to attach the bar code for food service and adjust the information on the card. For a Declining Balance Card, the Food Service Director will complete arrangements for the student to eat in the cafeteria

PIZZA DELIVERY

Domino's:.....	567.1010
Imo's:	878.9200
Papa John's:	537.5416
Pizza Hut:.....	997.2252

CHINESE DELIVERY

Zang Chi:	993.8835
Restaurants (Good Deal)	
Bagel Factory:.....	432.3583
Burger King:	579.6080
Chinese Buffet:	892.8085
Cusanelli's:.....	631.7686
Einstein's:.....	909.1551
Jimmy John's:	275.7011
McDonald's:.....	994.1435
Mr. Goodcents:.....	872.9334
Nacho Mama's:	961.9110
Quizno's:.....	527.2977
St. Louis Bread Co.:.....	569.3031
Steak 'n Shake:	434.7339
Subway:.....	781.6262
Wendy's:.....	965.7402
Wok Express:	878.6821

RESTAURANTS (MODERATE)

Applebee's:	567.3252
Big Sky Café:.....	962.5757
Blueberry Hill:	727.0880
California Pizza Kitchen:.....	363.4500
Casa Gallardo's:.....	821.4403
Chevy's:	997.3700
Chili's:.....	530.9525
Cicero's:	862.0009
Crazy Bowls & Wraps:	918.1411
Denny's Diner:	386.0182
Fritz's Frozen Custard:.....	225.8737
Happy China:	878.6660
Houlihan's:	469.1167
House of India:.....	567.6850

K.C. Masterpiece:	530.0052
Lone Star:	432.5454
Macaroni Grill:	928.9891
Mongolian BBQ:	878.1998
Pasta House Co:	432.6750
Ramon's Jalapeno Grill:	862.1414
Rich & Charlie's:	227.8965
Ruby Tuesday's:	542.4240
TGI Friday's:	878.2220
Tomatillo's:	991.4995

RESTAURANTS (UPSCALE)

Candicci's:	878.5858
Charlie Gitto:	436.2828
Crazy Fish:	856.2111
Harvest Restaurant:	645.3522
Patty Long's 9th St. Abbey:	621.9598
Portabella:	725.6588
The Cheshire Inn:	647.7300
Tony's:	739.1472

ENTERTAINMENT

BB's Blues & Soups:	436.5222
City Museum:	231.2489
Creve Coeur Lake:	434.9292
Kirkwood Comm. Ctr.:	822.5855
Kirkwood Park:	984.5986
Lambert Municipal Airport:	426.8000
Laumeier Sculpture Park:	821.1209
Magic House:	822.8900
MO Botanical Gardens:	577.9400
St. Louis Art Museum:	721.0072
St. Louis Gateway Arch:	621.4040
St. Louis Science Center:	289.4444
St. Louis Zoo:	781.0900
UMB Bank Pavilion:	298.9944

COFFEE HOUSES

The Coffee Cartel:	454.0000
The Grind:	454.0202
MoKaBe's:	865.2009
Starbuck's:	989.1450

TICKETS

DialTix:	989.8000
MetroTix:	543.1111
TicketMaster (info line):	421.4400
TicketMaster:	241.1888

RESIDENT BEHAVIOR EXPECTATIONS

ALCOHOL AND DRUGS

The consumption or possession of alcoholic beverages or controlled substances on campus (including the off-campus apartments) is prohibited by University policy. Violators are subject to strict University discipline and may face expulsion.

DISORDERLY CONDUCT

Disorderly or unruly behavior is strictly prohibited in the vicinity of campus housing. Failure to comply with the request of a University staff member is considered disorderly conduct. Students who violate a University rule or policy may be required to appear before the Student Conduct Committee, and may be removed from campus housing.

FIREARMS AND FIREWORKS

Use or possession of any firearms, explosives, or fireworks is illegal and thus, strictly prohibited on Missouri Baptist University property, including campus housing. Possession of said item is grounds for immediate removal and dismissal from the University. (Firearm is defined as a hand gun, rifle, airpower pellet, bb or paintball gun, bow and arrow or any look-a-like gun fictional or not.)

GPA/ CLASS ATTENDANCE REQUIREMENTS

All resident students must maintain a GPA of 2.0. Falling below this requirement is grounds for eviction from campus housing. Regular class attendance is a must for all resident students. Excessive absences from class may also be cause for eviction. Students whose semester GPA is below 2.0 will be on residence probation for one semester. If the next semester's GPA is not at least 2.0, the student may not be able to reside in campus housing. It is the student's responsibility to be aware of GPA issues relating to Resident Life.

INDECENCY/CLOTHING

Within campus housing public areas, as well as outside campus housing, students are to be fully dressed. Foot covering (socks, shoes, sandals, etc.) must be worn at all times in areas outside of your residence hall/apartment room/suite. Clothing cannot be revealing or promote substances, statements, or companies in conflict with the mission and nature of Missouri Baptist University.

INSUBORDINATION

All students residing in or visiting campus housing are to comply with the directions of Resident Directors, Resident Assistants, and other university personnel. The personal intention of all Resident Life Staff is to provide a safe and academically nurturing environment for all students. Any act of insubordination is grounds for immediate expulsion from campus housing and/or campus. Such acts include, but are not limited to, verbal abuse, physical abuse, and not acknowledging a request of Resident Life Staff or other university personnel.

PORNOGRAPHY

Visual material (movies, books, magazines, pictures, computer images, etc.) considered to be pornographic in nature compromise the values of Missouri Baptist University and is, therefore, strictly prohibited by the Resident Directors. Disciplinary action will be taken.

PRACTICAL JOKES

Practical jokes may be offensive or harmful. Slandering, humiliating, or sexual harassment of another student is a serious offense and will not be taken lightly by the University. Living in University housing is a privilege. Remember that a high level of maturity is expected of all residents.

SECURITY REGULATIONS

Security equipment is installed for the protection of resident students. Therefore, tampering with any security, safety, or emergency equipment is strictly prohibited. Anyone causing a false fire or personal distress alarm is subject to disciplinary action as well as criminal prosecution. Video cameras in public areas in and outside the halls are for the protection of the students and their property. Under no circumstance will a student give his or her ID, room/mailbox key and prox chip to anyone else, or make a duplicate key. Anyone duplicating a key, or giving their key/prox chip to another student, is subject to disciplinary action and re-keying costs, which may include, but is not limited to, probation.

SEXUAL CONDUCT

A hug or a kiss can be an accepted gesture to show one's appreciation for a member of the opposite sex, but while in campus housing a high level of decency is expected to be maintained. This includes not lying down with or sitting on the lap of the opposite sex. The opposite sex is not allowed in the dorm halls except during open houses. At no time is the opposite sex allowed in the bedrooms at the off-campus apartments. The interpretation of any PDA will be left up to the Resident Life Staff. PDA of any kind is prohibited in rooms and during Open Houses.

No sexual acts of any kind are allowed in campus housing or on campus. Any evidence of materials associated with sexual misconduct is prohibited and may be grounds for removal from campus housing or from the University.

STUDENT CONDUCT

Refer to the "Student Conduct Code" in the Conduct Code, Policies, & Procedures section of this Handbook.

SUNBATHING

Sunbathing is allowed for females behind North Hall. Proper and appropriate dress should be worn at all times. Apartment residents' sunbathing is limited to the pool area only.

TELEPHONE FRAUD

The unauthorized use of code numbers or credit card numbers to place telephone calls constitutes a theft of services and is in violation of both state and federal statutes. Penalties for violation include fines and imprisonment (Title 18, Sections 1029 and 1343 of the US Code).

THEFT

The University assumes no responsibility for possessions stolen or presumed stolen and will consider an item lost until theft is proven. However, the University will cooperate in any way possible to investigate an alleged theft and will discipline students found guilty of theft. A theft or presumed theft should be reported immediately to the University's Director of Public Safety and the Resident Assistant. Anyone caught stealing, or in possession of stolen goods, may be asked to vacate campus housing pending a formal hearing. The University does not provide sanctuary or protection for any Missouri Baptist University student who is apprehended or convicted of theft. To help deter theft, students should always lock their doors and keep their keys.

TOBACCO

The use of tobacco in any form is not permitted in the residence halls or in any building on campus. If students smoke, the University requires that they be confined, when smoking at the residence halls, to designated smoking areas. Smoking is strictly prohibited in front of, or near, doorways and windows. The use of smokeless tobacco (dip/snuff) is not permitted in the residence halls, on public walkways, or during campus activities. Please limit your use of such tobacco to grassy areas.

VANDALISM

Anyone defacing or vandalizing University or student property (including littering, ecological damages, and tampering with or removing road signs) will be required to pay restitution and may be subject to other sanctions and fines. Violations will be referred to the Student Conduct Committee. Missouri Baptist University also reserves the right to prosecute individuals who vandalize University property.

WEAPONS

Any weaponry that could be used to inflict bodily harm is prohibited in campus housing. This includes, but is not limited to, bow and arrows, any firearms, (pellet guns, airsoft guns, paintball guns) mace, knives, shocking devices, or other personal defense devices. For individuals concerned with personal safety, pepper spray is allowed as long as it is not misused. Any use other than that of an emergency will result in severe consequences including, but not limited to, heavy fines, a forced vacate, and/or criminal prosecution.

RESIDENTS' PERSONAL PROPERTY

AIR CONDITIONERS

Window air conditioning units are not allowed in campus housing. Air conditioning for Pillsbury-Huff Hall is active during the approximate dates of April through October; this is dependent upon weather conditions. Air conditioning for North Hall is suite-dependent. Please respect your roommates'/suitemates' preferences when selecting a room temperature.

ANTENNAS

You may set up various systems of antennas inside your room to increase television and radio reception. Antennas are prohibited outside of the windows or in the hallways.

APPLIANCES

No open-faced burners or anything considered a fire hazard may be used in North or Pillsbury-Huff Residence Halls. Cooking and the following cooking appliances are not permitted in rooms: hot pots, hot plates, deep fryers, electric skillets, toasters, and similar appliances (including any appliance with exposed electrical coils or hot plates). Residents in the Off-Campus Apartments may use cooking appliances in their kitchen areas only.

BICYCLES

If you bring a bicycle to campus, you do so at your own risk of theft or damage. Bicycles may be stored in your room under the following conditions: 1) Bicycles must be broken down into three parts: front wheel, back wheel, and frame; 2) Bicycles must be stored in a manner providing maintenance-free storage. If your bicycle is lost or stolen, contact the University Department of Public Safety at (314) 882-1601.

CANDLES AND INCENSE, OPEN FLAME

Candles and incense are a fire hazard and are not allowed in North or Pillsbury-Huff Residence Halls.

IRONS AND STRAIGHTENERS

Curling irons, straighteners, and irons are permitted in your room as long as they automatically shut-off after a period of inactivity or if tipped over. Please notify your Resident Assistant if you brought an iron. Ironing boards are provided in the laundry rooms. Residence hall furniture is not to be used for ironing.

COMPUTERS

Computer labs located on the 300's floor of Pillsbury-Huff are for male residents and on the 2nd floor of North Hall are for female residents. Computer labs are open 24 hours for residents of each respective hall. The residence hall computers are for the intended use of resident study and schoolwork. These computers are not to be moved, dismantled, or reconfigured. Priority for use is given to students wishing to study. Please do not spend more than two hours working on the computer if another student is waiting. Non-residents are not allowed to use the computers located in the residence halls. Additional policies outlined in the "Computer Use Policy" section of this Handbook affect all residents.

HALOGEN LAMPS

Halogen lamps are not allowed in campus housing because they are a fire hazard.

HOLIDAY DECORATIONS

Holiday decorations are to be limited to a resident's respective room. There are cases in which students are encouraged by Resident Life Staff to participate in decorating beyond this; these are limited times of exception and are not transferable to any other situation or location. Due to fire and health reasons, only small (4 ft. and under) artificial trees are permitted in campus housing. Window decorations are permitted as long as they are not visible from the outside. Any decorations that are damaging, dangerous, or a possible fire hazard are not permitted.

PETS

Students are not allowed to have pets in their residence hall rooms/apartments. Small aquariums (10 gallon or under) with non-threatening fish are permitted. A few residence hall lobbies have fish tanks. These aquariums are for your visual pleasure and should not be disturbed.

PERSONAL PROPERTY

Missouri Baptist University is not responsible for any personal property in the residence halls and off-campus apartments. Students are encouraged to register serial numbers from computers and electronic devices with security. All personal property should be kept in your locked room/suite.

SPACE HEATERS

Due to the potential fire hazard, space heaters or any heating fans with exposed heating elements/coils are not allowed in the residence halls. If your room heater is not working properly, it is your responsibility to report it to Campus Services (Ext. 2373) and to your Resident Assistant.

SUNLAMPS

Sunlamps are a serious fire hazard and are not allowed in the residence halls.

VIDEOS/MOVIES

Rented or owned movies rated below "R" rating are allowed for viewing in the hall lobbies. Any film rated "R" or greater cannot be shown in any public area. Movies viewed in your own room are limited to an "NC-17" rating or less. Pornographic and X-rated movies are strictly forbidden. Bootleg copies of movies, music, musicals and shows are not permitted.

WATERBEDS

Waterbeds are not permitted in the halls.

WINDOW DECORATIONS

Window decorations are permitted as long as they are not damaging, dangerous, or a possible fire hazard.

PERSONAL ITEMS LEFT AFTER VACATE/CHECK OUT (PROPER OR IMPROPER)

Resident Life will not provide storage of Student's Personal Property over the summer or after a student has checked out or vacated during the school year (other than regular breaks). Any items left in a room or suite area become the property of MBU Resident Life and will be disposed of as seen fit by the Resident Director.

UNIVERSITY HOUSING FACILITIES AND PROPERTY

CORRIDORS/HALLWAYS

Building corridors are designed as passageways and are not intended for recreational activities. Activities include, but are not limited to, frisbee, golf, lacrosse, basketball, soccer, baseball, jogging, rollerblading, and the use of scooters as these activities may be harmful to residents or to the building and are not permitted in the hallways. Residents may not use the corridors to store excess items from their rooms. Items found in the hallways will be removed and may not be returned. Corridors and halls are not to be decorated without the consent of the Resident Director.

DOORS, CLOSET

Closet doors may not be removed from the closet. Students may not tape, or otherwise adhere, anything that will cause damage to the closet doors.

DOORS, ENTRANCE

Entrance doors to the halls are for normal use only. Students may not loiter around entrances or impede another resident's entry or exit. North Hall doors are locked Sunday thru Thursday at midnight, Friday and Saturday by 2 AM, and are unlocked at 8 AM every day. Residents' Student ID cards will unlock the front doors. Only Resident Life Staff or University Public Safety Officials can change the locking of these doors. If you are locked out of North Hall or Pillsbury-Huff Hall, please contact University Public Safety Officers or your Resident Assistant for access. Presentation of an MBU may be required for entrance to be granted.

DOORS, FIRE

Please see Life Safety Equipment.

DOORS, NORTH HALL

Exterior and interior finishes on room and suite doors are easily damaged by tape, tacks, and the like. If you choose to hang anything on the inside or outside of the door, it should be hung with a door hanger or non-acidic sticky-tack that will not damage the door. Tack strips are provided on the walls inside the room. Students are responsible for removing all sticky-tack and residue. Nothing is allowed on the dry wall areas or the walls in the suite or hallway walls. No materials may be posted on the walls outside the rooms. Repairs to these surfaces are expensive and will be assessed to the offending student.

DOORS, OFF-CAMPUS APARTMENTS

Exterior and interior finishes on room and apartment doors are easily damaged by tape, tacks, and the like. If you choose to post materials on the inside or outside of your door, you assume full responsibility for any damage. Tape, nails, glue, etc. that can damage a door should not be used to post materials. You are responsible for removing all tape and mounting materials from the door prior to check-out. No material may be posted on the walls outside the apartments in the common stairwell area.

DOORS, PILLSBURY-HUFF AND NORTH HALL

Exterior and interior finishes on room and suite doors are easily damaged by tape, tacks, and the like. If you choose to post materials on the inside or outside of your door, you assume full responsibility for any damage. Tape, nails, glue, etc. that can damage a door should not be used to post materials. You are responsible for removing all tape and mounting materials from the door prior to check-out. No material may be posted on the walls outside the doors to students' rooms. Residents may not add any form of lock or blocking device to their doors. Residents are also not allowed to alter or attempt to bypass room locks.

GAME ROOM

The residence hall Game Room equipment is for the enjoyment of all resident students. Game equipment may be checked out with a Resident Assistant during duty hours. Board and video games are also available from the Resident Assistant on duty. Residents are responsible for the condition of all game tables, equipment, video games, and board games. Any damage caused during use can be charged to the resident who checked the item(s) out.

LAUNDRY ROOMS

Laundry rooms are located in each residence hall. In the off-campus apartments, laundry facilities are located throughout the complex. If a residence hall washer or dryer needs service, contact a Resident Assistant immediately. At the apartments, contact the apartment complex maintenance. When using the laundry rooms, please remove clothes promptly from machines so that they are readily available for the next person. Any laundry left for extended periods of time will be disposed of and not returned. Ironing boards are not to be removed from the laundry rooms.

LIFE SAFETY EQUIPMENT

Life safety equipment such as smoke detectors, fire alarms, sprinklers, exit signs, fire extinguishers, security cameras, ID scanners, emergency phones and emergency exit doors are to be used for their intended purposes only. Tampering with, playing with, or the removal of such equipment is strictly prohibited. Fines will be charged to students for damages incurred and/or inappropriate use (ie- using Emergency exits at any other time than during an emergency). Fire, tornado, and earthquake drills will be conducted for your protection. You must cooperate fully in these drills. Any infractions of the above are grounds for fines, forced vacate from the hall, and/or criminal prosecution.

LOUNGES

The use of residence hall lobbies by other campus or outside groups requires permission from the respective Resident Director. All residence hall lounges are subject to the visiting hours listed in this Handbook. Sleeping in the lounges or lobby areas is prohibited. Removal of lounge furniture is prohibited and is subject to a fine as well as disciplinary action. Any damage to the furniture caused by removal of furniture will be billed to the student(s) involved.

SCREENS

Screens may not be removed from windows except in an emergency. Any student whose screen is removed will be fined.

TELEVISIONS

For your viewing enjoyment, each residence hall has a large screen television and DVD/VHS player located in the main lobby. Additional televisions are located on other floors. Your cooperation is needed in keeping these popular items available. First, care is required when changing channels or trying to adjust the picture. Second, it is your responsibility to help keep the viewing area clear of trash. You may hook up a game system to the television as long as other students are not watching it. Any damage caused to the television by any game system hook-up will be paid for by the student responsible. The television is not to be moved from its location for any reason unless instructions are given by the Resident Director.

Video games are not to be played in the main lobby and hall lobbies of the residence halls past midnight Sunday through Thursday and 2:00 AM Friday and Saturday.

WALLS

Students may not paint or similarly decorate their walls or ceiling. North Hall residents may only post items using their tack strip. Pillsbury-Huff and Off-Campus Apartment residents may place a limited number of push-pin-sized holes in the walls. Larger holes, or an over-abundance of holes, will result in a fine for damages.