Culver Stockton College
2015-2016

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CULVER-STOCKTON COLLEGE

HISTORY OF THE SCHOOL

In the 1850s, D. Pat Henderson and other Disciples of Christ leaders were interested in creating an institution to educate young men and women. In 1853, they were granted a charter by the State of Missouri to establish Christian University, in which classes began in 1855 – the first coeducational college west of the Mississippi River. Dr. James Shannon became the first president the following year.

During the Civil War, classes were suspended while federal troops occupied the college’s only building, Old Main. Canton, divided in loyalty between North and South, was seen as important for monitoring activities of Southern troops. Under the leadership of Ben H. Smith, the college reopened in 1865 but made little progress until Dr. Carl Johann became president in 1902. The College’s only building, Old Main, was lost in a fire in 1903. Thanks to the leadership of Dr. Johann, the College recovered quickly and built Henderson Hall where Old Main once had been.

Robert Stockton and Mary Culver, both of St. Louis, played a vital role in the College’s history, making generous donations for residence halls, a new gymnasium, and grants for faculty salaries. To recognize their generosity, the college trustees voted to change the name of the college from Christian University to Culver-Stockton College in 1917.

Most of the buildings currently on campus were built after 1937. Since 1980, many of the major buildings have been renovated and others built. The newest building, the Science Center, opened in 2002.

The College adapted its unique 12/3 semester calendar in the fall semester of 2008. Dr. Kelly Thompson became the College’s first female president in 2014. She is the twenty-sixth president of the College.

MISSION STATEMENT

The mission of Culver-Stockton College is to prepare students of promise for a dynamic world through our distinctive experiential curriculum within a supportive learning community founded upon the best values of faith and the human spirit.

THE COMMUNITY

Culver-Stockton College accomplishes the mission as a learning-centered community committed to freedom of inquiry, excellence in teaching and its heritage as a Midwestern college in covenant with the Christian Church (Disciples of Christ).

WILDCAT WILLIE

The wildcat was chosen as the Culver-Stockton mascot in 1920 because, despite their relatively small size wildcats have a lot of fight - not picking fights but always ready to defend themselves. The first mascot costume was used around 1978. For several years it was simply called “the Wildcat” until a better costume was made and introduced in September 1983 - then the wildcat mascot’s name was Blue Max. A female counterpart, Blue Maxine was introduced shortly afterwards. A new look was given to Blue Max and Blue Maxine around 1990. Said to be the “son” of Blue Max and Maxine, Wildcat Willie was introduced in 1995. Wildcat Willie is now all grown up and continues with his family legacy of entertaining crowds and boosting school pride.
### 2015-2016 ACADEMIC CALENDAR

#### FALL 2015 SEMESTER

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### SUMMER SESSION 2016

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Hello Culver-Stockton College Wildcats! We are thrilled to welcome each student, new and returning, to Culver-Stockton College for an intense, enjoyable and transformational academic year. Student Life provides numerous opportunities for students to live the experiential goal of our curriculum through involvement in student organizations, participation in campus activities, employment in campus jobs, engagement in student governance, and much more.

Each Student Life professional staff member is committed to educating students to develop effective communication skills, healthy relationships and a positive sense of self through steadfast support and encouragement. Our challenge to you is to get involved and find the ways YOU can impact the community – in your residence hall, in your Greek organization, in your classes, in your clubs, on your intramural team, etc. Remember it is your college experience, make something of it!

The C-SC Cat Tracker is a guide for you. It provides you with college resources, policies and expectations, as well as your responsibilities and rights as a member of our community. You would be wise to familiarize yourself with this student handbook, in order to ensure productive and enjoyable membership in this community. Ultimately, you are responsible for all of the information listed in this document. Please let any of our staff know if you have questions, concerns or suggestions, our offices are located in the Crown Center.

Go Wildcats!

D. Christopher Gill, Ph.D.
Dean of Student Life
DISCLAIMER
Each student is responsible for the information contained in the policy section of this handbook. All policies will be enforced and all violations will be subject to action by the Division of Student Life and/or civil authorities. The college reserves the right to modify or change any and all policies and procedures as necessary without prior notice. Please check the website for the most current version of the policy.

ACADEMIC AFFAIRS
The Culver-Stockton College Academic Catalog is the official statement of policy in academic matters. Each student has the responsibility of studying the Academic Catalog and understanding the academic requirements of the college. Students who have questions regarding academic policies and procedures should consult the Academic Catalog online at http://www2.culver.edu/cscadvantage/academic-catalog/.

The Vice President for Academic Affairs and Dean of the College (VPAA/Dean), Dr. Daniel K. Silber, oversees C-SC’s academic program. Dean Silber’s office is located in room 201 of Henderson Hall. He can be reached by phone at 573-288-6325.

Some other important offices within Academic Affairs are listed below. More detailed descriptions of the responsibilities and functions of these offices are provided in the Academic Catalog.

ACADEMIC DIVISIONS
Applied Liberal Arts and Sciences
Departments/Programs: Athletic Training, Biology, Chemistry, Foreign Languages, History, Mathematics, Natural Science, Political Science, Psychology, Religion & Philosophy
Contact: Deanne Whiston, Administrative Assistant for the Division of Applied Liberal Arts and Sciences 573-288-6378 or dwhiston@culver.edu

Fine, Applied, and Literary Arts
Departments/Programs: Art & Design, Arts Management, Communication, English, Music, Theatre
Contact: Judy Garkie, Administrative Assistant for the Division of Fine, Applied, and Literary Arts 573-288-6346 or finearts@culver.edu.

Business, Education and Law:
Departments/Programs: Business, Criminal Justice & Legal Studies, Education, Physical Education, Sociology, Sport Management
Contact: Kathy Markovich, Administrative Assistant for the Division of Business, Education and Law 573-288-6471 or kmarkovich@culver.edu.

REGISTRAR’S OFFICE
Contact: Ms. Chris Huebotter, Registrar 573-288-6330 or registrar@culver.edu

STUDENT SUCCESS CENTER
The Student Success Center oversees the First Year Experience program, the Tutorial and Academic Support Center (TASC), the Office of Career and Internship Services, and other special academic programs. Dr. Holly Andress-Martin, Associate Dean for Academic Success, oversees the Student Success Center.

Contacts:
Dr. Holly Andress-Martin, Associate Dean for Academic Success 573-288-6421 or handress@culver.edu
Dr. D’Ann Mae Campbell, Director of the Tutorial and Academic Support Center (TASC) 573-288-6451 or dcampbell@culver.edu
LIBRARY
The Carl Johann Memorial Library supports the mission of Culver-Stockton College by offering a broad collection of academic resources online and in print, by providing research training and information literacy instruction, and by fostering an environment conducive to learning and the open and free exchange of ideas and knowledge.

The library is generally open at the following times with exceptions noted in campus-wide announcements:

- Monday, 8am – 10:30pm
- Tuesday, 8am – 10:30pm
- Wednesday, 8am – 10:30pm
- Thursday, 8am – 10:30pm
- Friday, 8am – 5pm
- Saturday, 1pm – 5pm
- Sunday, 1pm – 10:30pm

For one-on-one research help, please feel free to make an appointment with any of our staff members:

- Amber Strub-Lay, Reference and Technical Processing Assistant
  Liaison to the Fine, Applied, and Literary Arts Division
  alc236@culver.edu

- Julie Wright, Media and Circulation Coordinator,
  Liaison to the Fine, Applied, and Literary Arts Division
  jwright@culver.edu

- Tammy Ellison, Director of Instructional Technology and Associate Library Director
  Liaison to the Business, Education, and Law Division
  tellison@culver.edu

- Katie Marney, Director of the Carl Johann Memorial Library, History Lecturer
  Liaison to the Applied Liberal Arts and Sciences Division
  kmarney@culver.edu

EXPERIENTIAL LEARNING
Culver-Stockton College emphasizes the importance of connecting knowledge obtained in the classroom with learning acquired beyond it through our innovative approach to experiential learning. Delivered via our distinctive 12-week, 3-week academic calendar, experiential learning at Culver-Stockton effectively prepares students for future careers, engaged citizenship, and lifelong learning through the following seven approved types of experiences: 1. Professional Experiences; 2. Travel Studies; 3. Research; 4. Service Learning; 5. Creativity & Innovation; 6. Simulations; 7. Leadership.

Contact: Dr. Scott Giltner, Director of Experiential Learning
573-288-6382 or sgiltner@culver.edu

TRAVEL STUDY
Culver-Stockton’s travel study program provides students opportunities for short- and long-term international study as well as domestic travel courses. Funding is available in the form of travel study grants and international scholarships. For more information, contact the Director of Travel Study.

Contact: Dr. Patrick Hotle, Director of Travel Study
573-288-6394 or photle@culver.edu

ACADEMIC AND CULTURAL EVENTS PROGRAM (ACE)
Contact: Mr. Ronald Zank, ACE Program Director
573-288-6347 or rzank@culver.edu

HONORS SCHOLARS PROGRAM
Contact: Dr. Haidee Heaton, Director of the Honors Scholars Program
572-188-6434 or hheaton@culver.edu
While the primary responsibility for financing a college education rests with the student and his or her family, Culver-Stockton College has designed a financial assistance program for students who would be unable to attend without such aid.

Awards are also made in recognition of academic achievements and the particular talents or ability of the student applicant. Financial aid programs and policies are established by the President of the college upon recommendation from the Director of Financial Aid. The Director of Financial Aid is responsible for coordination of the total program. Financial aid funds are awarded to supplement the family’s contribution when family funds are not sufficient to cover educational costs. The college attempts to meet a student’s established financial need through a combination of gift aid (scholarships and grants) and self-help (loans and employment). For new students, funding preference is given to full-time students who complete the application process by March 1 prior to the award year. For returning students, the financial aid priority deadline is also March 1.

**DETERMINATION OF NEED-BASED FINANCIAL AID ELIGIBILITY**

Culver-Stockton College utilizes the need analysis information from the Free Application for Federal Student Aid (FAFSA) to establish financial need. All students applying for financial aid based on need must complete the FAFSA need analysis form each year and designate Culver-Stockton College to receive the processed application. Need is determined by subtracting the expected family (student and parent) contribution (EFC) as calculated on the FAFSA from the cost of attendance.

The cost of attendance includes tuition, room and board, fees, and allowances for books, transportation, personal expenses and loan fees. The student’s need for assistance can be met with grants, scholarships, loans, or employment, either singly or in combination.

**ELIGIBILITY FOR INSTITUTIONAL (COLLEGE) SCHOLARSHIPS AND GRANTS**

The following assumptions apply to Culver-Stockton scholarship and grant awards:

1. College aid awards are available to full-time, degree-seeking, undergraduate students only (enrolled in at least 12 credit hours per semester), who are in good academic standing. Adjustments in aid resulting from enrollment changes will not be made past census date set by the Registrar in conjunction with the college’s policy of charge adjustments.
2. Students who have earned a bachelor’s degree are not eligible for institutional aid.
3. Scholarships and grants are awarded on a yearly basis but are subject to review at the end of each semester.
4. Scholarship renewal is determined at the end of each semester. Students enrolled in summer school have their renewal GPA computed following the summer session. Scholarships can be renewed, but not lost because of summer school.
5. Students applying for renewal of either need or no-need college aid must reapply each year.
6. College funds are available for full-time degree seeking students for up to ten semesters, except nursing students who receive funding from Blessing-Rieman College of Nursing during their junior and senior years.
7. Students who have previously attended Culver-Stockton College and are readmitted or return following a leave of absence will be classified as transfer students for the purpose of scholarship eligibility if they have earned more than 12 hours since their last term of attendance at Culver-Stockton College. Students who have earned 12 or fewer hours since their last term of attendance re-enter under the criteria of any academic scholarship which they previously received, subject to available funding.
8. The maximum gift aid award from all resources will not exceed the total of tuition (12-18 hours), unified student fee, and room and board for students receiving need-based financial assistance and residing on campus. Federal, state and other rules (such as athletic conference) may also apply. For all other students, the maximum gift aid award will not exceed tuition (12-18 hours) and the unified student fee. Any combination of college grants and scholarships will not exceed tuition.
9. Students who are considered dependent upon their parents according to FAFSA guidelines must live on campus or commute from their parent’s home address (within a 50-mile radius) to receive college-funded grants and scholarships.
10. The Financial Aid Office is the only office at Culver-Stockton College authorized to offer financial aid to students. Only awards originating from this office will constitute a commitment on behalf of the college. Recommendations for scholarships can be made by faculty or staff, and these recommendations are considered before the award is sent.
NURSING STUDENTS
Freshman and sophomore nursing students apply to and receive financial assistance from Culver-Stockton College. Culver-Stockton scholarships do not renew for the junior and senior years. Junior, senior, LPN, RN, and advanced placement students apply to and receive financial assistance from Blessing-Rieman College of Nursing. More information is available in the Blessing-Rieman financial aid brochure. Continued involvement in talent areas is encouraged, but no financial assistance from Culver-Stockton will be awarded.

COORDINATION OF FINANCIAL AID
Any financial aid awarded is subject to review in light of assistance received from outside organizations or agencies. Funds received subsequent to the aid awarded are usually used to replace loan and/or work funds first. College grant/scholarship funds may be lowered if outside scholarships are received after the student is awarded and financial need is met. Each case will be considered on its merits, and any adjustments will be made within college and program guidelines.

FINANCIAL AID FOR STUDY IN OFF-CAMPUS PROGRAMS
A student eligible to receive aid from Culver-Stockton College may continue to receive aid, if eligible, for approved off-campus study, such as internships. The student must be enrolled for credit at Culver-Stockton in order to receive assistance. In no case will aid be greater than aid awarded for equivalent on-campus course credit.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS TO MAINTAIN FINANCIAL AID ELIGIBILITY
Students who are not achieving the required cumulative GPA or not successfully completing his/her education program at the required pace will have a one semester grace period to continue receiving Title IV or state financial aid.

STANDARDS OF MEASURING SAP
Qualitative (GPA) Measurement
A full-time degree-seeking student at Culver-Stockton College is considered to be in good academic standing if he or she maintains the minimum cumulative GPA for good standing, as listed in the “Categories of Academic Standing” section of the college catalog. Culver-Stockton College uses a graduated qualitative standard. Students who are admitted on academic probation enter on Financial Aid Warning.
Transfer students entering Culver-Stockton College for the first time will be considered to be making SAP upon admission (with the exception of those admitted on academic probation as stated previously). Students readmitted to Culver-Stockton College or returning from leave of absence are subject to any academic or SAP requirements in force at the time of their last enrollment at the college.
Part-time and three-quarter time students: They must have a 2.0 GPA at the end of their second academic year. If a student changes enrollment status between full-time and part-time, their GPA requirement will be determined individually by the financial aid office. An academic year is considered to be 24 hours for full-time students, 18 hours for three-quarter time students, and 12 hours for part-time students.

Pace (hours) Measurement
Pace defines the pace at which a student must progress to ensure education program completion within the maximum timeframe (150% of the published length of the program). If pace falls below 67%, a student will be considered to not be making SAP. There are two components to pace: the proof of academic progress, and maximum timeframe.

Proof of Academic Progress Requirement
Full-time undergraduate students are required to be in good standing and earn a minimum of 48 credit hours by the end of their second academic year in order to retain eligibility for federal and state financial aid. Three-quarter time undergraduate students must complete 36 hours and Part-time students must complete 24 hours. If a student changes enrollment status between full-time and part-time, their pace requirement will be determined individually by the financial aid office. For transfer students, hours accepted must be counted as both attempted and completed hours. It is possible for a student to make pace each semester individually, but not be making pace at the end of their second academic year. All classes dropped after census date of a term show a W on the student’s transcript, and will be considered attempted hours. Pace is measured for each individual term and for cumulative hours.

Pace is calculated as follows: cumulative number of hours student successfully completed

Cumulative number of hours student attempted

For example, if a student enrolls in 15 hours for the semester, and completes 12, their pace for the term is determined to be 80%. The same student will have a cumulative pace requirement. With 47 hours attempted and 32 achieved, their cumulative pace is 68%.
Maximum Timeframe Requirement

Undergraduates can receive federal financial aid for a period that is no longer than 150% of the published length of the educational program, as measured in credit hours. For example, for a program that has a published length of 120 hours, a student cannot receive financial aid for more than 180 attempted hours. The 150% maximum timeframe can be appealed. Students enrolling in a certificate program will have their 150% maximum timeframe calculated individually by the financial aid office.

EVALUATION OF SATISFACTORY ACADEMIC PROGRESS

Students that do not make the GPA or Pace Requirements are determined to be on Satisfactory Academic Progress; this means they are not making satisfactory progress toward their degree according to federal guidelines. Academic progress will be monitored at the conclusion of each term of enrollment. For traditional on-campus enrollment, fall, spring, and summer are considered three separate periods of enrollment. (Summer Terms 40 and 50 are considered one period of enrollment.) Online Campus terms are T1/T2 for fall, T3/T4 for spring, and T5/T6 for summer. Graduate student terms are G1/G2 for fall, G3/G4 for spring, and G5/G6 for summer. If a student is enrolled in a combination of regular classes and Online Campus classes, that determination will be made individually by the financial aid office.

Financial aid from any source is provided for only one academic year at a time. Financial aid can be renewed each year provided the student remains in good academic standing, earns the required number of hours for his or her enrollment status by the end of each academic term, and shows financial need on the Free Application for Federal Student Aid (FAFSA), or demonstrates continued talent or academic achievement as stipulated in the original entering award.

GPA and Pace requirements are affected as follows.

• The following are not considered as hours successfully completed: F grades, incompletes (I), withdrawals (W), and audits (AU).

• Students who withdraw from all classes are automatically considered to be on Financial Aid Warning for pace of 0% for the term. If they do not complete at least 12 hours and maintain the appropriate GPA for their class by the end of the next term, they will be considered to be on Financial Aid Suspension. If a student is on Financial Aid Warning and they withdraw from all classes, they will be considered to be on Financial Aid Suspension immediately in their next term of enrollment (but could still file an appeal for Financial Aid Probation).

• In the case of repeated courses, the most recently earned grade and credit becomes the grade and credit of record and is included in the GPA calculation. Aid may be awarded to retake a class where a student obtained a grade of “F.” Aid may be awarded one time to retake a class where a student obtained a grade other than “F”; additional retakes of the class are not covered by Title IV aid unless a higher grade is required by the student’s major.

• Remedial, enrichment, and ESL courses will not be taken into consideration.

• Hours transferred in may be counted toward a student’s GPA and pace requirements to remove them from SAP. Transfer hours count as both accepted and completed hours.

CONSEQUENCES OF FAILING TO MEET SAP REQUIREMENTS

Students who fail to make SAP will be placed on Financial Aid Warning, Financial Aid Probation, or Financial Aid Suspension. When a student fails to achieve SAP, the Director of Financial Aid will notify the student in writing by certified mail.

Financial Aid Warning: This is a status assigned by the college to a student who fails to make SAP at the end of a payment period. The student will continue to receive Title IV and state aid for one payment period. No appeal is necessary for this status. At the conclusion of the warning term, the student must meet SAP requirements.

Financial Aid Probation: This is a status assigned by the college to a student who fails to make SAP (after being on Financial Aid Warning for one semester) and is granted an appeal and has eligibility for Title IV aid reinstated. The school will set forth an academic plan the student must follow. At the conclusion of the probation period, the student must meet the terms of their academic plan, or will be placed on Financial Aid Suspension.

Financial Aid Suspension: This is a status assigned to a student who fails to make SAP after being on Financial Aid Warning or Financial Aid Probation. It also can be for a student whose appeal is not granted. Once Title IV and state eligibility is terminated, the student must make up all deficiencies in both GPA and pace before Title IV and state eligibility will be reinstated. Students keep eligibility for all institutional funding.
SAP Appeal: A process by which a student who is not meeting the college’s SAP standards petitions the school for reconsideration of Title IV and state aid eligibility. The appeal must include two components: why the student failed to make SAP, and what has changed that will allow the student to make SAP at the next evaluation. Appeals without both components will not be considered. Students should include supporting documentation such as letters from outside sources. Appeals for lack of pace can be considered for death of a relative, student injury or illness, or other special circumstances. Other types of appeals will not be heard. Appeals for Maximum Timeframe Requirement will be heard for change of major. Appeals should be submitted in writing to the Director of Financial Aid. Students may appeal a maximum of two times during their academic career at Culver-Stockton College. There is no deadline for appeals; they will be heard on a rolling basis. A student may not have two consecutive probation periods for the same reason.

Appeal Approved: The student is placed on Financial Aid Probation. The student must agree to follow the Personalized Academic Plan. The student’s Title IV aid will be reinstated as outlined in the academic plan. If the student deviates from the academic plan, the student will no longer be eligible for Title IV aid until they are determined to be making SAP.

Appeal Not Approved: Student is not eligible for Title IV or state financial aid, but they retain eligibility for institutional funding. Aid will be reinstated once the student makes up all deficiencies. All appeal decisions are final and rest within the Financial Aid Office; a student cannot appeal an appeal that is not approved.

Appeal Committee: Consists of the Director of Financial Aid and Director of Student Success, and any other pertinent college faculty/staff.

Personalized Academic Plan: This plan is determined by the Appeal Committee, which at a minimum will include the specified number of credit hours and cumulative GPA to be obtained at the end of each term. The student’s compliance with the plan will be monitored by the Director of Student Success together with the Financial Aid Office. The Director of Student Success or their advisor will counsel the student.

PAYMENT OF AWARDS
In most cases, one-half of the aid award is applied to the student’s account for each semester. The billing statement from Student Accounts will reflect the student’s charges and financial aid. Earnings from campus employment are not credited toward the balance due but are paid to the student, as earned, on a monthly basis.

TERMS AND CONDITIONS OF EMPLOYMENT
Culver-Stockton College makes all work assignments and assures the recipient that he or she will have a reasonable opportunity to earn the work award. The college also reserves the right to make or change work assignments to accommodate the changing needs of the college. Students may work up to 20 hours per week in any single campus job or combination of campus jobs, subject to availability.

Freshmen are limited to working 10 hours per week during their first semester.

Employment may be terminated by the college at any time for failure to perform duties satisfactorily; the college is released from its obligation to find replacement employment. Work assignments terminated for this reason will not be replaced with any other form of financial aid funds. Termination of employment may jeopardize future campus employment opportunities as the number of campus jobs available is limited.

RENEWAL AND ADJUSTMENT OF AID
Financial aid is not automatically renewed each year. In addition to specific requirements of the federal financial aid programs, students are encouraged to file the Free Application for Federal Student Aid (FAFSA). The federal aid processor e-mails renewal reminders to all prior year applicants each year. The FAFSA should be submitted on-line as soon as possible after January 1, preferably when completed tax information for the preceding calendar year is available. You may apply online at www.fafsa.ed.gov. (C-SC School Code is 002460)

For returning students the financial aid priority is March 1. Files completed by March 1 will receive maximum consideration for available renewal funding. A completed financial aid file consists of a valid FAFSA need analysis and all required verification documentation. Students who do not plan to file the FAFSA, and wish to renew college scholarships only must make the Financial Aid Office aware of this request. In addition, the student must also be registered for classes.

Each student must be able to document the information submitted on the need analysis with income tax forms and/or other data required by the college or federal government prior to the receipt of Federal Title IV financial aid (Federal Pell Grant, FSEOG, Federal Work Study, Federal Perkins Loan, Federal Direct Stafford Loan or Teach Grant). Documentation requested must be provided to the Financial Aid Office prior to the end of the semester for which it is requested; any additional deadlines established by the U.S. Department of Education shall also apply. Failure to complete verification will result in the withdrawal of all need-based aid funds. Students whose application information must be corrected will be notified by receiving an updated student aid report from the federal processor.

Award adjustments may occur at any time during the year, and result from such reasons as: adjustment to the financial need calculations due to a change in the family’s financial condition, errors by the family or college, additional funds available for award, or reduction in funds from outside sources. If a student or talent area chooses not to renew participation or scholarship, the student may write an appeal to the Director of Financial Aid regarding conversion opportunity.
The Financial Aid Office will review a student’s expected family contribution if the student and/or family experience a significant change in financial circumstances. An increase in need will not necessarily result in an increase in the financial aid award. Such adjustments depend upon funds available at the time the request for review is made. Therefore, notification of changes in financial circumstances should be made as soon as they occur.

**RIGHT TO APPEAL**

All students have the right to appeal or reject any aid awarded by the college and to appeal any award decisions to the Director of Financial Aid. The student will be informed of the decision concerning the appeal within a reasonable time following its receipt.

**WITHDRAWALS AND REFUNDS**

Students who withdraw prior to completion of a semester are subject to the college’s policy concerning withdrawals and refunds. To secure a refund, students must complete the withdrawal process prescribed by the college. For students receiving financial aid, the refund will first be repaid to the Title IV programs, state grants and institutional funds in accordance with existing federal regulations and institutional policy in effect on the date of withdrawal with respect to the various types of aid. If any additional refund is appropriate, the funds will be repaid to the student. It is possible that students who withdraw will have an outstanding balance due to the college.

**PAYMENT POLICIES**

**FEE PAYMENT**

Fees and charges are payable by August 15th for the fall semester, and January 2nd for spring semester. Charges for summer and Online Campus terms are due and payable prior to the first day of the term. Students can make payments via cash, check, credit card (Visa, MasterCard, or Discover), and/or Tuition Management Systems (TMS). TMS is an interest-free monthly payment plan available for an annual enrollment fee. Additional information may be obtained by calling TMS at 800-722-4867 or visiting www.afford.com.

Payments may be made via the campus portal, MyCulver.com, mailed, or made in person in the Student Financial Services Office.

At the time a student formally registers for classes, either by signing and submitting the appropriate registration forms to the Registrar’s Office, or by registering online, the student agrees to:

- Assume financial responsibility for any charges and/or fees as posted to his/her student account.
- Abide by the official college policies regarding withdrawal from the College.
- Assume the responsibility for understanding the College’s official policy concerning schedule changes and satisfactory academic progress which may result in additional charges or the loss of eligibility for certain types of financial aid. It is considered the student's responsibility to understand how these changes can affect his/her financial situation with regard to financial aid eligibility.
- Understand that refunds of credit balances resulting from application of financial aid and/or TMS contracts will not be made until all funds are received by the College.

**LATE PAYMENTS**

Please note the following policies regarding late payments and delinquent accounts:

- All accounts not paid in full by the first day of each term are subject to monthly interest at a rate of 1.5 percent per month.
- The privilege of a student to charge his/her account to purchase food in the cafeteria may be suspended if the student has an account that is past due. During any such suspension, the student may purchase food in the cafeteria with cash.
- A student may be suspended for nonpayment of indebtedness to the college at any time after midpoint of each term.
- All accounts must be paid in full in order for students to enroll in succeeding terms or to receive copies of transcripts, and diplomas may be held until all financial obligations are met.
- The College reserves the right to cancel the registration of any student if a balance due from a previous term remains unpaid at the start of a subsequent term.
- Student account balances are available online at MyCulver.com. Failure to receive a bill does not relieve the student of the obligation for payment.
- Culver-Stockton College reserves the right to recover all costs involved with the collection and/or litigation of delinquent accounts.
- If an account must be sent to collection or litigation due to nonpayment of the outstanding balance, the College reserves the right to demand payment in full for subsequent terms of enrollment, prior to the beginning of each term to ensure enrollment.
• The college reserves the right to demand payment in the form of a certified check, money order, cash, or credit cards in the event that one or more checks have been returned unpaid for any reason.
• Culver-Stockton College is a non-profit institution of higher learning. As such, student receivable accounts are considered to be educational loans offered for the sole purpose of financing an education and are not dischargeable in bankruptcy proceedings.

BOOKS AND SUPPLIES
All textbooks are to be purchased online before the start of the academic term. Although many online book vendors may be used, Culver-Stockton College has contracted with MBS Direct as the official textbook vendor. The MBS Direct website can be accessed at: http://bookstore.mbsdirect.net/culver-stockton.htm. Other supplies may be purchased on campus at the Wildcat Warehouse.

WITHDRAWAL AND REFUND POLICY
Students wishing to withdraw should refer to the procedures given in the catalog section “Withdrawing from School/Leave of Absence.”

WITHDRAWAL BEFORE CLASSES HAVE STARTED
Students who withdraw prior to the first day of class shall receive a full adjustment for tuition, room and board.

VOLUNTARY OR INVOLUNTARY WITHDRAWAL AFTER CLASSES HAVE STARTED
Class fees, parking fees, and book charges are not refundable after the first day of class. Tuition, room and board are pro-rated according to the following schedule.

TUITION, ROOM AND BOARD
• Withdrawal on the first day of class - 100% refund
• Withdrawal during the first 10% of the enrollment period - 90% refund
• Withdrawal after the first 10% through the first 25% of the enrollment period - 50% refund
• Withdrawal after the first 25% through the first 50% of the enrollment period - 25% refund
• Withdrawal after the first 50% of the enrollment period - No refund

REFUND AND REPAYMENT CALCULATION
Refund and repayment amounts for federal financial aid must be distributed according to a specific order of priority and percentage prescribed in federal law and regulations. Any federal aid required to be refunded to the federal government will be processed on a student’s behalf.

A federal refund will be calculated for students who have completed less than or equal to 60% of the semester. The total number of days in a semester includes every calendar day of the semester starting with the first day of the semester through the last day of finals, not including breaks from class exceeding 5 days (including weekends). For example, if the student withdraws on day 33 of a semester which has a total of 110 days, the student has completed 30% of the semester; therefore 70% of their federal aid must be returned to the government.

Financial aid from college grants and scholarships will be applied to the withdrawing student’s account based on the prorated percentages of charges resulting from the refund schedule. The same percentage will be applied to outside sources of aid other than federal, unless other requirements for its receipt apply.

Students who officially withdraw, fail to complete the semester, and/or do not attend class will have an adjustment of aid, which may cause the student to owe money back to both the federal government and to the college.

Students enrolled in the Online Campus program should consult the Online Campus handbook at http://www.culver.edu for refund and repayment information.

TUITION ADJUSTMENT FOR DROPPED COURSES
Tuition adjustments will be made for full-time students dropping overload hours or dropping to part-time, and part-time students dropping hours until census date of each term of enrollment. No adjustments to the tuition charge will be made for drops after census date of the term. The tuition adjustment period is pro-rated for academic terms less than one semester in length; contact Student Financial Services for information.

APPEALS
If a student withdraws due to documented extenuating circumstances beyond the control of the student, he/she may appeal to the Academic Standards Committee of the Faculty for any possible refund consideration. Appeals should be in writing and addressed to the Registrar, Culver-Stockton College, One College Hill, Canton, MO 63435.
COMPUTER SOFTWARE COPYRIGHT POLICY

Culver-Stockton College requires all students, staff and faculty to acquire, copy, and use software in accordance with copyright requirements.

All copyrighted software used on college computers, whether on the main campus network or on college-owned machines in residence halls, administrative offices or on faculty desks can remain on those machines and be used only if evidence of ownership in the form of licenses, appropriate documentation provided by the publisher, invoices, proofs of purchase or locations of such evidence is in the license file maintained by the computer operations staff. Any individual wishing to place software on the network that requires written permission from the publisher must provide a copy of such permission to the computer operations staff before the software can be installed. Faculty or staff members who have purchased software from an instructional or administrative budget must provide proof of ownership from the publisher before software can be used on college machines. If a single copy of a program has been purchased, that program can be installed on only one machine. An archival copy of the program may be made. Some software can be used only if an accompanying text is also used; when that text is no longer used, the software must be discarded unless special permission is granted by the publisher. It is the faculty member’s responsibility to notify the computer operations staff when a text is no longer in use so the accompanying software can be removed from campus machines.

INTERNET POLICY

Culver-Stockton College provides students, faculty and staff access to the Internet via college-owned or personally-owned personal computers utilizing Culver-Stockton College’s network. The bandwidth capacity is to be used primarily for academic and college business purposes. Students may use the bandwidth for leisure purposes as long as they comply with local, state and federal laws or mandates. No student, faculty or staff person is allowed to illegally download any copyrighted material without express written consent of the owning party. No illegal material may be downloaded using the Culver-Stockton College network by any party. Further, no copyrighted material shall be distributed without the express written consent of the owning party. Any violation of this policy will result in disciplinary action. C-SC will release the identity of students, faculty or staff members who violate this policy to law enforcement officials who request this information.

All users of Culver-Stockton’s College computer network must agree to use the facilities legally and ethically and in keeping with their intended use.

Culver-Stockton College students, faculty, and staff will not use the college computing facilities for:

- Any activity which is illegal under Federal or State law
- Sending harassing email, texts, twitter, facebook messages, etc. (For more information on harassment policies please see page 161)
- Using the college property for commercial purposes
- Any activity that violates the integrity of or interferes with the moral operation of the college computing system
- Unauthorized use of another person’s user identification and password
- Vandalizing the data of another user
- Knowingly introducing a computer virus or other destructive program

PRINTING POLICIES

Overview: Culver-Stockton recognizes that students and faculty need to print documents for academic and administrative uses. However, the College also wishes to reduce waste and promote environmental responsibility and sustainability. Currently a significant amount of paper printed on campus is not claimed by users or is immediately discarded. Therefore, Culver-Stockton has implemented a printing policy that will reduce paper and toner waste and more fairly distribute costs for printing to users who consume the most paper.

1. Each student will be allowed a total of 500 copies per year (250 per semester). This allotment applies to copies made on any college-owned printer whether in the library or in labs. These copies are not transferrable from year to year.

2. After the student exhausts the total 500 copies, each additional copy will be charged at the rate of $.05 per page. Additional copies can be purchased in $10 increments from MyCulver and usage can be tracked there as well.

3. Individual print jobs will be limited to 25 pages per job. If a student needs to make more than 25 pages in one print job, the job will need to be divided into segments of 25 pages or less. Jobs are also limited to less than 25 megabytes. Number of copies is limited to 15.

4. A software package entitled, P-Counter, has been purchased to manage student copy credits and additional charges.

5. Unused copies may not be carried over from one academic year to the next, nor will the College issue refunds.
RESIDENCE HALLS
Culver-Stockton College has a ubiquitous wireless network in all buildings on campus. As such, no wireless access points or routers are allowed in any building on campus due to interference possibility. I.T. reserves the right to confiscate any such device if the device is not removed after a warning has been issued. I.T. utilizes a spectrum analyzer to periodically such for rogue wireless access points.

STUDENT LIFE DEPARTMENTS

Location: Crown Center ---Office hours 8 a.m. – 5 p.m.
Telephone number: 573-288-6334
studentlife@culver.edu
ssutton@culver.edu

STUDENT LIFE MISSION STATEMENT:
“The Division of Student Life is comprised of the following areas: Campus Safety, Counseling & Wellness, Diversity Initiatives, Greek Life, New Student Orientation, Residential Life, Spiritual Life, Student Activities & Intramural Sports. The Division of Student Life is committed to educating and empowering students of promise to build a welcoming and inclusive campus community.

We firmly believe that students play an integral role in the development of an engaging and dynamic educational community; this is the key to its longevity and success. Working with students in a co-curricular manner is our profession and our passion.”

STUDENT LIFE VISION STATEMENT:
“The vision of Culver-Stockton College Student Life is to be known as a premier educational division engaging students of promise to be leaders of positive change.”

OFFICE OF STUDENT LIFE
Please come to Johnson Hall Room #122 if you need:
• A Student ID
• Lost and Found Items
• Student Mail questions and mail box keys
• To talk to a student life staff member who is not in their office
• Stamping campus flyers for posting
• Posting campus announcements on MyCulver
• Shuttle Information
• If you are hospitalized or must miss classes due to family illness or death, please contact the Student Life and the Secretary will send notices to all appropriate instructors

A student’s first picture ID is provided at their summer registration day. If that ID is lost, the student can have another one printed with a $10 charge to their student account. If the ID stops scanning at the lunch line, please bring that ID to the office to exchange for another ID.

If you find or lose personal items, please contact Student Life.

Student mail is sorted in the mail room located in Henderson Hall. If a student receives anything larger than their campus mail box, an e-mail will be sent out by the IT department and can be picked up in that office located in Henderson Hall room #103. Mail is distributed in the Johnson Hall mail room Monday-Friday. Mail box keys are assigned to residential students. Commuters can request a mail box. Keys are returned at the end of the school year, or when a student withdrawals. Students are assigned the same mail box for the entire time they are a student at the college. If they withdraw before graduation, and then return, a different number will be assigned.

If you do not find a student life staff member in their office, please stop buy the secretary’s desk in Johnson Hall room #122. We will do our best to help you.

If you have an organization’s flyer or information you want posted on bulletin boards or MYCULVER, please provide that information to the secretary.

If you need a ride to the Quincy airport or train station during a college break or at graduation, please contact the student life office. Deadlines for the sign-up dates are generally a week prior to the break. Information for your departure/arrival is needed at that time. A student driver is scheduled and cell numbers are shared between the driver and the student requesting the shuttle.
VOTER REGISTRATION
Voter Registration cards are available in Student Life, located in the Crown Center. These cards are available every year – regardless of an election year. You may also obtain a voter registration card by going to the following website http://www.sos.mo.gov/elections/goVoteMissouri/register.aspx.

DEPARTMENTS OF STUDENT LIFE
Campus Safety
The Culver-Stockton Campus Safety Department staff includes a director, an assistant director and three full-time safety officers. The officers are responsible for working cooperatively with students, faculty, staff and local law enforcement to enhance the level of service and safety on campus. Campus safety officers have direct contact with city police, fire department, and ambulance services to facilitate rapid response in any emergency situation. The campus safety department is responsible for providing a number of services related to safety and security. Safety officers routinely patrol campus on foot or in a marked safety vehicle, conduct vehicle checks, enforce parking and issue permits, conduct security surveys, provide student escorts, and document incidents that occur on campus. Other duties include the presentation of training and crime prevention programs. Campus Safety staff are on duty 24 hours a day during the academic school year.
Campus Safety policies are listed later in this document.

Chaplain Offices
Culver-Stockton College is affiliated with the Christian Church (Disciples of Christ). C-SC follows in the rich tradition of encouraging and nurturing growth in academia and faith. The college provides many opportunities for expressions of faith, including a full-time chaplain. The chaplain counsels students regarding personal and spiritual concerns, coordinates annual assemblies, religious groups on campus, serves as a liaison between the college and the larger community and is a resource for the college community’s religious and ethical commitments. Amanda Sorenson may be contacted by email at asorenson@culver.edu or by phone at 573-288-6420. The Chaplain’s Office is located in the Student Life Center in Johnson Hall Rm 121C.

Current Organizations on campus that provide spiritual resources and guidance to students are:
- Disciples on Campus (DOC)
- Fellowship of Christian Athletes (FCA)
- Chi Alpha

C-SC offers three on-campus chapels each designed to foster community and further the spiritual life of our students.
- The Merillat Chapel, located in the Robert W. Brown Performing Arts Center
- The All Faiths Chapel, located in the Gladys Crown Student Center
- The Outdoor Chapel, located north of Henderson Hall

A list of local churches is available in the Chaplain’s office.

Service Opportunities
The office of the Chaplain offers service opportunities around campus, the Canton community and the world. A list of service projects is available in the chaplain’s office. Some service projects include “Extreme Dome Makeover,” spring break mission trips, and local charity work.

Counseling & Wellness
Culver-Stockton College provides confidential counseling for all students, residential and commuter, free of charge. Individual services are provided for depression, anxiety, stress, ADHD, Bipolar Disorder, alcohol and drug, major mental illnesses and family or roommate issues. Educational services are provided, as well, to students, faculty and staff. The Director of Counseling and Wellness also assists students in accessing health care and provides campus wide educational programs on alcohol and drugs, sexual health, nutrition and weight management, body image, relationships and advises a peer assistance program-- H.O.P.E.. Susan Moon can be contacted by email at smoon@culver.edu or by phone 573-288-6441

Dining Services
Culver-Stockton College, in partnership with AmeriServe Food Management Services, are your dining services providers. We value our guests and strive to be a positive part of each student’s dining experience, work schedule, and overall campus ambiance. In the coming year, you will grow in academic knowledge, work, and personal experience. You can expect our friendly staff to help make this time enjoyable for you by providing healthy, delicious, and attractive food options. Additional Dining Services policies can be found in this document.
Diversity Initiatives

Diversity Initiatives encompasses inclusion, acceptance, respect and empowerment. Culver-Stockton College understands that each student of promise is unique and their commonalities and differences are valuable to the growth of our community. Diversity includes the dimensions of race, ethnicity, sex, gender identity, sexual orientation, socioeconomic status, age, physical attributes and abilities, as well as religious, political, cultural and intellectual ideologies and practices.

Diversity Initiatives hosts a plethora of activities and programs for the C-SC and local community; i.e. Soul Food Night, International Food Night, Martin Luther King Jr. Celebration, Diversity Week, Museum of Oppression trip, Movies Nights, Slam Poetry Nights, and much more.

To find out more or to get involved with Diversity Initiatives please contact Joe Stubbs, Coordinator of Student Success and Diversity Initiatives at jstubbs@culver.edu.

Greek Life

Culver-Stockton College has an active and involved Greek community with approximately 38 percent of students choosing to go Greek. Culver-Stockton hosts six national fraternities and three national sororities.

Greek Life at a Glance

• Alpha Tau Omega Fraternity
• Delta Upsilon Fraternity
• Lambda Chi Alpha Fraternity
• Tau Kappa Epsilon Fraternity
• Kappa Alpha Psi Fraternity
• Phi Beta Sigma Fraternity
• Sigma Kappa Sorority
• Sigma Sigma Sigma Sorority
• Chi Omega Sorority

Culver-Stockton’s fraternities and sororities are guided by the Interfraternity council, the National Pan-Hellenic Council) and Panhellenic council. The councils are responsible for coordinating activities, upholding standards, values and roles of their respective chapters in the community and on campus.

For more information contact Joe Stubbs, Director of Greek Life & Diversity Initiatives)

Residence Life

Residence Life focuses on all issues concerning student housing, roommates, and residential communities in each of our twelve residence halls. Employing both professional and student staff to live-in our halls, the department works to provide residential students with engaging opportunities to be active and involved in their hall community. The staff also provides resources to help students learn how to successfully share a space with a roommate. We believe that the experience of living on campus is an important part of a student’s college experience, and the numerous opportunities for students to learn about themselves, others and the world around them is emphasized in all that we do. Our offices are located in Johnson Hall, in room 121 – just across the hall from the student life office. We can also be reached by phone at (573) 288-6570.

Student Activities & Intramurals

Student Activities at Culver-Stockton College are planned and implemented through various channels. The Campus Programming Council assumes the major responsibility for planning and coordinating student activities campus wide. The Campus Programming Council is made up of a group of student volunteers charged with the mission to develop an active and diverse programming schedule for the student body. They are fully in charge of the events they put on and develop them from the ground up. Activities are designed to meet the educational, social, spiritual, and recreational needs of students.

The Culver-Stockton College intramurals program is designed to give students the opportunity to participate in athletic events in order to develop leadership skills, teamwork, and sportsmanship. Other benefits of participation in intramurals include expanding opportunities to socialize through friendly competition, relieving stress through vigorous activity, and maintaining health and physical fitness.

Student organizations and clubs are integral to student involvement. They provide students with an opportunity to meet new people, develop leadership skills and convert in class learning to out of class experience and much more. Culver-Stockton College has a variety of student organizations that provide opportunities for involvement in a range of activities. Membership in these organizations is available to all students. If you have a question about getting involved or want to start a new club please contact the Director of Student Activities & Intramurals at 573-288-6571.
STUDENT LIFE POLICIES AND PROCEDURES

DINING SERVICES FACILITIES AND POLICIES

DINING HALL
The main dining room is located on the main level of the Gladys Crown Student Center. Variety is the featured attraction at this location. The menu consists of many options including fresh cooking while you watch, soups, salad bar, deli bar, desserts and many other selections. These programs are designed to fit a variety of lifestyles and tastes.

DINING HALL HOURS

*Monday - Friday:*
- Breakfast: 7:15 a.m. – 9:00 a.m.
- Continental Breakfast: 9:00 a.m. – 9:30 a.m.
- Lunch: 11:15 a.m. – 1:15 p.m.
- Dinner: 5:15 p.m. – 6:45 p.m.

*Saturday:*
- Continental Breakfast: 8:30 a.m. – 9:30 a.m.
- Brunch: 11:30 a.m. – 12:30 p.m.
- Dinner: 5:00 p.m. – 6:00 p.m.

*Sunday:*
- Continental Breakfast: 8:30 a.m. – 9:30 a.m.
- Brunch: 12:00 p.m. – 1:00 p.m.

CAT’S ‘PAUSE’ SNACK BAR
The Cat’s “Pause” is located on the lower level of the Gladys Crown Student Center. This is a spot where you can enjoy “hot off the grill” menu items and meals designed for students on the move. You won’t want to miss our daily specials. Bring a friend and share the fun atmosphere and great conversation.

CAT’S “PAUSE” HOURS

*Monday – Friday:* 11:00 a.m. – 11:00pm
*Saturday – Sunday:* 12:00 p.m. – 11:00pm

MEAL PLANS
Students may choose the meal plan that best suits their needs. Each meal plan includes an unlimited number of seconds in the main dining hall, with the exception of premium nights. For more information on each meal plan, contact Dining Services or visit their web page at www2.culver.edu/campus-life/dining-services.

Students have the first two weeks of the academic semester to select the plan that works best for them. To change meal plans, log on to MyCulver using your login information, click the “Campus Life” tab at the top of the screen and click “Meal Plan” option to the left. *Please note that the default meal plan is the Culver-Stockton Plan.*

CSC DOLLARS
Each meal plan has CSC Dollars associated with it. The amount varies depending upon which meal plan is selected. CSC Dollars work just like cash. They may be used in either the Dining Room or the Cat’s ‘Pause’ to purchase meals for yourself or for a guest. CSC Dollars are nontransferable, but do carry over from fall semester to spring semester. CSC Dollars DO NOT carry over from one academic year to another. *Please note that meals (“clicks”) DO NOT carry over from fall semester to spring semester or from one academic year to another.*

If you are getting low on CSC dollars you can use your credit card to add CSC dollars to your account. Log on to MyCulver using your login information, click the “Campus Life” tab at the top of the screen. Click “Meal Plan” option to the left and then click “Add CP Bucks”. It must be in $25 increments and your current CSC dollar balance must have less than $25. You may also add money to your card by contacting the Student Financial Services office in Henderson Hall, Room102.
**CAT’S “PAUSE” MEAL EXCHANGE**

In order to enhance the flexibility of the student meal plans, we offer the option of meal exchange in the Cat’s “Pause”. The meal exchange program allows you to save your CSC Dollars and use your meals (“clicks”) instead. The meal exchange option includes one main item, one side, and one drink. Meal exchange menu options are posted in the Cat’s “Pause”. You may only redeem two meals per visit to the Cat’s “Pause”.

Cat’s Pause meal exchange hours are as follows:

- **Monday – Friday**
  - Lunch 11:00am – 3:00pm
  - Dinner 4:00pm – 10:00pm
- **Saturday**
  - Lunch 12:00pm – 3:00pm
  - Dinner 4:00pm – 10:00pm
- **Sunday**
  - Lunch 12:00pm – 3:00pm
  - Dinner 4:00pm – 7:00pm

**MEAL PLAN POLICIES**

- All students living in Culver-Stockton College residence halls and Greek housing are required to participate in a meal plan.
- Your ID must be presented to the cashier when you eat. This prevents others from claiming your meals and depriving you of the meal plan you paid for. You are the only one allowed to use your meal plan.
- Students may use a maximum of five meal “clicks” per day. However, only one “click” per meal period may be used in the main dining room and students may use only two “clicks” per visit to the Cat’s ‘Pause’.
- If your ID is lost or stolen report it to the Dining Services manager or cashier on duty. You will have a maximum of three days to replace your ID with the Student Life office. After this period, you must pay cash for your meals until you have a valid ID.
- Removal of food, beverages, utensils, tumblers, and china are not permitted without the permission of the Dining Services Director. We welcome you to eat and drink as much as you want while in the dining room, but you must keep it within this area. This policy must be followed to maintain a cost-effective and efficient dining program.
- You may request a to-go container for a carry-out meal upon presenting your ID to the cashier. These are the only containers to be used for carry-outs. All items must fit in the closed container. If you request a to-go meal, you must fill your container and leave the main dining room. You may not eat in the main dining room and have a to-go meal.
- If you are unable to attend a meal due to illness you may request a sick tray. A sick tray consists of gelatin, crackers, soup, and beverage. To get a sick tray, have your CA or friend bring your ID to dining services during the normal meal period and a staff member will prepare the tray for them to deliver to you.
- If you have a scheduling conflict or will be off campus during a meal period you may request a sack lunch with 24 hours notice. Please contact a Dining Services manager to make the necessary arrangements for a sack lunch.
- If you have special dietary needs, please let us know. We will be happy to work with you to meet your specific dietary requirements.

AmeriServe believes in an active participation with students on campus. We encourage you to enjoy our tasty selections and fun atmosphere in the dining area throughout the year. Please feel free to call (573-288-6341) or stop by the Dining Services Office to speak with Assistant Manager, Josh Lanier or Dining Services Director, Kelly Pfab. You can also email Josh and Kelly at jlanier@culver.edu or kpfab@culver.edu. Check out the weekly menu and special events by visiting our web page at www2.culver.edu/campus-life/dining-services or follow us on Twitter @CulverCafeteria.
MENTAL HEALTH POLICY

The mission of Culver-Stockton College is to provide students of promise a superb education within an active learning community founded upon integrity and the best values of faith and the human spirit. The college has adopted a policy and procedure in accordance with its mission and purposes to address and meet the emotional and physical health needs of students who may experience serious life threatening issues that interfere or disrupt the campus community and its mission.

SCOPE OF POLICY

A student may exhibit behaviors as a result of a serious mental health concern that poses a danger to self or others. If the college determines that a student is in danger and/or is causing a risk to the community, the dean of student life or designee will gather a review committee to intervene and determine an appropriate outcome.

STANDARDS FOR IMPOSED SANCTIONS

The following student behaviors will be reviewed:

1. Behavior or threats of behavior which may result in harm to self or others.
2. Behavior that disrupts or frightens peers and/or the greater campus community.
3. Behavior indicating an inability to manage one’s personal needs in such a way that serious imminent physical harm might occur (e.g. chronic eating disorder, serious neglect of self-care).

NOTE: The College will make every effort to involve parents and provide counseling services within the scope of its mission, but may deem the student’s needs beyond the College capacity. When appropriate, the dean of student life may notify the primary parent or legal guardian of any student who engages or threatens to engage in behavior that would cause physical harm to self or others.

Consideration will given as to whether or not the continued presence of the student on campus poses a threat to self or others beyond the ability of the college to provide for the safety of the student or others with reasonable accommodations.

SANCTIONS

These may be utilized in combination.

1. Student may be required to obtain a psychological/psychiatric evaluation (independent of the college) and provide documentation specifically addressing the following:
   a) Community living, academic success and access to resources.
   b) Appropriate management and/or resolution of mental health issue that preceded recommendation for evaluation.
   c) Recommendation regarding continuity of care and treatment needs. For example, student may be required to attend a specified number of mandated counseling sessions with the director of counseling and wellness. In some cases, the student may be referred to community professionals who specialize in certain areas. The student is responsible for any financial responsibilities for obtaining services off campus.

2. Removal from campus housing if student remains an imminent risk with appropriate accommodations.

3. Requirement of a behavioral contract incorporating professional support services, etc.

4. Withdrawal from school (voluntary or involuntary).

EMERGENCY INTERIM SUSPENSION

The College reserves the right to suspend a student on an interim basis if the circumstances indicate a student’s continued presence on campus may cause injury to property, the student or others. In such cases, the student will be required to remain off campus until satisfactory resolution of the situation. Students given an emergency withdrawal will be given the opportunity within forty-eight (48) hours from the effective date of withdrawal to meet with the dean of student life to review the following:

a) The reliability of information used in the decision. NOTE: The dean of student life will make every attempt to talk with the identified student before proceeding further, unless doing so may jeopardize the safety of others in the campus community.

b) Whether or not the continued presence of the student on campus poses a threat to self or others, endangers college property, or disrupts the normal operations and functions of the college.

VOLUNTARY WITHDRAWAL

Students may be given the option to withdraw voluntarily due to a documented ongoing medical/mental health concern that precludes successful completion of his or her academic work.
**LEAVE OF ABSENCE**

A student may voluntarily request a leave of absence due to emotional issues that inhibit their ability to excel in their academic endeavors. The student may be asked to meet with the director of counseling and wellness and/or provide documentation from an appropriate mental health professional separate from the college if warranted. Please note that students may request a leave of absence for psychological reasons without a specified diagnosis.

**INVOLUNTARY WITHDRAWAL FROM SCHOOL**

The college reserves the right to withdraw a student from classes, residence halls, and all college activities if it is determined that the student is engaging in behaviors that threaten the individual student, peers, or hinders the normal operations of the learning environment in any way. NOTE: This may occur in varying instances even if the student has not directly violated any conduct policy of the college.

a) Suspension  
b) Dismissal

The review committee designated by the dean of student life must approve all recommendations for an involuntary withdrawal or dismissal. This committee will include the dean of student life, director of counseling and wellness, associate academic dean of student success, and the director of residential life. The dean of student life may appoint other staff as appropriate. Once documented and approved by the dean of student life and review committee, the terms of the withdrawal become effective immediately and the student will be required to leave campus immediately, even though he or she will be able to appeal the decision.

**GUIDELINES FOR INCURRED SANCTIONS/APPEAL PROCESS**

The dean of student life or official designee will notify the student of the decisions for the sanction of involuntary withdrawal/dismissal no later than two days after the Review Committee meeting. *(Please see the readmissions section after the withdrawal process.)*

The Appeals Committee will review all appeals applicable to this policy. The Appeals Committee will include the dean of academic affairs, chaplain, one faculty member selected by the academic dean, and the dean of student life (Ex Officio). Any student who has been given an involuntary withdrawal has five (5) business days to appeal the decision in writing to the dean of student life. The appeal must state the reason for the appeal and what the student offers as the desired resolution.

The dean of student life will assemble the Appeals Committee to review the appeal within five (5) business days of receiving the appeal. At the time of the hearing, the student will have the opportunity to contest the decision and will be permitted to have their choice of one designated member of the Culver-Stockton College community present at the appeals hearing. The Appeals Committee will continue as scheduled in the absence of the student. As this is not a legal forum, no legal representation will be allowed in the appeals hearing. The decision of the Appeals Committee will be final.

**READMISSION**

Students who voluntarily withdraw without a formal leave of absence, or those have been suspended, must apply for readmission. Students applying for readmission may be subject to one or more of the following conditions prior to re-applying to Culver-Stockton College.

1. At least one full academic semester must have passed since the time of the withdrawal.
2. Documentation from a qualified mental health professional must be provided to the dean of student life.
3. Continued counseling or therapy as deemed appropriate.
4. Continued medication if indicated.
5. Recommendation from mental health professional regarding ability to care for self and live in a residential setting.
6. Receipt and acceptance of all necessary documentation by the dean of student life and director of counseling and wellness or other designee as deemed appropriate.

When students have met the criteria of the Mental Health Policy and verification is accepted and documented by the dean of student life, students will follow the Culver-Stockton policy for readmission.
HEALTH HISTORY & IMMUNIZATION RECORD POLICY

In the event of an emergency it is imperative that Culver-Stockton College has an accurate record of a student’s personal health history and immunization record. New students complete a thorough health history and provide immunization information through the admissions process. Students are strongly encouraged to update this information on MyCulver when appropriate.

All new students must confirm immunity to measles, German measles, mumps and tetanus/diphtheria, and tuberculosis screening. To meet the requirement, each student must have two doses of the MMR vaccine and a tetanus/diphtheria booster within the past 10 years. Any exemptions from the requirement for medical or religious reasons must be sought in writing and require the approval of the dean of student life. Questions related to this immunization policy should be directed to the Counseling and Wellness Office (Johnson 125).

The college recommends that all new students consider vaccination for hepatitis B and meningococcal meningitis. If a TB screening is positive then the student’s physician will recommend a treatment or screening protocol. Students and their families should consult with their family physician about these matters.

A special note about meningitis: meningitis is a relatively rare disease, and we are unaware of any cases on our campus. However, the disease’s occurrence among young adults has increased in recent years, and cases have been reported on other college campuses. Each family should consult their physician about the disease. The family physician knows the student’s personal history and can give appropriate advice regarding the meningitis vaccination. The vaccine may not be for everyone. If the family physician recommends the vaccine, he or she can provide it, as can the local health providers in Canton. Families will need to determine if the cost of this vaccine is covered by their personal medical insurance.
RESIDENCE HALL POLICIES

By signing a housing contract, all students agree to observe all college policies, including those listed on the housing contract, this handbook and the College Catalog. In addition, the college may add other policies as needed. Students should become familiar with these policies and stay within the guidelines. A student in violation of the policies will be subject to disciplinary action, as outlined under the heading “Code of Conduct for Students and Guests” in the student handbook.

As is expected, group living results in regulating certain behaviors for the good of the community. For a complete listing of regulations, refer to the Student Code of Conduct included in this handbook. Policies of particular concern to the residential community include:

• Violation of residence hall guidelines, visitation hours, quiet hours or courtesy hours,
• Failure to comply with requests of any member of the residence life or college staff,
• Use/possession of alcohol or empty alcohol containers,
• Use-possession of drugs or drug paraphernalia,
• Use/possession of weapons of any kind (including knives with blades over four inches),
• Use/possession of fireworks, flammable liquids or incense,
• Use/possession of candles or incense,
• Use of tobacco products in buildings,
• Vandalism, damage to or destruction of property of any kind,
• Tampering with safety equipment or propping open exterior doors,
• Violation of any campuswide policies,
• Theft or possession of stolen property,
• Removal of college property from its assigned area or location,
• Failure to observe disciplinary sanctions, and
• Other items not listed, which endanger the campus community, will be subject to disciplinary sanctions.

RESIDENT BILL OF RIGHTS

These guidelines are a reminder to residents of their responsibility to their roommate(s) and other members of their living community. The enjoyment of life in a residence hall will depend, to a large extent, on thoughtful consideration that roommates demonstrate for each other. Basic rights of members of a residential community include:

1) The right to read and study free of undue interference in one’s room. Unreasonable noise and other distractions inhibit the exercise of this right.
2) The right to sleep without undue disturbance from noise, guests of roommate, or other members of the community.
3) The right to expect a community member to respect one’s personal belongings.
4) The right to a clean environment in which to live.
5) The right to free access to one’s room and facilities without pressure from a community member.
6) The right to privacy.
7) The right to have guests with the expectation that those guests are to respect the rights of the host’s community and other hall residents.
8) The right for redress of grievances. Community assistants and Peer advisors are available for assistance in settling conflicts.
9) The right to be free from fear of intimidation, physical and/or emotional harm.
10) The right to expect reasonable cooperation in the use of “room-shared” appliances (telephone, refrigerator, etc.) and a commitment to honor agreed-upon payment procedures.
11) The right to be free from peer pressure or ridicule regarding personal choices.

Remember: To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that you and other members of the community enjoy all of these rights.

ACCESS TO STUDENT ROOMS & SUITES

The college reserves the right to enter any room or suite to conduct official business. This includes safety and health inspections, maintenance and housekeeping functions, repair and cleaning, investigations of probable violations of college policies, and enforcement of college policies and procedures and possible violations of state and/or federal statutes. Staff with passkeys will attempt to have the current resident(s) present when they enter a room, but staff are not obligated to this restriction. Violations of college policy that are observed by any member of the campus staff will be addressed through the campus judicial system.

ALCOHOL AND DRUGS

Students of legal age are permitted to possess and consume alcohol in their rooms within certain specific parameters. Culver-Stockton College is also a drug-free campus. Please review the Culver-Stockton College Alcohol & Drug Policy located within this publication.
CANDLES AND INCENSE

Candles and incense are not to be burned in the residence halls. Those items present a fire hazard and also produce an odor that may disturb residents. Candles may be confiscated by Student Life Staff or Campus Safety or they may have their wicks cut to prevent future use. Incense will be confiscated. If use of candles is part of Greek house rituals, they may be used for the ritual only. Presidents of Greek organizations should contact the Coordinator of Greek Life prior to the event.

Anyone who is not a resident of a particular building is considered a guest. Overnight guests, in accordance with the visitation policy, are only allowed if the roommate agrees. The building’s community assistant must be informed of all overnight guests. Guests with a vehicle must obtain a temporary parking permit from Campus Safety. Residents are responsible for the actions and behaviors of guests. Cohabitation is not permitted. Guests may remain in residence for a period of no more than five (5) days per semester. Requests for a longer duration must be approved by the Director of Residence Life. The host of the guests must be in the presence of their guest. Visitation hours for guests in student rooms are from 10am to midnight Sunday through Thursday, with 24 hour visitation Friday and Saturday. Main lounges are open 24 hours for residents and their guests. Some Greek houses’ visitation policies are set by the national organizations, and those policies may be stricter than the college’s policy. Guests should check with residents to be sure they are in compliance with the policies of a particular Greek house. Please see the Director of Residence Life for approval to host a guest under the age of 18.

HOUSEKEEPING

Housekeeping will clean the public areas and community bathrooms in the residence halls. Students living in suites are responsible for cleaning their own suite bathroom. Housekeepers will deep-clean suite bathrooms once a semester during breaks. However, all residents are responsible for keeping rooms and suites clean and presentable. Charges are assessed for any damage done to college property or trash left by residents in the room or in an inappropriate area of the building. Inappropriate areas for trash include but are not limited to common areas (hallways, lounges, stairwells) and personal trash is not allowed in community trash cans.

Physical Plant may require several days to repair non-emergency items. All problems should be reported to the community assistant or submitted directly to Physical Plant via the Help Desk. Do not try to repair or replace items yourself! Emergencies will be handled immediately if they are reported promptly.

KEYS

Keys are issued to all residential students. These keys remain the property of the college and may not be duplicated. A lost or stolen key should be reported expediently to a residential life staff member. The lock will then be changed and new keys cut for all residents of the room. The charge for lock replacement and new keys is $75. The charge for replacing a lost mailbox key will be $15. If a resident is locked out of his/her room, a staff member may open the door. However, staff will open the door for residents of that room only.

LENGTH OF OCCUPANCY

All housing contracts for students living in residence halls and Greek chapter houses begin at noon on the Sunday before the first day of classes in the fall semester and end at 6 p.m. on the last day of finals for the Spring semester, with the exception of Christmas break, when all residence halls and chapter houses are officially closed. Students should vacate their housing space no later than 24 hours after completing their last final exam or by 6 p.m. on the last day of finals, whichever occurs first. If students will be graduating and/or participating in commencement, they may remain in residence until 6 p.m. on the day of commencement. Non-graduating students remaining in residence during this time must seek approval from Residence Life and may be assessed a daily charge.

While housing is available to students through Thanksgiving break and Spring break, students wishing to remain in residence must request these accommodations in advance by completing a form in the Student Life office. Students will receive advance notice via their Culver email address of when these requests must be made. Daily charges (starting at $20) will be assessed to students in residence for reasons not relating to college business. In some instances, students may be asked to relocate to a temporary space if remaining in residence during a break period. All college housing, including residence halls and Greek chapter houses, is closed during the Christmas/Semester break, and off-campus accommodations must be made for any students needing housing at this time. Room checks are performed at the beginning of each closure period to ensure that the premises have been safely and securely vacated. Students will receive instructions from Residence Life regarding how their spaces should be vacated (i.e. doors closed and locked, lights off, items unplugged, et cetera) in advance of each closure. Students who have not yet vacated at the time these checks and remain without permission will be subject to judicial action, are subject to charges, and may be asked to vacate the premises immediately.

If students become no longer enrolled in a class during the 3-week or become a part-time student there housing may be revoked and they will have to move off campus as soon as possible. It is important for the student to understand that it is their responsibility to make sure they are still considered a full-time students and attending all classes during the 3-week.
ASSESSMENT OF DAMAGES

- **Community damages**
  Damages that occur in common spaces of a residential area may be charged to residents of that community, if the person(s) responsible are not identified. The college will take reasonable measures to identify the responsible party in all appropriate instances before assessing the community for damages. Residents are expected to report any acts of vandalism or misuse immediately to Residence Life of Campus Safety. Damages will be documented and will be passed along to all residents, when appropriate, at the end of each semester.

- **Abandoned Property**
  Students who vacate their space are responsible for removing all of their personal items before they return keys to this space. The college will not be held responsible for any personal items belonging to a student once they have vacated that space. Moreover, students who withdraw and do not return to collect their belongings will have a limited time to claim their items. Unclaimed items will be donated or disposed of after no more than sixty (60) days, and student may be assessed a $75 improper check out charge as well as charges for any unreturned keys.

MANDATORY MEETINGS

All resident students are required to go to one mandatory hall meeting a semester. Hall meetings are schedule a semester in advance to give residence ample opportunity to make arrangements to be in attendance. Meetings are typically held the first week in the fall and spring semester. Fines may be assessed for those who do not attend the mandatory meetings without proper notification to Residence Life.

PETS

The only pets allowed in college residences are fish. All other types of pets are expressly forbidden, due to sanitation, health and safety reasons. Tank size for any fish must not exceed a 10 gallon capacity.

Any student found keeping any other type of pet will be asked to immediately remove the animal from campus. The offending student may face judicial action and may be charged for any cleaning needs (carpet or floor cleaning, etc.).

QUIET AND COURTESY HOURS

To promote academic success, quiet hours begin in each residence hall and Greek chapter house at 10 p.m. each weeknight to promote restful sleep and study. Quiet hours will begin at 12 a.m. (midnight) on Friday and Saturday evening. Quiet hours end each morning at 10 a.m., but courtesy hours are continually in effect. During courtesy hours, each resident has the right to ask that noise be kept to an acceptable level. If this does not resolve the situation, residence life staff will assist in resolving the problem. During reading day and periods where final exams are administered, quiet hours are in effect 24 hours a day. Quiet and courtesy hours are in effect both in and outside all campus buildings.

RESIDENCE HALL ROOM AND BOARD

Room and board charges for the academic year are payable to the Business Office. All resident students are required to purchase a campus board plan. A student may change their board plan between the fall and spring semester, and may select a different board plan for the semester up through the second week of classes. There are special board plans for nursing majors and student teachers, inquire in Student Life for more details.

USE OF HALLS

Halls are to be considered a student’s home. Students may not use rooms for commercial purposes, vending, peddling, etc., except with the written permission of the dean of student life.

ROOM APPLIANCES

Small electric appliances without an exposed heat source (coffee pots, candle warmers, electric tea kettles, rice cookers, etc.) are allowed in individual rooms. All appliances with exposed heat sources (pizza ovens, toasters, toaster ovens, hot plates, etc.) are prohibited. Only one small refrigerator and one small microwave will be allowed in each bedroom. All other appliance usage must be approved through Residence Life. Space heaters, air conditioners of any kind and halogen bulb lamps are not allowed in any student residence. The college reserves the right to restrict or prohibit use of any equipment in college residences.

ROOM FURNISHINGS

Residents may not paint, hang wallpaper or otherwise alter their room structure. This includes hanging shelves, robe hooks or mirrors. Anything that will cause damage to rooms when decorating should not be used. We recommend the use of SMALL tacks to secure items to the walls. Bed lofts are not allowed, but most beds can be bunked and the use of bed risers is permitted. Beds should never be placed on top of dressers or desks. BBQ grills, charcoal or lighter fluid cannot be stored anywhere in residence halls. **All furnishings must remain in the room, and lounge furniture is not to be removed from the lounge area.** Monetary fines will be imposed for removing any furniture from its designated area.
ROOMMATES & ROOMMATE AGREEMENTS
Sharing a living space with a roommate is an important part of a student’s learning experience. Doing so challenges students to learn important skills (compromise, sharing, establishing boundaries, communicating difficulties, et cetera) that are not just useful, but essential for real-world living.

Roommate agreements are documents used by Residence Life to provide students with a structured way to help students have conversations about their needs to establish expectations for how a space will be shared. All residents are required to complete a roommate agreement at the beginning of the year, which our staff will retain and keep on file to be made available upon request when necessary. Residents will be asked to revisit the roommate agreement at the beginning of the Spring semester and are encourage to reference it often as well as make adjustments/updates as needed. During any disagreements, the roommate agreement can be accessed to help solve the issue(s) and can be altered if changes arise throughout the year.

Even if roommates are friends, disagreements can happen and are normal. Residence Life anticipates that such conflicts will come up periodically. It is also an expectation, however, that residents take the necessary and appropriate measure to work through these conflicts while using our staff as a resource. If a student is found to not handle a conflict in a mature, respectful and appropriate way, that student will be subject to the campus judicial process. Residence life considers a number of variables when assigning roommates with the ultimate goal that residents will be able to amiably coexist, compromise and maintain a positive and healthy environment in his or her assigned space.

If a student is dissatisfied with their roommate(s), they should first seek the assistance of their CA.

ROOM CHANGES:
Before a room change can be considered, students are expected to meet the following criteria:

1. All parties sharing a space have convened to complete a roommate agreement (this is a requirement of Shannon Hall and Wood Hall residents)
2. All students sharing a living space have scheduled or held a mediation meeting with the CA (community assistant) on their floor
3. The student has communicated with the roommate about their problem, whenever possible.

Students may request room changes beginning the first day of the fourth week of classes during the fall semester, but no room changes may be requested within the first three weeks of the fall semester. Room change requests will be accepted beginning with the fourth week of classes through the end of the sixth week of classes. Students who request a room change after this period has ended may be subject to a $100 room change fee.

Students may request room changes beginning the first day of the third week of classes during the spring semester. Room change requests will be accepted beginning the third week of classes through the fifth week of classes in Spring. Students who request a room change before or after this period may be subject to $100 room change fee.

Please note that CA’s cannot approve room changes. This is a process that must be completed through the Director of Residence Life. Any move must be approved through Residence Life before any residents begin relocating. Students that vacate their space or move into a new space without approval will be subject to judicial action and may be assessed a $100 improper space change charge.

When students are granted a room change, they will have 48 hours to complete their room change. If the request is granted on a Thursday or Friday, then they are expected to have completely relocated by noon the following Monday. Students who do not complete their room change in accordance with this timeline will be subject to a $100 improper space change charge.

SCREENS
Due to the resulting damage, removal of screens from residence hall windows will result in a $100 fine. If the screen and/or window are damaged as a result of a student removing the screen, that student will also be responsible for the cost to repair/replace the screen and/or window.

SINGLE ROOMS/OPEN SPACES
Single rooms in residence halls, when available, are an additional $900 per semester for a double room used as a single. Spaces designed to accommodate only one residence are also an additional charge. The payment of single rooms cannot be made through financial aid funds. Single spaces are allocated outright only to students who provide documentation indicating a compelling medical need or disability where a single space is imperative to their ability to function. All other requests will be considered individually by the director of residence life.

Students who find themselves in a room without a roommate should contact Residence Life about their options/choices. Residence Life retains the right to consolidate students living in spaces with vacancies, but will involve students in rooms with vacancies to make satisfactory arrangements whenever possible. Residence Life can fill any open space at any time without prior notice. Students who do not adequately prepare their spaces to accommodate another roommate may be automatically assessed a charge for a single room and may face judicial action or housing relocation.
SPACE SELECTION
Residence Life utilizes a space selection process each year that allows students who will return the following year to select a space and roommates for the next academic year. This process occurs late in the Spring semester. Students are issued electronic communication in advance of this process and receive an enrollment form with an assigned lottery number through campus mail. Lottery numbers are assigned to students through the use of a formula integrating class rank, cumulative and term GPA and number of credits earned. Lottery numbers are privately issued and are not publicized.

Students are eligible to participate in the space selection process only if they have registered for a full course load for the upcoming Fall semester and have a student account in good standing. A student will participate in the space selection process alone or in a group, and students may identify a proxy to represent them in the process in the event that they are unavailable. Students who have committed to reside in a Greek chapter house for the following year are exempt from this process.

Students who intend to commute from home during the upcoming academic year will be asked to provide such notice through this process, as well as students who do not intend to return to the institution. Though housing arrangements may be made outside of the space selection process, a fee may be assessed to students eligible to participate during the Space Selection process who intentionally delayed.

STORAGE OF ITEMS
The college does not allow students to store their belongings during the summer months. Students must make arrangements to store their belongings in off-campus locations. There are very limited exceptions to this rule. Contact Residence Life directly for details. Greek units do have attic space for some limited storage items. However, all items moved into the attic over the summer must be approved by the Coordinator of Greek Life & Leadership Development.

TERMINATION OF HOUSING CONTRACT
Housing contracts may be terminated during or between semesters for the following reasons:
• Withdrawal or dismissal from school
• Marriage
• Change to part-time status (less than 12 hours)
• Special approval by Residence Life or dean of student life.

HOUSING REFUNDS
For housing contracts that are approved terminations, a refund may be considered for the resident in accordance with the tuition, room and board refund policy. See the Payment Policies section within this publication. Pro rating is available on a case by case basis and needs to be made within the first 3 weeks of classes in each semester to be considered.

TOBACCO POLICY
Please refer to the Culver-Stockton College policy on Tobacco Use located within this publication.

RESIDENCY REQUIREMENTS
Culver-Stockton College is dedicated to the development of each student’s ability to function and communicate with other people and to foster a sense of responsibility and respect for others. The situations that arise in a group living environment provide a very real laboratory for students to grow in their knowledge of themselves and others. Because of the college’s belief in the value of residence life, on-campus living is required for all full-time students. Exceptions to this policy are:
• Students who are married or who have legal dependents;
• Students who are living with their parents or legal guardians;
• Students who are 21 years of age by September 1 of the academic year may reside off campus, but will not be eligible for institutional financial aid.
• Junior or senior nursing students may choose to reside in Quincy.

A request of exception to those listed above, such as student teaching or internships should be discussed with the director of residence life prior to making any plans. Appeals of decisions concerning exceptions to the housing policy should be sent to the dean of student life in a letter.
CULVER- STOCKTON COLLEGE
2015-16 RESIDENCE LIFE CALENDAR

Residence Halls and Greek Chapter Houses

**Fall Semester 2015**

**Monday, August 10, Noon to 3 p.m.**
Residence halls open for fall athletes (new and returning) check-in

**Monday, August 10, 10 p.m.**
Mandatory Policy Meeting in Residence Halls for all fall athletes

**Friday, August 21, 9 a.m. to 12 p.m.**
Residence halls open for new first-year and transfer student check-in

**Friday, August 21, 9:30 p.m.**
Mandatory All Hall Program/Meeting in Residence Halls for all new first-year and transfer students

**Sunday, August 23, 11 a.m. to 2 p.m.**
Residence halls open for new first-year and transfer student check-in

**Monday, August 24**
Classes start

**Monday, August 24, 9 p.m.**
Mandatory All Hall Program/Meeting in Residence Halls for All Residents

**Friday – Sunday, October 2-4, Mid-term Break**
Residence halls remain open and limited meal service will be available

**Saturday – Sunday, November 21 – November 29, Thanksgiving Break**
Residence halls CLOSE at 6 p.m. on November 20th, and reopen at noon on November 29th. Students must submit housing requests for consideration by November 2nd to remain in residence.

**Saturday, December 19 – Sunday, January 10 (noon): Semester Ends**
Residence halls CLOSE at 6 p.m. on December 18th, and reopen at noon on January 10th. All students must make alternate housing arrangements during this time.

**Spring Semester, 2016**

**Sunday, January 10, Noon**
Residence halls open for the Spring semester. Classes begin Monday, January 11th.

**January 11 – 15th**
Mandatory All Hall Meeting will occur during this week. Specific date and time TBD

**Saturday – Sunday, February 27 – March 6: Spring Break**
Residence halls CLOSE at 6 p.m. on Friday, February 26th and reopen at noon on March 6th. Students must submit housing requests for consideration by February 12th to remain in residence.

**Friday – Monday, March 25 – 28th: Easter Break**
Residence halls remain open and limited meal service will be available.

**Friday, May 6th, 6 p.m.: Semester Ends**
Residents NOT involved with Commencement must check-out for the summer by 6 p.m.

**Saturday, May 7th 6 p.m.: Buildings close for summer**
Residence halls CLOSE at 6 p.m. All remaining residents much check out of their space by 6 p.m.

*Attendance at Mandatory All Hall Programs/Meetings is required. A fine may be assessed for those who do not attend.

Culver-Stockton College reserves the right to make changes to the Residence Life Calendar if necessary. Should changes to the calendar occur, the College will notify students of any changes as soon as possible.
**Smart Alcohol Tips**
- Be of legal age
- Stop drinking if your surroundings are not conducive to appropriate behaviors
- Eat food prior to drinking
- Choose a designated driver
- Alternate drinking alcoholic and non-alcoholic beverages
- Avoid drinking games
- Be responsible and know your drinking limit
- Drink with people you know and trust

**Facts**
- The most popular date rape drug amongst students is alcohol.
- Your friends go online to see where you go and what you do...so do parents, law enforcement and potential employers.
- The majority of fires that happen on college campuses are a result of unattended cooking. Don’t leave cooking food unattended.

**Important Campus Safety Information**

**Alert Sign Up**
Emergency text messages are used as a form of emergency communication. In order to be notified, information must be entered on MyCulver. Emergency text messages are used in the event of an imminent threat and emergency notification is needed. The message will alert you to an emergency situation and ask that you take action.

**Important Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Numbers</th>
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</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>Dial 911</td>
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<td>Campus Safety Office</td>
<td>6300</td>
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<tr>
<td>Director of Campus Safety</td>
<td>6523</td>
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<td>Campus Safety Mobile</td>
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<td>Physical Plant</td>
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<td>Counselor</td>
<td>6441</td>
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<tr>
<td>Residence Life</td>
<td>6353</td>
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**Programs Offered**
- C.A./R.D. Fire Training Academy
- Operation Identification
- Rape Aggression Defense for Women
CAMPUS SAFETY POLICIES AND EMERGENCY PROCEDURES

MEDICAL EMERGENCIES
In the event of a medical emergency contact Campus Safety at extension 6300. When reporting a medical emergency immediately provide your location and the type of emergency. If you determine the medical emergency is life threatening Dial 911. Do not move any injured persons. Make them comfortable and keep them quiet and calm, while waiting for trained medical personnel to arrive.

Unless asked by college staff or medical personnel to remain, LEAVE the area and stay out of the way. There is little benefit to the distressed party from having extra people present. Too many people in the area have proven to be a major problem with medical emergencies and have actually caused additional problems.

PARKING INFORMATION
Campus Safety/Parking Contact Information

Assistant Director of Campus Safety: Johnson Hall
Phone: 573-288-6300

Parking Regulations: Please note the parking and driving regulations in place throughout campus. If you have any questions, please contact Campus Safety at ext. 6300.

• The roadway and various parking lots throughout campus have designated areas that are “Yellow Zones”. These are restricted areas and vehicles are not allowed to park at these locations.
• The entrance to Circle Drive in front of Shannon Hall is now "ONE WAY."
• The Faculty/Staff Parking Lot of Johnson Hall/Crown Center is "ONE WAY."
• The East (upper) Parking Lot near the PAC is "Commuter Parking" areas.
• No vehicles are to pass the "Yellow Zone" in the lower parking lot behind Stone Hall onto the patio area.
• The lower parking lot near Wood Hall is a restricted parking area for the residents of Stone Hall.

Parking Restrictions: Vehicles may be ticketed for the following reasons:
• Parked in a handicapped, visitor or reserved area without appropriate permit
• Parked in or blocking a fire lane, yellow/loading zone or emergency entrance
• Obstructing a pedestrian walkway, parking lot entrance or building entrance
• Parked on a sidewalk or any grassy area
• Any motor vehicle determined to have been abandoned (not displaying a state license plate or state inspection or a plate or inspection permit that has expired)
• Vehicles impeding snow removal, maintenance or construction work
• Vehicles parked along any college roadway (excluding maintenance or vendors when applicable)
• Impounded/booted vehicles exceeding the 48-hour limit (see boot policy)
• Disabled vehicles illegally parked
• Parking on campus after parking privileges have been revoked
• Any vehicle parked in an unsafe manner or that is restricting traffic or creating a traffic hazard
• If the responsible party, when notified by Campus Safety to move a vehicle does not accomplish the move within the specified time

Enforcement/Open Parking: The enforcement of parking violations for parking in a fire lane, blocking the road, parking on the grass, handicap zones, Stone Residence Hall Reserved Parking and yellow zones are twenty four hours a day. During the week, open parking throughout campus starts at 5:00 P.M. and ends at 7:00 A.M. On the weekend open parking begins Friday at 5:00 P.M and ends Monday morning at 7:00 A.M.

Vehicle Towing Policy: Any vehicle parked in violation of the parking regulations is subject to towing without notice. All parking fines and charges for towing and storage are the responsibility of the owner/driver of the vehicle and must be paid before the vehicle will be released. Culver-Stockton assumes no responsibility for damages to the vehicle either during towing or storage.
**Vehicle Recovery:** To have your vehicle released from storage you must first pay any parking fines owed to Culver-Stockton. You will then be given a paid receipt to present to the towing company at which time you will be required to pay any towing and or storage charges.

**Booting Policy:** Campus Safety will place a wheel boot on vehicles for the following reasons:
- Accounts associated with five or more citations in any one semester.
- Vehicles failing to register and or display a current C-SC parking permit who have received two or more citations in any 30-day period.

Procedure for boot removal will be as follows:
- All parking fines, plus a $25 boot-removal fee, must be paid and the paid receipt presented to Campus Safety prior to the boot being removed.
- If the driver or responsible party has not made arrangements to have the boot removed within 48 hours, the vehicle is subject to towing and all fees incurred (including purchase of permit and boot-removal fee).

**Parking Permits:** All students and employees wishing to utilize campus parking are required to display a current parking permit. Regular student parking permits are $50. Stone Residence Hall reserved parking permits are $50.00. In addition, restricted stickers can be purchased for $10. **Restricted stickers are for ARC parking lot only.** A second vehicle can be registered for $10. All student stickers are renewed annually. There are two classifications of parking: Faculty/Staff, hanging permit required; and Resident/Commuter Student, sticker permit required. Faculty/Staff lots will be designated as such. Parking permits can be purchased online using your My Culver account. Once a parking permit has been purchased, students can obtain their parking permits onsite at the assistant director’s office, located at Johnson Hall 124.

There are numerous times during the academic year where classes are not in session due to college agreed breaks. When these events occur, student parking rules and regulations are still in effect. Parking tickets will be issued during breaks; therefore your vehicle needs to be in the proper parking lot when you leave for break.

**Temporary Parking Permits:** Temporary parking permits will be issued by Campus Safety on an as-needed basis and only for a period not to exceed seven days. Until the temporary permit is properly displayed in the vehicle, it will be treated as a vehicle parked without a permit and will be fined accordingly. Temporary permits will not be issued to unregistered vehicles.

**Flashers:** Flashers may be used when a student has contacted Campus Safety in an emergency only (i.e. accident or illness).

**Parking Tickets:**
- Faculty/Staff/Visitor/Unloading Areas - $40.00
- Wrong Student Area - $40.00
- Fire Lane - $40.00
- Yellow Zone - $40.00
- Handicap Zone - $100.00
- On Sidewalk - $40.00
- On Grass - $40.00
- No Valid Sticker - $40.00
- Blocking Road/Dr. - $40.00
- Parked in Two Spaces - $40.00

Tickets are subject to change and could be increased depending upon the violation and the amount of tickets accumulated during the year.

**Parking Ticket Appeals:** If a ticket is issued involving policy or enforcement ambiguity, a detailed appeal stating how the vehicle was not in violation of a parking regulation should be filed within 3 days (72 hours) of the violation. Appeals can be completed online by accessing your My Culver account. All parking appeals are heard by a student parking appeals committee that meets monthly.

**Visitors to the College:** Designated parking for visitors is available at several locations. There is visitor parking available on the west side of Henderson Hall, the north side of Crown Center and the north side of the Johann Library. Visitors should contact Campus Safety for a visitor parking pass.

*Please note that the college is not responsible for any damage to vehicles parking on campus. Owners assume all risk.*
COMMUNICATION
Communication is the key to a safe, successful response during emergency situations. In the event of an emergency on campus the following Emergency Message Systems will be used to provide warning to faculty, staff, students and visitors of the college.

Emergency Text Phone Message by Cell Phone – CSC will send emergency information via text message to your cell phone. In order to be notified, information must be entered on MyCulver. On the MyCulver Portal under the Employee Information Tab, left click on personal tools and resources. Under personal tools and resources, there is an emergency contact information portal that can be clicked to verify and enter the cell phone provider and information. The provider must be correct in order for the system to deliver the emergency text message. When this process is completed, click the Test Faculty/Staff Text MSG to ensure the message is received.

Outdoor Warning System – In some instances, C-SC will send emergency information via a siren; a verbal message will follow that includes instruction on how to respond to the emergency in progress. No special requirements are needed to receive this emergency message.

Emergency E-Mail – In some instances, C-SC will send emergency information via e-mail with instructions and/or updates about an emergency in progress or recently completed. No special requirements are needed to receive this emergency message.

Emergency Web Page Message – In extreme instances, C-SC will display emergency information and further updates on the C-SC home page in the event of a prolonged crisis or emergency. This means of communication will likely follow the event and is where detailed information can be accessed by both on and off campus audiences. No special requirements are needed to receive this emergency message.

Questions about emergency preparedness or receiving emergency messages at Culver-Stockton College can be directed to the Director of Campus Safety at extension 6300.

Insider Alert – In some instances, C-SC will post emergency information on MyCulver through the use of the Insider Alert. This means of communication is a written message that is posted in red for the duration of the emergency. A written message will be displayed providing information about the type of emergency and in some instances response information.

FIRE EVACUATION PROCEDURES
For the safety of the residents, each residence has a fire alarm system consisting of smoke alarms and/or pull-type alarms. The community assistant or area coordinator will review with the residents of each building the evacuation procedures and related fire safety matters. Fire information is also reviewed with incoming freshman through the presentation of Campus Safety 101. Fire drills are held early each semester to acquaint the residents with the procedures. There are two fire drills conducted each academic year, one announced and the other, unannounced.

FIRE EMERGENCY IDENTIFIED
All situations which may cause a fire will be considered an emergency. This includes any fire which has already been extinguished, regardless of the size or nature of the fire. When a fire related emergency is discovered, the following action will be taken:

When a fire related emergency is noticed the person noting the emergency must decide if the fire is small enough to extinguish with a fire extinguisher. If it is not a small fire, the person should evacuate the building immediately and initiate the following procedure(s). A method of remembering the procedure of responding to a fire is the use of the acronym A.C.E. Use the acronym for general fire response and evacuation procedures.

Alert all people in the immediate area, pull the fire alarm and dial 911.

Contain Close doors to contain fire and smoke and quickly exit the building.

Extinguish small fires. Do not attempt to extinguish large fires.

At all times walk, walk quickly – do not run. Notify others as you exit the building.

Evacuate to the designated meeting location for the building you are occupying and remain until contacted by campus safety or emergency personnel.

In the event an Academic building was evacuated a faculty or staff member can assist with accounting for all persons evacuated from the building. In the event of a residence hall has been evacuated, the resident should report to the Resident Director/ Head Resident or the Community Assistant to ensure all persons have been evacuated from the building.

ADDITIONAL EMERGENCY PROCEDURE
When the building has been evacuated do not re-enter until an authorized representative has determined the fire has been extinguished and it is safe.
ACE ACRONYM
Alert all people in the immediate area, pull the fire alarm and dial 911 to report the smoke or fire. When exiting the building call out “FIRE, FIRE, FIRE”. The person making the report of a fire must make the call from a safe location.
Contain Close doors on your way out to contain the fire and smoke. This will slow the spread of the fire.
Extinguish small fires. Do not attempt to extinguish large fires. Only attempt to extinguish the fire if it is safe to do so without personal injury and the fire is small enough. Attempt to extinguish the fire with the nearest fire extinguisher using the “buddy system”.
If the fire becomes too large for the fire extinguisher to handle do not attempt to continue extinguishing the fire.
If the heat of the fire is such that you cannot get close enough to use the fire extinguisher safely without inhaling dangerous levels of smoke do not attempt to continue extinguishing the fire.
If there is no emergency escape route available do not allow the fire to get between you and the escape route, do not attempt to continue extinguishing the fire.

FIRE EMERGENCY AND EVACUATION PROCEDURE
If a fire is discovered by the faculty, staff or student or the fire alarm is activated the following actions should be implemented:
Sound the alarm if the alarm has not been activated by pulling the nearest pull station. Contact campus safety if in a safe location to do so. If visible evidence of fire and smoke is observed contact 911.
If you have noticed the fire - related emergency you must decide if the fire is small enough to extinguish with a fire extinguisher. If it is not small enough to extinguish the building must be evacuated. (Do not use elevators).
If time permits, close doors and windows when exiting the building; however do not put yourself at risk during the evacuation process.
When exiting the building remember to call out, “Fire, Fire, Fire”.
In the event of a fire do not spend time collecting papers or personal items or wait on others who are doing so.

EMERGENCY CONTACT NUMBERS
Fire Department 911
Campus Safety 6300
Resident Director/Head Resident on - Call Phone (217) 440-6410
Director of Campus Security& Facilities (573) 822-0598
Director of Resident Life (217) 653-6690
Physical Plant on Call Phone (217) 440-6393

DESIGNATED MEETING LOCATIONS BY BUILDING
Henderson South of building on open lawn area (quad)
Herrick East of building in open lawn area (quad)
ARC South of building in open lawn between gymnasium and ARC
Johann North of building in open lawn area front on Johnson
Performing Arts Center South of building near Weldon in lawn area
Science Center West of building near Clough in lawn area
Crown Center Northwest of building open lawn between Herrick and Field house
Field House Northwest of building open lawn between Herrick and Field house
Physical Plant East of building open lawn near Henderson
Stone Residence Hall West of building open lawn at Johann
Wood West of building open lawn at Johnson
Shannon West of building open lawn area near Science Center
Clough North of building on patio of Crown Center
Cason North of building on patio of Crown Center
Turley West of building on lawn at Performing Arts Center
McDonald East of building on patio of Crown Center
Zenge South of building parking lot in lawn
Weldon North of building to Performing Arts Center in lawn
Helsabeck West of building on practice football field
Gerlach West of building on practice football field
Johnson North of building in lawn area between Henderson and Johnson
EMERGENCY EVACUATION OF DISABLED PERSONS
Check on people with special needs in the event of a fire emergency and evacuation. A “buddy system” will be in place where people with disabilities arrange for fellow residents to alert and assist them in a fire emergency and evacuation.

The disabled person should be partnered with a “buddy” resident. The “buddy” resident will assist the person with evacuating the building. Always ask someone with a disability how you can help before giving assistance. Ask how he or she can best be assisted or moved, and whether any special considerations or items need to come with the person. Evacuate or assist people with disabilities to get to the nearest stairwell if possible. Do not use elevators.

AIDING PERSONS WITH SPECIFIC DISABILITIES IN EMERGENCY SITUATIONS
Blindness or Visual Impairment
Give verbal instructions to advice the safest route or direction using estimated distances and directional landmarks. DO NOT grasp a visually impaired person’s arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd. Give other verbal instructions or information (example: Move to the stairwell, elevators cannot be used).

Deafness or Hearing Loss
Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write a brief statement if the person does not seem to understand. Offer visual instructions to advise of safest route or direction by pointing toward stairwell exits or evacuation maps.

Mobility Impairment
It may be necessary to help clear the exit route of debris (is possible) so that the person with a disability can exit to a safer area. If people with mobility impairments cannot exit, they should move to a safer area such as the nearest stairwell. If that is not possible, they should move to an office or other room with the door shut which is a good distance from the hazard. Notify police or fire personnel immediately about any people remaining in the building and their locations. Police or fire personnel will decide whether people are safe where they are, and will evacuate them as necessary. They may determine that it is safe to override the general rule against elevators. If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique.

EVACUATION MAPS
Emergency evacuation maps are located in common areas on each floor of the building. The map indicates suggested evacuation routes, primary exits, pull stations and fire extinguisher locations.

FIRE EXTINGUISHER USE
The P.A.S.S. method should be utilized when using a fire extinguisher. When using a fire extinguisher to extinguish a fire be aware of your surroundings. If at any time, the fire you’re trying to extinguish is creating an unsafe environment evacuate the building immediately. P.A.S.S. is an acronym that provides details on the appropriate method of using

Pull the pin.

Aim at the base of the fire

Squeeze the discharge handle to release the agent. Short bursts at the base of the fire.

Sweep from side to side for proper distribution.

FALSE ALARMS/ARSON
Missouri Revised Statue 569.080.1: A person commits the crime of tampering in the first degree if he or she for the purpose of causing a substantial interruption or impairment of a service rendered to the public by a utility or an institution providing health or safety protection, damages or tampers with property or facilities of such a utility or institution, and thereby causes substantial interruption or impairment of service. Tampering in the first degree is a Class C felony.

Missouri Revised Statue 569.090.1: A person commits the crime of tampering in the second degree if he or she tampers with property of another for the purpose of causing substantial inconvenience to that person or another. Tampering in the second degree is a Class A misdemeanor.
ARSON
Missouri Revised Statute 569.040.1: A person commits the crime of arson in the first degree when he or she:
1. Knowingly damages a building or inhabitable structure, and when any person is then present or in near proximity thereto, by starting a fire or causing an explosion and thereby recklessly places such person in danger of death or serious physical injury; or
2. By starting a fire or explosion, damages a building or inhabitable structure in an attempt to produce methamphetamine.

Arson in the first degree is a Class B felony, unless a person suffered serious physical injury, death or to produce methamphetamine as a result from the fire or explosion, in which case arson in the first degree is a class A felony.

Missouri Revised Statute 569.050.1: A person commits the crime of arson in the second degree if he or she knowingly damages a building or inhabitable structure by starting a fire or causing an explosion. Arson in the second degree is a Class C felony unless a person has suffered serious physical injury or has died as a result of the fire or explosion, in which case arson in the second degree is a Class B felony.

Missouri Revised Statute 569.055.1: A person commits the crime of knowingly burning or exploding when he or she knowingly damages property of another by starting a fire or causing an explosion. Knowingly burning or exploding is a Class D felony.

Culver-Stockton College will cooperate fully with local law enforcement agencies and the State Fire Marshal’s Office in investigating any tampering of safety devises or arson involving students or campus property. Tampering with safety devises or equipment is forbidden and will be dealt with as a discipline issue.

LOCKER POLICY
There are 27 student lockers for commuter students located on the basement floor of the Gladys Crown Center in the Commuter Lounge. The use of these lockers will be coordinated and supervised by Campus Safety. Only Culver-Stockton College issued locks will be used on these lockers and the locks must remain on the lockers at all times, even when not in use. If you wish to use one of these lockers, please go to Campus Safety and have one assigned to you. You must have a valid Student ID to be issued a combination code. The lockers are free (as long as there is no damage and abuse) and are issued on a first-come, first-serve basis. They are for student use only! Students will sign an agreement when issued a combination code.

Lockers are good for the academic year they are issued. All lockers must be cleaned out by last day of classes in May. Should a student decide to leave the college without cleaning out the locker, the locker will be cleaned out and all items left inside will be thrown away unless claimed within one week after an attempt to notify the student. Damaged lockers will result in a fine to be added to the student’s account. Lost locks will also result in a fine to replace the new lock.

TORNADO RESPONSE AND SHELTER IN PLACE
Tornado Watch means weather conditions are favorable for the development of tornados in or around the watch area. When a tornado watch has been issued for your area (Lewis County), you should monitor weather radio, local radio or television for additional warnings.

Tornado Warning means a tornado has been sighted by the public or local law enforcement, or that Doppler radar has indicated an area of rotation that could develop, or has developed, into a tornado, and be prepared. Take shelter immediately, remember tornados can form and move quickly with little or no advanced notice. There may be no time to issue a warning in the event this happens.

TORNADO PROCEDURES

TORNADO WATCH
When the National Weather Service issues a Tornado Watch it will be received on the Weather Radio. The information will be disseminated in the form of an Emergency E-Mail Message and/or a message posted on the Insider Alert to inform faculty, staff and students.

The notification will include the following information/instructions:
Culver-Stockton College in under a tornado watch

Time the tornado watch expires
Normal routine will not be interrupted unless tornado warning is issued.

If the outdoor warning system sounds indicating a tornado warning for Lewis County, proceed immediately to the nearest designated area of shelter in your building. If underground shelter is not available, move to an interior room or hallway on the lowest floor of the building, staying away from windows and doors.

In the event faculty, staff, students and visitors are required to seek shelter to the lowest level of the building during a tornado warning the tornado crouch position should be utilized.
Tornado Warning

When the National Weather Service issues a Tornado Warning, there will be a number of emergency message systems implemented. The systems activated for a tornado warning include Emergency Text Message, Outdoor Warning System, and Emergency E-Mail. Once receiving the information, all individuals on campus will proceed to the nearest designated tornado shelter areas or the lowest level of the building away from door and windows.

IF YOU ARE IN A BUILDING, **REMAIN IN THAT BUILDING AND GO TO THE NEAREST DESIGNATED SHELTER AREA.** IF YOU ARE OUTSIDE, IMMEDIATELY ENTER THE NEAREST BUILDING AND PROCEED TO THE NEAREST DESIGNATED SHELTER AREA.

REMAIN IN THE SHELTER UNTIL THE TORNADO WARNING IS OVER. THE ALL CLEAR SIGNAL WILL BE PROVIDED BY TEXT MESSAGE AND/OR CAN BE OBTAINED BY CALLING CAMPUS SAFETY AT (217) 440-6394. THE OUTDOOR WARNING SYSTEM WILL ALSO PROVIDE AN ALL CLEAR, HOWEVER IT MAY NOT BE HEARD FROM INSIDE A BUILDING.

Tornado Crouch Position

Kneel down on knees and cover head with hands in a basement area or the lowest level of the building in an interior room, away from windows and doors. If time permits, close doors and windows when exiting the building; however do not put yourself at risk during the evacuation process.

**Trouble Areas to Avoid:**

- All outside walls, elevators, windows of buildings
- Any low-lying area that could flood
- Vehicles—do not use for shelter
- Building areas with large roof span

**If you are in the open:**

- Attempt to reach shelter, such as a building with a basement
- If there is no time to find shelter or escape, lie flat in a ditch or depression, avoiding areas subject to rapid water accumulation or flooding in heavy rains.

**TORNADO FACTS AND INFORMATION**

Remember, tornados can form with little or no advanced warning. Tornados can occur anywhere or anytime of the year. Tornados are most likely to occur sometime between 3 P.M. and 9 P.M., but have been known to occur at all hours of the day and night. The average tornado moves from southwest to northeast, but tornados have been known to move in any direction. After you have received the warning or observed threatening skies, you must make the decision to seek shelter before the storm arrives. *It’s up to you!*  

**THEFT/LOSS STATEMENT**

Lock your doors! Residents have the tendency to leave room doors open while they run to the bathroom, shower, drinking fountain, or to visit a friend. This is when many thefts occur. The college is not liable for loss of or damage to personal property. It is recommended that residents insure possessions before coming to campus. It is not advisable to keep valuables in plain sight or to keep large sums of money in your room. We also suggest that you record serial numbers of valuable items and/or take photographs of your important belongings. If a theft occurs, report it to a staff member immediately.

**MISSING OR UNACCOUNTED FOR STUDENTS**

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the college community in the event that a student is perceived to be and is reported missing. A student shall be deemed missing when he or she is absent from the college for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus Safety who will investigate each report and make a determination about whether the student is truly missing. All students have the opportunity to identify an individual (a confidential contact) to be contacted by the college during a missing person’s investigation. If the allegedly missing student is under 18 years of age, the college is required to notify the parent or guardian of the situation within 24 hours if the student is not located. If, after a thorough campus-based investigation involving the confidential contact, the student remains unaccounted for, the parent/guardian and the Canton Police Department will be notified. This notification will take place no more than 24 hours from the time the report is received.

Students shall be given the opportunity to designate confidential contact information, specific to the possibility of being reported missing, during residence hall check in procedures. This Confidential Contact Registration Form will be kept on file in the Department of Campus Safety. A registration form is also available for completion on MyCulver. Each student who files a Confidential Contact Registration Form is solely responsible for the accuracy of the contact phone number and for the update of information should the confidential contact person and/or number change.
Recreational Equipment Policy

Self propelled recreational equipment, including but not limited to bicycles and skateboards, may be used for transportation purposes only. The college reserves the right to prohibit any behavior that can damage property or cause personal injury.

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, required institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, or each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Missouri, convicted sex offenders must register with the Missouri State Highway Sex Offender Registry. You can link to this information at www.missouri-sexoffenders.com.

WEAPONS AND FIREWORKS

The use and possession of weapons and fireworks is prohibited. A weapon is defined as any object that is designed to cause injury or shoot a projectile. This includes paintball guns, blowguns, pellet/BB guns, archery equipment, knives with blades over four inches long and ammunition. The use of fireworks is prohibited due to potential injuries, damage and disturbances.

STUDENT ORGANIZATIONS & CAMPUS INVOLVEMENT POLICIES AND PROCEDURES

Campus involvement is a vital part of learning and success in college. Student organizations are important ways for students to be involved in the college while making friends and having fun. Participation in student organizations plays an important role in the overall college experience by cultivating leadership, communication and organizational skills.

CLASSIFICATIONS

Culver-Stockton College has a variety of student organizations that provide opportunities for involvement in a range of activities. Below are the classifications that fit many of the existing organizations.

• Academic
• Athletic
• Greek
• Honorary
• Multicultural
• Political
• Religious
• Service
• Social

PRIVILEGES

The following privileges are available to any Registered Student Organization (RSO):

• Leadership Development
  ◦ As well as developing leadership skills within the organization, student members will have the advantage of special leadership development opportunities. Through various programs, the Student Life office offers opportunities for leadership development and training. Please contact the Director for Student Activities and Intramurals to develop leadership training for your organization or executive board.

• Space Reservations
  ◦ RSO’s may reserve spaces throughout the college to hold meetings and events through the school year. RSO’s must use the facilities request form located on myCulver to request the use of a room.

• Games/Equipment Rentals
  ◦ RSO’s may request to use the equipment located in the Student Activities and Organizations Center (Johnson 116) at no charge. Equipment such as Sound Equipment, Game Equipment, LCD Projector, Screen and Miscellaneous Athletic Equipment, is available. Please see the Forms section for the appropriate steps.
• **Bulletin Boards**
  ◦ Throughout campus there are various boards available where signage may be posted regarding upcoming events, news, etc. All advertising must receive stamped approval through Susie Sutton in the Gladys Crown Center 215. Any non-approved advertising will be taken down, and all advertising must be removed by the organization within a week of the events completion. Tape is not permitted on the windows, and only painters tape may be used on painted surfaces. Failure to follow these rules may lead to damage charges charged to the organization. Please see the Flyer Posting Policy below for more information.

• **Signage Materials**
  ◦ In the Student Life Office (Crown Center 215) there are materials available to create signage and publicity for upcoming events such as butcher paper, markers, paint, scissors, helium, etc. RSO’s may use these supplies for P.R. and marketing.

• **Staff Assistance**
  ◦ Through the Student Life staff, RSO’s may obtain assistance in planning and evaluating programs such as educational, cultural, social, and recreational events.

• **Campus Information Channel**
  ◦ RSO’s will have the advantage of utilizing the Campus Information Channel (2) to advertise events. *All advertising for Channel 2 needs to be submitted 10 days before the event to ensure publicity.* Please see the Forms section for the appropriate steps.

• **Student Benefit Fee**
  ◦ The Student Government Association has been given the responsibility of allocating funds to recognized student organizations who request financial support. RSO’s will need to contact SGA or visit the SGA website to obtain a SBF request form. For further details, please see the Policies and Procedures section of this handbook.

• **Recognition**
  ◦ RSO’s will be listed on the Culver-Stockton College website. Also, organizations will be considered for the campus awards in the Spring Semester each year.

• **Tabling Opportunities**
  ◦ Having members readily available to talk to students in a busy area is a great way to recruit new members or advertise events. Depending on which location is desired, please contact the appropriate person listed in the Reservations section of this handbook to reserve a space for a table.

• **Participation in Student Organization Fair**
  ◦ At the beginning of each year, the Student Organization Fair will take place on campus. This is a great opportunity to get in touch with new and returning students to recruit new members. Student Organizations may sign up by contacting the Director of Student Activities & Intramurals.

• **Event Planning Assistance**
  ◦ Student Life Staff members will be available for consulting for event planning. Also, in the forms section, there is an event checklist available to help guide a successful event.

**STARTING A NEW STUDENT ORGANIZATION**

Students of the college are encouraged to organize and promote common interests through student organizations. If a particular interest is not already cultivated by a registered student organization, or the need for another organization exists, students are able to create an organization to meet that need. For assistance in the creation of a new Student Organization, please see the Director of Student Activities & Intramurals in the Gladys Crown Center 215.

**Here is a list of items to look into to start an organization:**

- Faculty advisor of their own choice,
- Statement of purpose,
- Constitution,
- Criteria for membership,
- Rules of procedures/constitution , and
- Current list of officers.

If you are interested in starting a new student organization, please contact the Director of Student Activities & Intramurals at 288-6571.
RETURNING STUDENT ORGANIZATION REGISTRATION

In order to be considered a registered student organization for the upcoming academic year, each organization must complete an update form from the Student Life Office (Crown Center 215C) and return it no later than May 6th at 5:00 p.m. The information that each organization must provide is:

- Leadership/Executive Members of the Organization and Contact Information
- Number of Active Members (including names of at least 5 members)
- Faculty/Staff Advisor Information AND signature

RESERVATIONS

If an organization is planning to utilize space on campus (for example a meeting or event, or tabling), it is required to book the space through the appropriate sources. It is important to remember that each organization is responsible for cleaning up after itself after space utilization. If the reserved space requires special room set up, please contact Joni Mowen at jmowen@culver.edu. Here are some of the buildings with available spaces on campus as well as contact information:

- Johnson Hall & Outdoor Areas
- Gladys Crown Center
- Any Academic Building
- Activity and Recreation Center & Charles Field House
- Any Residence Hall
- Performing Arts Center & Auditorium

To reserve a space, student organizations are to fill out and submit a facility request from found on MyCulver. This form will provide the needed contact and set-up information to properly acquire the space and ensure that the event goes as smoothly as possible. Once submitted, the form will need to be approved by your advisor and will then be forwarded to the proper individuals. The contact information above is to be used as a follow-up measure to the form on MyCulver if needed.

OPEN BURNING/FIRE PIT POLICY

Culver-Stockton College prohibits the use of any open burning on campus unless approved by Student Activities and Campus Safety. The college does have a fire pit that can be reserved by students, student organizations, teams, faculty or staff. The fire pit was made possible by the Class of 2012 and Chair of the Board, Ronald Leftwich ’64. The reservation of the fire pit must follow the below procedures:

Process of Reserving Fire Pit:

- Obtain the Fire Pit approval document from the Director of Student Activities & Intramurals in the Gladys Crown Center 215C.
- Get necessary signatures on the approval form.
- Complete this two weeks prior to the event. Spontaneous use of the fire pit may be permitted but must be approved by Campus Safety.

Public Safety Regulations regarding the Fire Pit:

- The Director of Campus Security and Facilities and/or the Director of Student Activities & Intramurals reserves the right to cancel the use of the fire pit at any time if weather conditions warrant any sort of safety issues, excessive wind (exceed 10 miles per hour) or dry conditions from the lack of moisture.
- The fire must be contained in the fire pit, and the wood may not be above the rim of the rim of the pit.
- Means of extinguishment will be five gallons of water. A bucket can be made available upon request.
- The fire cannot be left unattended.
- Campus Safety (573-288-6300) must be called at the beginning and end of the event.

Other Conditions:

- The Physical Plant may supply the wood; however it is up to the sponsor to buy a starter log or newspaper and kindling to start the fire. No other type of fuel may be used.
- The fire must be extinguished by 10:30 p.m. and the area completely clean and cleared by 11:00 p.m. Sunday thru Thursday and extinguished by 11:30 p.m. and the area completely clean and cleared by 12:00 a.m. Friday and Saturday.
- If the Fire Department is called for any reason the sponsoring group/individual is responsible for paying all costs incurred from the call.
- Reservations will be confirmed or denied by the Director of Student Activities & Intramurals via email. Reservations are not guaranteed until you receive an email confirmation.
FUNDRAISING
Fundraisers can build awareness for programs and build strong community contacts. In addition to monetary support, these events are great publicity for your organization. **In order to Fundraise, a RSO must obtain permission from the Dean of Student Life.** It is also important to be aware of the Fundraising and Solicitation Policy printed below:

Campus community members are not permitted to use college facilities to raise funds or solicit in any manner outside of normal college advancement operations unless the dean of student life gives prior approval.

All forms of fundraising outside of normal college advancement operations must receive prior approval from the dean of student life. In addition to receiving prior approval from the dean of student life, individuals, organizations, or athletic teams wishing to solicit donations from individuals, businesses, or corporations must also receive prior approval from the Office of Alumni & Advancement. The athletic director must give prior approval for all athletic team fund-raising activities, as well as any fund-raising solicitations taking place at an intercollegiate athletic event.

In accordance with college policy regarding sales and services on campus, there will be no selling or taking orders for articles or services by non-college agents on campus unless approved by the dean of student life. Any person attempting to sell any item on campus should be reported to the Residential Life staff or dean of student life.

Students are not permitted to use their rooms or other space within the housing unit for any commercial purpose, peddling or vending, except with written permission in advance through the dean of student life.

Registered student organizations are allowed to solicit membership and other sign ups with prior approval from the Director of Student Activities & Intramurals. Any non-college solicitation which is non-fiduciary (ex: student organization sign ups, church solicitation, giving out free items, etc.) must be approved by the Dean of Student Life. Non college agencies must stay in designated area and may not roam the campus. They may not harass any student, faculty, staff or college guest in their solicitation. The rule of thumb to follow is: the student needs to engage you first instead of you engaging the student.

CONTRACTS
Contracts are used for a variety of services such as entertainment and special events. All contracts must be approved by the Director Student Activities & Intramurals before being sent to the outside party.

MOVIES/FILMS
Federal copyright law restricts the use of video cassettes and DVDs for private showings and prohibits their public performance. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor, lounge), or showing a motion picture by broadcast or transmission. **If a student organization wishes to show a film/movie, a group member must contact the Director of Student Activities & Intramurals to discuss obtaining the rights for the movie.**

EQUIPMENT REQUEST
Equipment can only be reserved by C-SC departments or registered student organizations. C-SC departments and student organizations assume responsibility for any damaged, lost, or stolen equipment. Services are available on a first come, first serve basis. The right is reserved to refuse service for any reason. A form with the available equipment is available in this packet as well as inside the Student Life Office (Crown Center 214C). **Requests for equipment must be submitted at least ten days in advance.**

EVENT/PROGRAM REGISTRATION
All registered student organizations are welcome to host events and programs that are open to the campus community. Such events are great ways to promote and publicize an organization and/or cause. **If a group wishes to sponsor such an event, an Event/Program Registration Form must be completed and returned to the Director of Student Activities & Intramurals at least 10 days before the event.** A form is available in this packet as well as inside the Student Life Office (Crown Center 215C).

COMMUNITY SERVICE
Community service is a great way for RSO’s to get connected to the community. For information about ideas for projects or ways to get involved, contact Amanda Sorenson at asorenson@culver.edu. When a RSO completes any type of community service project, contact Amanda Sorenson and include the project, how many hours were worked, as well as any money that was raised for donation. When a RSO fills out an event registration form, there is a place to indicate whether or not it is a community service project.
CAMPUS ADVERTISING AND PROMOTIONS POLICY

Culver-Stockton College has developed a set of guidelines to govern the advertisement and promotion of campus activities around campus. These guidelines are intended to:

• Keep the College's buildings clean and in good condition
• Ensure consistency with College standards for publications
• Comply with relevant College policies and procedures

Section 1 – Banners and Flyers

Culver-Stockton College defines a “banner” or “flyer” as any form of print publicity — with no regard to size, shape or content — that is displayed in a public area. The following policies and regulations must be adhered to when placing flyers on Culver-Stockton College’s campus:

1. All flyers must be approved and stamped by the Division of Student Life before being placed up around campus. The Division of Student Life has full discretion in approving flyers and banners.
2. The name of the sponsoring organization, individual, class, or faculty member must be clearly indicated on each flyer or banner, as well as the time, date and location of the event.
3. Flyers must be no larger than 11” X 17” unless special permission is given by the Division of Student Life.
4. Banners hung up on campus must not impede the flow of pedestrian traffic otherwise they will be removed.
5. All flyers must be in good taste. Poor taste includes, but is not limited to: sexually explicit pictures or photographs of any persons without clothing; statements, symbols, depictions or references to alcohol or drugs (i.e. pictures of beer, kegs, beer steins or the acronym “BYOB”); foul language; and any other offensive or vulgar material.
6. Use thumb tacks, staples and/or tape to place flyers on bulletin boards. Use painters tape to place flyers on indoor walls. The use of tape other than painters tape (i.e. duct, scotch, packing and strapping tape, etc.) is not permitted under any circumstances. Failure to do so may result in the assessment of damage charges to the sponsor.
7. Flyers are not allowed to be placed on any glass surfaces. Any flyers found on these surfaces will be removed. Posters and flyers should be hung on the hanging strips at the top of the windows in the Crown Center.
8. Flyers and banners may not be placed on top of existing materials on the college’s bulletin boards or walls.
9. Posting is not permitted on trees, benches, trashcans or campus exteriors.
10. Flyers are not allowed to be placed on or over themed bulletin boards located in the residence halls, nor on the calendar located outside of the cafeteria. Posting in the Residence Halls must be approved by the Director of Residence Life and posting on the cafeteria bulletin board must be approved by the Director of Student Activities and Intramurals.
11. Banners and Flyers may not be posted more than two weeks before the event. The posting organization, individual, class, or faculty member is responsible for removing all flyers and banners within 48 hours of the conclusion of the publicized event.

Section 2 – Window Painting

1. The only windows available for painting are the large panes located on the north end of the Crown Center located adjacent to Meaders Lounge.
2. The window space is first come first serve and anyone caught tampering with an advertisement will be reported to Student Life.
3. Window paintings must adhere to the same regulations found in Section 1 Item 5 unless proper permission is granted from the Division of Student Life.
4. An individual or organization may only utilize one window pane unless given permission from the Division of Student Life.
5. The individual or organization is responsible for properly cleaning the window within 3 days of the events completion. If the individual or organization fails to do this, they will be assessed a $25 cleaning fee.

Other Important Information

1. Banner paper, paint and markers are available for registered student organizations to use. These supplies are available in the Student Life Office in the Gladys Crown Center, Room #215C.
2. The approval stamp is valid for two weeks and after this time, advertisements will be taken down. All flyers and banners will be checked for expiration dates throughout the week.
3. Organizations, businesses, or citizens that are not part of the campus community may display signs on campus following all campus sign posting guidelines. All signs must still be approved through the Division of Student Life; however these signs may be preempted by campus postings. There will be a dedicated bulletin board in the bottom floor of the Crown Center for Community Events.
4. There will be a dedicated bulletin board in the bottom floor of the Crown Center for the posting of items that are for sale. Flyers placed on this board still follow the rules listed in Section 1.

5. Channel 2 is also available for registered student organizations. For this medium, please send a completely designed PowerPoint slide to the Director of Student Activities & Intramurals that you wish to be posted on the slide show. Slides are changed by each Monday so slides should be emailed by no later than 5:00PM on Friday of the previous week.

OFF CAMPUS EVENTS

Many RSO’s will have events that are held off campus. All off campus events must be approved by the Director of Student Activities & Intramurals. It is imperative to remember that even though an event is not on campus, it is a campus sponsored event, and the same policies apply on or off campus property. As listed in the Blueprint, the following acts are not designed to define misconduct, but to be read broadly:

1. Endangerment. Any act of violence, force, coercion, threat, harassment or intimidation; physical abuse of or assault of any person; sexual harassment or assault; conduct that threatens or endangers the health or safety of any person; hazing; physical detainment of any person against his/her will; possession, storage, use of, or attempt or threat to use of any kind of ammunition, firecrackers, explosives, firearms or weapons.

2. Property. Theft of, damage to, defacement or destruction of college property or the property of others; vandalism; or alteration, fabrication, misuse, or destruction of the college documents, records, identification cards or parking stickers.

3. Disruption. Obstruction, disruption or attempted obstruction or disruption of teaching, research, administration, disciplinary procedures or other college or college authorized activities, functions, events or operations; blocking the entrance or exit of any college facility or building, or any corridor or room therein; blocking or impeding normal pedestrian or vehicular traffic on or adjacent to college property; or disorderly conduct, obscene conduct or expression, or participation in a riot. (Nonexclusive examples include: food fights, pantry raids, shouting down public speakers, false fire alarms, tampering with smoke alarms or other fire equipment.)

4. Trespass. Unauthorized entry into, presence in, seizure or occupation of any college facility which is locked or closed to student activities, or otherwise restricted as to its use.

5. Illegal Activity. The violation of local, state and federal laws. (Nonexclusive examples include: possession, distribution, sale or use of illegal drugs or narcotics, violation of Department of Liquor Control laws, illegal traffic in pharmaceuticals, moving vehicular offenses, driving while intoxicated, breaking and entering, larceny, assault, false fire alarms, tampering with smoke alarms or other fire equipment.) Conviction of any felony and/or misdemeanor involving moral turpitude.

6. Other Regulations. Violation of college rules including, without limitation, the governing of residence halls (such as published or contracted occupancy dates), dining facilities, student organizations, the use of college facilities; college alcohol policies; regulation of time, place and manner of meeting or assembly.

7. Non-compliance. Failure to comply with directions of a college official acting in the authorized performance of duty; failure to comply with subpoena duly issued by an official judicial body of the college; lying to a college official; failure to comply with or complete disciplinary sanctions.

8. Bad Checks. Failure to clear within thirty (30) days after notification a check returned for insufficient funds by a local business or the college.

9. Inciting. Inciting others to commit acts of the kinds herein prohibited.

FOOD SERVICES FOR EVENTS

If an RSO would like to have food or beverages available at an event or meeting, an opportunity to consider is to contact Kelly Pfab at kpfab@culver.edu or 288-6565 to discuss different options. RSO’s are not required to use Dining and Food Services when wishing to have food and beverages.

FINANCIAL RESPONSIBILITIES

RSO’s are responsible for keeping their own records of the organizations financial accounts. Culver-Stockton College is not responsible for the overdraft of a RSO’s account or any financial delinquencies accrued by the organization. In order for the Director of Student Activities & Intramurals to approve any contractual arrangements that the RSO may incur, proof of funding will be required. If an RSO has been allocated funds through the Student Government Associations Student Benefit Fee, it is the responsibility of the RSO to keep track of their use of the allocation. The Student Government Association is not responsible for the overdraft of these funds. RSO’s have the opportunity to schedule individual or group sessions to discuss financial responsibility, to set up contact the Director of Student Activities & Intramurals at 288-6571 or stop by the Student Life Office (Crown Center 215C).
DEMONSTRATION & PUBLIC ASSEMBLIES POLICY

In pursuit of its mission to provide superb education within an active learning community founded upon integrity, best values of faith and the human spirit, Culver Stockton College encourages students, faculty and staff to be independent and creative thinkers. Fundamental to this process is the creation of an environment that respects the rights of all members of the College community to explore and to discuss questions which interest them, to express opinions and debate issues energetically and publicly, and to demonstrate their concern by orderly means. Therefore, it is the policy of the College to protect the rights of free speech, demonstration, public assembly and expression by making its facilities available for activities related to the exercise of these rights, including peaceful assembly. The rights of assembly, free speech, and expression do not include unlawful activity or activity that endangers the safety of the campus community or the threat of damage to the College’s facilities and/or property. In addition, these rights do not permit the disruption of the normal operations of the College. To clarify expected behaviors for demonstrations and public assemblies, the following parameters must be met:

- The activity must be lawful, and may not violate or conflict with College policies or local, state, or federal laws.
- The activity may not unduly disrupt the educational purposes of the College.
- The activity may not unduly disrupt traffic, either pedestrian or vehicular.
- The activity may not jeopardize student, faculty, staff, alumni, or public safety.
- The activity may not prevent, unduly obstruct, or interfere with the regular academic and institutional activities, or other approved activities of the College.

The organizer of the demonstration whether student, administrator, faculty, staff, or alumni must contact the Division of Student Life at Culver Stockton College a minimum of five working days in advance of the anticipated demonstration. The organizer of the demonstration must meet with the Dean of Student Life. During this meeting, the organizer must provide the desired date, time, location, and expected attendance of the demonstration as well as the type of activity planned. All demonstrations will be conducted in a designated area(s) and within the time limits established by the Division of Student Life. If a demonstration were to leave Culver Stockton College property, it is the duty of the demonstration organizer to notify officials in the City of Canton, Missouri in advance.

Disclaimer: The beliefs of the demonstrating party do not necessarily reflect the values and beliefs of the Culver Stockton College administration, faculty, staff, and board of trustees.

SANCTIONS FOR ORGANIZATIONS

Hearings for alleged violations of the Policy Statement by student organizations are conducted by either the Student Judicial Council or the Director of Student Activities & Intramurals. In the case of fraternities and sororities, a judicial body will review cases adjudicated by the Interfraternity Council and Panhellenic Council hearings in which there is a guilty verdict. It is then the responsibility of the judicial body to determine if suspension or revocation of college recognition should occur. The Dean of Student Life may override or conduct judicial hearings if time is a factor in the proposed violation. The sanctions listed below may also be applied to student organizations. Any of the following sanctions may be assessed to an organization found guilty of a policy violation:

1. Written warning
2. Disciplinary Fines
3. Probation
4. Suspension
5. Dissolution
6. Community Billing
7. Educational Sanctions
8. Community Service
9. Restitution
10. Revocation of Privilege.

FUNDRAISING AND SOLICITATION POLICY

Campus community members are not permitted to use college facilities to raise funds or solicit in any manner outside of normal college advancement operations unless the dean of student life gives prior approval. All forms of fundraising outside of normal college advancement operations must receive prior approval from the dean of student life. In addition to receiving prior approval from the dean of student life, individuals, organizations, or athletic teams wishing to solicit donations from individuals, businesses, or corporations must also receive prior approval from the Office of Alumni & Advancement. The athletic director must give prior approval for all athletic team fund-raising activities, as well as any fund-raising solicitations taking place at an intercollegiate athletic event.

In accordance with college policy regarding sales and services on campus, there will be no selling or taking orders for articles or services by non-college agents on campus unless approved by the dean of student life. Any person attempting to sell any item on campus should be reported to the Residential Life staff or dean of student life. Students are not permitted to use their rooms or other space within the housing unit for any commercial purpose, peddling or vending, except with written permission in advance through the dean of student life.
GOVERNANCE & REGULATION
The vice president for academic affairs and dean of the college and the dean of student life are responsible for creating and maintaining an atmosphere on campus that facilitates the educational goals of the institution. It is the intent of college policies and procedures to set forth in a clear and uniform manner the responsibility of all who join the college community. Each student is subject to the policies and regulations in effect at any given time. At the time of admission, the student indicates his/her willingness to be governed by these policies and acknowledges the right and responsibility of the college to take disciplinary action for failure to abide by them. The administration reserves the right to request the student to withdraw at any given time without bringing specific charges. Examples of misconduct subject to disciplinary action are detailed in the Code of Conduct. It is the student’s responsibility to become familiar with policies and regulations appearing in the Blueprint and in the College Catalog. Regulations and policies also exist for students residing in college residence halls and fraternity/sorority chapter houses.

REGULATION
The regulation of Culver-Stockton College is the work of the Board of Trustees, professional staff, faculty, and students. Primary responsibility for enforcement of rules and regulations lies with the dean of student life. However, any officer of the college, member of faculty or staff, or current student has responsibility to address violations of college rules. The college expects and requires the respect of the students in fostering and maintaining high standards of conduct.

JUDICIAL COUNCILS
The Judicial System of a college community plays an important role in reinforcing college expectations and enabling students to live and study in an atmosphere conducive to academic and personal success. Students whose behavior violates college policy meet with the dean of student life or his/her designee or the Student Judicial Council or the Conduct Panel for an administrative hearing to explore the situation and determine if disciplinary sanctions are necessary. Students may appeal a decision and/or sanction to the Judicial Appeals Council. The designated council then hears the case and makes recommendation(s) to the dean of student life regarding the original hearing process and outcome.

The Student Judicial Council is comprised of students selected through nomination and appointment by the Student Government Association as outlined in the SGA constitution and by-laws. The Judicial Appeals Council is composed of three faculty members, two administrators, and two students selected by the Student Government Association Executive Board. Operational procedures for the Judicial Councils are defined by the dean of student life and are published in this document. The Conduct Panel is composed of one faculty member, one staff member, and the Dean of Student Life. The Conduct Panel may be called upon to hear cases that may result in a student’s suspension or dismissal from the college (i.e. sexual assaults, fighting, dealing of a controlled substance, etc.).

STUDENT LIFE COUNCIL
The Student Life Council has responsibility for reviewing and approving policies related to student co-curricular life on campus as published in the student handbook, the Cat Tracker. The council then makes said policy recommendations to the Board of Trustees.

The Student Life Council includes:
• Vice President of Academic Affairs
• Dean of Student Life (Chair)
• A member from the Student Success department
• Director of Greek Life & Diversity Initiatives
• Director or Assistant Director of Campus Safety
• Director of Residence Life
• Director of Counseling & Wellness
• Director of Student Activities & Intramurals
• Chaplain
• Director of Student Services at Blessing-Rieman School of Nursing
• Three faculty appointed by the Vice President for Academic Affairs
• Student Government Association President
• PanHellenic Council president and Interfraternity Council president
• One female student and one male student (non-Greek), all of whom are appointed by the Student Government Association President
• The C-SC President and Chief Financial Officer serve as ex-officio members
STUDENT BILL OF RIGHTS

PREAMBLE
Culver-Stockton College exists for the transmission of knowledge, the pursuit of truth, the development of the student and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Procedures for achieving these purposes may vary at times, but these standards of academic freedom of students are essential to the student way of life at Culver-Stockton College.

FREEDOM OF ACCESS TO HIGHER EDUCATION
The admission policies of Culver-Stockton College are a matter of institutional choice. The requirements and procedures for admission are outlined in the College Catalog. Under no circumstance is a student barred from admission to Culver-Stockton College on the basis of race, national origin, sex, sexual orientation, disability or religious affiliation. Thus, within the limits of our facilities, we are open to all students who are qualified according to our admission standards. The facilities and services at Culver-Stockton College are open to all enrolled students, and at certain times this right carries over to the community at large.

IN THE CLASSROOM
Students should have protection against prejudiced or capricious academic evaluation by the following procedure:

• For resolving grievances informally, the professor involved, the division chairman, and the academic dean must be informed. They will receive a full description in writing and/or conversation, giving them the opportunity to request additional information about such allegations.

• If the dean finds that the allegations merit further consideration, he will, with the professor’s division chair, informally resolve the situation taking such action as the dean may deem appropriate, and shall report in writing to all parties involved.

• At the same time, the students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

• Students are also responsible for checking their culver.edu email on a regular basis as communication about any grievances maybe through electronic mail.

STUDENT RECORDS
Culver-Stockton College has a carefully considered policy as to the information which should be part of a student’s permanent educational record and as to the conditions of its disclosure. To prevent improper disclosure, academic and disciplinary records are separate, and the conditions of access to each are set forth in an explicit policy statement. Transcripts of academic records contain only information about academic status. Information from disciplinary or counseling files is not available to unauthorized persons on campus or to any person off campus without the written consent of the individual except under legal compulsion or in cases where the safety of persons or property is involved. No records are kept that reflect political activities or beliefs of the student. Provisions are made for periodic routine destruction of non-current disciplinary records. Administrative staff and faculty members will respect confidential information about students that they acquire in the course of their work.

STUDENT LIFE
In student life, certain standards must be maintained if the freedom of students is to be preserved.

• Freedom of Association
Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the Culver-Stockton College community. They are free to organize and join associations to promote these common interests.

The membership policies and actions of a student organization are determined by a vote of those persons who hold a bona fide membership in our college. Affiliation with an extramural organization does not itself disqualify a student organization from institutional recognition.

All recognized campus organizations must have a faculty or staff advisor of their own choice. Campus advisors may advise organizations in the exercise of responsibility, but will not have the authority to control the policy of their respective organization.

Campus organizations, including those affiliated with an extramural organization, are open to all students without respect to race, creed, or national origin, except for religious qualifications which may be required by organizations whose aims are primarily sectarian. The purpose and actions of the student organizations are to be in accordance with the mission and values of the college. Please read the section in this document that talk about procedures and policies regarding student organizations.
• **Freedom of Inquiry and Expression**

Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support causes by orderly means which do not interrupt the operation of Culver-Stockton College. At the same time it is clear to the academic and larger community that their public expressions of policies speak for the organization itself.

Students are allowed to invite and hear any person of their choosing. Those routine procedures required by Culver-Stockton College before a guest speaker is invited to appear on campus are designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event. Culver-Stockton College’s control of campus facilities is not used as a device of censorship. It is clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or Culver-Stockton College.

• **Student Participation in Institutional Government**

As constituents of the academic community, students are free, individually or collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body has a clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the Student Government Association is carefully outlined, and the actions of the Student Government Association within the areas of its jurisdiction are reviewed only through orderly and prescribed procedures. Please visit the Student Government Association web page for more information about meeting times and dates.

• **Student Publications**

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and institutional authorities and of formulating student opinion on various issues on the campus and the world at large.

Student publications at Culver-Stockton College are financially supported by the college. The institution recognizes the principles of editorial freedom, but may find it necessary to limit this right in extreme cases because of legal responsibility.

**OFF-CAMPUS FREEDOM OF STUDENTS**

Exercise of Rights of Citizenship- Culver-Stockton College students are both citizens and members of the academic community. As citizens, they do enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

Faculty members and administrative officials ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of rights of citizenship both on and off campus.

**PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS**

In developing responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance, and admonition. At the same time Culver-Stockton College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for the students who attend the institution and through the regulation on the use of its facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards should be observed to protect the student from unfair imposition of serious penalties.

The administration of discipline will guarantee procedural fairness to the accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. They will also take into account the presence or absence of an honor code and the degree to which Culver-Stockton College officials have direct acquaintance with student life in general and the involved student and the circumstances of the case in particular. The jurisdictions of faculty or student judicial bodies, the disciplinary responsibilities of the institutional officials, and the regular disciplinary procedures, including the student’s right to appeal the decision, will be clearly formulated and communicated in advance. Minor penalties will be assessed informally under prescribed procedures.

In all situations procedural fair play requires that the student be informed of the nature of the complaint against him (which will be through electronic mail and it is the student’s responsibility to check their electronic mail on a regular basis), and that he be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provision for appeal of a decision. The following are recommended as proper safeguards.
• **Standards of Conduct Expected of Students**

Culver-Stockton College has an obligation to clarify those standards of behavior that it considers essential to the education process and its community life. These general behavioral expectations and the resultant specific regulations represent a reasonable regulation of student conduct, but the student is as free as possible from imposed limitations that have no direct relevance to his education. Offenses are clearly defined and interpreted in a manner consistent with the aforementioned principles of relevancy and reasonableness.

Disciplinary proceedings are instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available body of institutional regulations.

Students are asked to sign a student covenant when they first come to Culver-Stockton College as a symbol of their commitment to the values, policies, and procedures of this institution.

• **Investigation of Student Conduct**

Except under extreme circumstances, premises occupied by students and the personal possessions of students will not be searched unless proper authorization has been obtained. For premises such as residence halls, an appropriate and responsible authority will be present if such a search is made. The student should be present, if possible, during the search.

Students detected or arrested in the course of serious violations of Culver-Stockton College regulations or infractions of ordinary law will be informed of their rights. No form of harassment will be used by Culver-Stockton College administrative officials to obtain either admissions of guilt or information about conduct of other suspected persons.

• **Status of Student Pending Final Actions**

Pending action of the charges, the status of a student should not be altered, or his right to be present on the campus and to attend classes suspended, except for reasons related to his or her physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or college property.

**STUDENT COMPLAINTS**

Students who wish to file a complaint regarding incidents with fellow students, faculty or staff of the college may do so by reporting their grievance with the Dean of Student Life. All complaints will be investigated and outcomes will be kept on file in the Student Life Division.

**ENFORCEMENT**

The primary interpretation of the Bill of Rights will be done by the Student Life Council.

**PRIVACY POLICY**

The Family Educational Rights and Privacy Act (FERPA) provides students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where they may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes to be inaccurate. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to a school official with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the college can disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
4. FERPA permits colleges or universities to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

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

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington DC 20202-4605

In conjunction with FERPA legislation, Culver-Stockton College designates the following items as directory information: student name, student address (including local, home, and e-mail), student local and home phone telephone number(s), student date and place of birth, academic field(s) of study, photograph(s), video(s), academic advisor, participation in officially recognized sports and activities, height and weight of athletes, dates of attendance, degrees, honors and awards received, most recent previous school attended, full-time/part-time status and year in school.

Culver-Stockton College may disclose any designated directory information without prior written consent of the student in accordance with FERPA guidelines. Students do have the right to withhold any or all items designated as directory information from being released without prior written consent as long as the Registrar is notified in writing to the contrary by the end of the first week of the semester. However, please be advised that withholding certain designated directory information may hinder verification of educational information for employment opportunities.

Students have the right to allow parents of a dependent student access to copies of any and all academic information. Students must complete a form in the Registrar’s Office to allow mailing of grade reports to parents.

NOTICE OF AVAILABILITY

As an enrolled student at Culver-Stockton College, you are entitled to the following information upon request and may obtain copies by contacting the offices referenced in this document. Much of the information may also be found on the Culver-Stockton College website located at www.culver.edu

Athletic participation and EADA report/Data. Complete copies of the EADA (Equity in Athletics Disclosure Act) and Athletic Graduation Rates of intercollegiate sports offered at Culver-Stockton College are available in the Office of the Registrar, Henderson Hall, Room 109, Culver-Stockton College, Canton, MO 63435.

Campus Crime Statistics and Institutional Security Policies for Culver-Stockton College. The complete annual security report for Culver-Stockton College contains: 1) crime statistics, 2) current campus security policies, 3) current policies for reporting campus crimes, 4) policies for issuing security warnings to students/employees, 5) status of allowing confidential reports of crimes, 6) policies for addressing sexual assault and intimate partner violence and, 7) policies for addressing missing students. The complete copy of the report is available in the Office of Campus Safety, Johnson Hall, Culver-Stockton College, Canton, MO 63435.

Campus Fire Safety Report. The complete annual fire safety report for Culver-Stockton College contains: 1) fire statistics, 2) fire protection system information and fire evacuation drills, 3) general fire safety policies and rules, 4) training information for faculty, staff and students and, 5) statements which identify areas for fire safety improvement. The complete copy of this report is available in the Office of Campus Safety, Johnson Hall, Culver-Stockton College, Canton, MO

Culver-Stockton College’s Athletic Graduation/Completion rates. The annual report reflects the graduation/completion rates for a cohort of full-time, first-time, degree-seeking students organized by race/ethnicity and gender. Under the Title IV Higher Education Act (HEA), Culver-Stockton College has made available the complete report in the Office of the Registrar, Henderson Hall, Room 109, Culver-Stockton College, Canton, MO 63435.

Culver-Stockton College’s Graduation/Completion rates. The Graduation Rate Survey is completed annually for submission to the National Center for Educational Statistics. The report is mandatory by the federal government. A full copy of the report is available in the Office of the Registrar, Henderson Hall, Room 109, Culver-Stockton College, Canton, MO 63435

FERPA (Family Educational Rights and Privacy Act) for students. Students have certain rights with respect to their educational records. For a complete copy of these rights, contact the Office of the Registrar, Henderson Hall, Room 109, Culver-Stockton College, Canton, MO 63435.
**Financial Assistance.** Culver-Stockton College shall provide information on financial assistance availability and eligibility. Information includes: type of aid available, application forms/procedures to use in applying for aid, eligibility requirements, selection criteria, criteria used to determine amount of aid award, satisfactory student progress standards, how to re-establish satisfactory progress status, disbursement methods, loan qualifications and student employment conditions, and conditions for federal loan repayment for students who participate in volunteer services. Policies and procedures available in the Office of Student Financial Services, Henderson Hall, Room 102, Culver-Stockton College, Canton, MO 63435.

**Institutional Information.** The following information is available in the *Culver-Stockton College Academic Catalog*: 1) requirements and procedures for withdrawing from the institution, 2) cost of attendance (tuition/fees charges, books/supplies costs, room and board charges, related charges), 3) refund policy and summary of requirements for return of Title IV grants or loans, 4) current academic programs of the institution (current degree programs, educational/training programs, faculty), 5) names of associations, agencies accrediting the institution, 6) description of special facilities and services for disabled students, 7) the school’s policy on enrollment in study abroad programs.

**Privacy and Security of Information (Gramm-Leach-Bliley Act)** Culver-Stockton College takes your privacy seriously. In compliance with provisions of the Gramm-Leach-Bliley Act, a copy of our policy can be obtained from the Administration and Finance Office, Henderson Hall, Room 208, Culver-Stockton College, Canton, MO 63435.

**Title II of the Higher Education Act Institutional Report.** Section 207 of Title II of the Higher Education Act mandates that the Department of Education collect data on state assessments, other requirements, and standards for teacher certification and licensure, as well as data on the performance of teacher preparation programs. The Title II report is available in the Office of the Registrar, Henderson Hall, Room 109, Culver-Stockton College, Canton, MO 63435.

## CODE OF CONDUCT FOR STUDENTS AND GUESTS

Culver-Stockton College is a community of scholars dedicated to developing the whole student. Culver-Stockton students are expected to behave in a manner that will foster their own development and enhance the total learning environment. The purpose of this statement is to define the rights, freedoms and responsibilities regarding conduct of individuals and groups that make up the student academic community, and to identify those standards of conduct Culver-Stockton College deems essential for fulfilling its educational mission and its community life. These standards shall govern the conduct of students and their guests on the campus of Culver-Stockton College or at college sponsored activities and functions, if such conduct adversely affects the college community and/or the pursuit of its objectives.

Students may be held accountable for the actions of their guests. All members of the college community should familiarize themselves with the detailed statements issued online at www.culver.edu/cattracker.

Culver-Stockton College is committed to preserving the exercises of freedom of inquiry, freedom of thought, freedom of discussion and expression, the right of petition and of peaceful assembly. Note should be taken that a student who exercises his or her right as a private citizen whether individually or as a member of a group must assume full responsibility for the consequences of his or her actions, and must not identify his or her position or action as representing the college.

Rights and freedoms imply duties and responsibilities, and all of these require orderly procedures for implementation. In order to fulfill its functions as an educational institution and to protect the rights of all members of the college community, Culver-Stockton College has the right and duty to maintain order within the college and to exclude persons who disrupt the educational process. Where circumstances require, the college may call upon civil authority to maintain order.

Culver-Stockton College considers cultivation of self-discipline to be of primary importance in the educational process and essential to the development of responsible citizens. All students of the college are expected to conduct themselves, both within the college and elsewhere, in such a manner as to be a credit to themselves and to Culver-Stockton College. As responsible men and women, they are expected also to seek the resolution of all issues through the process of reason. Moreover they have the responsibility for complying with local, state and federal laws, and with all published college policies and regulations. In a community of learning, individual or group conduct that is unlawful, that disrupts or interferes with the educational process, that causes destruction of property, or that otherwise infringes upon the rights of other members of the college community or of the college itself cannot be tolerated.

Definition of Terms throughout this document are as follows:

- The term “college” means Culver-Stockton College.
- The term “student” includes all people taking courses at the college, both full time and part time.
- The term “faculty member” means any person hired by the college to conduct classroom activities.
The term “college official” includes any person employed by the college, performing assigned administrative or professional responsibilities.

The term “member of the college community” includes any person who is a student, faculty member, college official or any other person employed by the college. A person’s status in a particular situation shall be verified by the dean of student life.

The term “college premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college (including adjacent streets and sidewalks).

The term “organization” means any number of people who have complied with the formal requirements for college recognition.

The term “judicial body” means any person or people authorized by the dean of student life to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

The term “administrative hearing officer” means a college official authorized on a case-by-case basis by the dean of student life to impose sanctions upon students found to have violated the Student Code. The dean of student life may authorize an administrative hearing officer to serve simultaneously as an administrative hearing officer and the sole member or one of the members of a judicial body. Nothing shall prevent the dean of student life from authorizing the same administrative hearing officer to impose sanctions in all cases.

The term “Appellate Board” means any person or people authorized by the dean of student life to consider an appeal from a judicial body’s determination that a student has violated the Student Code or from the sanctions imposed by the administrative hearing officer.

The term “shall” is used in the imperative sense.

The term “may” is used in the permissive sense.

The term “policy” is defined as the written regulations of the college as found in, but not limited to, the Student Code, the Cat Tracker, and the College Academic Catalog.

STUDENT CONDUCT AUTHORITY
The dean of student life is designated by the college president to be responsible for the administration of the Student Code. The dean of student life shall convene and train the hearing officers, the Student Judicial Council, the Conduct Panel, and the Appellate Board according to their defined role in the hearing process. The dean of student life will also develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.

Decisions made by a judicial body and/or Hearing Officer shall be final, pending the normal appeal process.

Mediation may be employed to settle disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to mediation, and to be bound by the decision with no right of appeal.

Prohibited conduct on the college campus, at a college-sponsored event, or elsewhere where such conduct has adversely affected the college community and/or the pursuit of its objectives, for which students or their guests are subject to disciplinary action, includes, without limitation, the following types of acts, or attempts to commit such acts. The following acts should be read broadly and are not designed to define misconduct in exhaustive terms.

1. Endangerment. Any act of violence, force, coercion, threat, harassment or intimidation; physical abuse of or assault of any person; sexual harassment or assault (see sexual assault policy on page 161); conduct that threatens or endangers the health or safety of any person; hazing; physical detainment of any person against his/her will; stalking; possession, storage, use of, or attempt or threat to use of any kind of ammunition, firecrackers, explosives, firearms or weapons.

2. Property. Theft of, damage to, defacement or destruction of college property or the property of others; vandalism; or alteration, fabrication, misuse, or destruction of the college documents, records, identification cards or parking stickers.

3. Disruption. Obstruction, disruption or attempted obstruction or disruption of teaching, research, administration, disciplinary procedures or other college or college-authorized activities, functions, events or operations; blocking the entrance or exit of any college facility or building, or any corridor or room therein; blocking or impeding normal pedestrian or vehicular traffic on or adjacent to college property; or disorderly conduct, obscene conduct or expression, or participation in a riot. (Nonexclusive examples include: food fights, panty raids, shouting down public speakers, false fire alarms, tampering with smoke alarms or other fire equipment.)

4. Trespass. Unauthorized entry into, presence in, seizure or occupation of any college facility which is locked or closed to student activities, or otherwise restricted as to its use.
5. Illegal Activity. Violation of local, state and federal laws. (Nonexclusive examples include: possession, distribution, sale or use of illegal drugs, narcotics or drug paraphernalia, violation of Department of Liquor Control laws, illegal traffic in pharmaceuticals, moving vehicular offenses, driving while intoxicated, breaking and entering, larceny, assault, false fire alarms, tampering with smoke alarms or other fire equipment.) Conviction of any felony and/or misdemeanor involving a corrupt, depraved or degenerate act or practice.

6. Other Regulations. Violation of college rules including, without limitation, the governing of residence halls (such as published or contracted occupancy dates), dining facilities, student organizations, the use of college facilities; regulation of time, place and manner of meeting or assembly. Violations of the College Parking Policies. Violations of the host contract signed by

7. Non-compliance. Failure to comply with directions of a college official acting in the authorized performance of duty; failure to comply with subpoena duly issued by an official judicial body of the college; lying to a college official; failure to comply with or complete disciplinary sanctions.

8. Bad Checks. Failure to clear within thirty (30) days after notification a check returned for insufficient funds by a local business or the college.

9. Inciting. Inciting others to commit acts of the kinds herein prohibited.

10. Violation of the College’s policies on alcohol and/or drugs

11. Violation of the College’s policy on Tobacco use.

12. Violation of the College’s policy on computer use. See information in this document.

13. Retaliation. Culver-Stockton College prohibits retaliation against any person who makes a complaint of discrimination or harassment, opposes discrimination or harassment, or testifies, assists or participates in an investigation proceeding or hearing relating to such discrimination or harassment. Retaliation includes social media harassment.

Authority for prescribing these rules and regulations is vested in the president of Culver-Stockton College. Authority for implementation of these rules and regulations has been delegated to the dean of student life through the president of the college. The president reserves the right to rescind or alter any delegated authority when, in his/her discretion, the exercise of the delegated authority is abused or is deemed to be in conflict with the purposes of Culver-Stockton College.

After a conduct meeting is conducted either by the dean of student life (or a delegate or conduct panel) upon any student who engages in any prohibited conduct, as such is defined above, and in the event that a constituted judicial body cannot be convened or in the case of special or unusual circumstances, the dean of student life is authorized by the president to impose any of the sanctions listed in the code of conduct.

Interpretation and revision regarding the Code of Conduct shall be referred to the dean of student life or his or her designee for final determination. The Code of Conduct shall be reviewed every year by a committee of faculty, staff and students, under the direction of the dean of student life. Revisions to the Code of Conduct must be approved by the Student Life Council.

The Prohibited Conduct stated in this document is intended to apply to non-academic offenses.

**VIOLATIONS OF LAW AND PROHIBITED COLLEGE CONDUCT**

If a student is charged only with an off-campus violation of federal, state or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the college community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “nolo contendere”).

College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil criminal proceedings off-campus, as judged by the dean of student life to be in the best interest of the community and the student.

When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the college may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
PROCEDURAL PRINCIPLES
Any member of the college community may file a complaint against any student for misconduct. Complaints shall be prepared in writing and directed to the dean of student life. Any complaint should be submitted as soon as possible after the event takes place, preferably within three business days of the event. When a student is faced with a complaint of Prohibited Conduct:
1. The student shall be notified of the complaint in writing – these will be sent via email and it is the responsibility of all students to check their culver email on a regular basis;
2. The student shall be referred to the appropriate document regarding his/her rights and responsibilities;
3. A hearing shall be set at a suitable time and place. Conduct meetings will be heard by the dean of student life or designee or the student judicial council or the conduct panel;
4. The student shall be permitted to present witnesses;
5. If the student desires, an advisor from the faculty or staff, who is not serving on a hearing committee, may be assigned to assist the student in preparation for the hearing – the student needs to notify the dean of student life prior to their hearing if they would like an advisor assigned to them;
6. Formal rules of evidence applicable in a court of law do not apply; the judicial body’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code;
7. The student shall be assured of procedural fairness; and
8. In the event of an adverse decision or a penalty that the student considers excessive, the student has the right of appeal.

APPEAL PROCESS
A decision reached by the judicial body or a sanction imposed by the administrative hearing officer may be appealed by the accused student or complaints to an appellate board within three (3) business days of the decision. Such appeals shall be in writing and shall be delivered to the dean of student life.
Except as required to explain the basis of new evidence, an appeal shall be limited to review the written record of the initial hearing and supporting documents for one or more of the following purposes:
a) To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
b) To determine whether the decision reached regarding the accused student was based on evidence that is sufficient to establish that a violation of the Code of Conduct occurred.
c) To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Conduct which the student was found to have committed.
d) To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial body and the dean of student life for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).
The decision of the appellate board shall be final and binding.
In cases involving appeals by students accused of violating the Code of Conduct, review of the sanctions by the appellate board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the dean of student life may, upon review of the case, reduce, but not increase, the sanctions imposed by the judicial body.
In cases involving appeals by people other than students accused of violating the Code of Conduct, the dean of student life may, upon review of the case, reduce or increase the sanctions imposed by the judicial body or remand the case to the original judicial body.
APPEALS OF INTERIM SUSPENSION

Students placed on interim suspension shall have the right to appear before the dean of the college within three business days from the effective date of the personal service of the notice of temporary suspension. During the hearing only the following issues shall be considered:

1. Whether the information concerning the student’s conduct was reliable.
2. Whether conduct and surrounding circumstance reasonably indicate that the continued presence of the student on the campus, or facilities, pose a substantial threat to himself or herself, to others or to the rights of others to continue their normal college functions and activities.

SANCTIONS

Prohibited conduct may result in one or more of the following sanctions, depending on the offense. All sanctions given as a result of policy violations must be resolved before the accused student may register for class, receive grades, transcripts, or graduate. Following a judgment according to applicable disciplinary procedures, sanctions will be imposed with appropriate appeal procedures available.

Possible sanctions include:

1. Disciplinary Warning. A written notice that a continuation or repetition of Prohibited Conduct, within a specified period of time, will be grounds for more serious disciplinary action.
2. Disciplinary Fine. A financial order that discourages prohibited conduct in regards to college policy.
3. Community Billing. A fee imposed on the smallest group responsible for damage to college property. When damages are incurred to common areas of residence halls such as lounges, hallways, stairwells, bathrooms, etc., and the vandal or vandals are not known, the smallest group responsible for the area (section, floor, hall) that is damaged will split the cost equally for repairing the vandalism. Such a fine will be levied against the group if the responsible party has not been identified within seven (7) days of the notification of the event. Community Billing has been implemented to promote resident ownership of their area of living for the safety and well-being of all residents. Community Billing will be enacted and enforced by Residential Life professionals. The cost levied will be billed to the appropriate student accounts.
4. Restitution. Reimbursement for damage to, destruction, or misappropriation of property, as well as compensation for personal injury.
5. Educational Sanctions. Session(s) for the students’ betterment and education related to the offense. For example, counseling, anger management and Alcohol 101.
6. Discretionary: Work assignments or community service related to the specific violation.
8. Deferred Sanction. Any of the listed sanctions may be deferred by the disciplinary body for a specified period not to exceed one (1) calendar year. Should the student, during this period, be determined to have committed another violation of the Code, the deferred penalty shall take effect, in addition to the sanction imposed for any new offense.
9. Disciplinary Probation. Action permitting a student to remain at the college on probationary status. During the period of probation, if the student is found guilty of a further violation of a college regulation, the student may be subject to suspension, separation or expulsion from the college.
10. Revocation of Privilege. Loss of privilege of living in college housing, using college dining facilities and/or having an automobile on campus.
11. Deferred Suspension. A student found responsible of a more severe Code of Conduct violation may be placed on Deferred Suspension. The length of Deferred Suspension may only be one semester or one academic year long. During Deferred Suspension, the student, while remaining regularly enrolled, must return to good standing. Academic advisors will be notified when a student has been placed on Deferred Suspension. Students on Deferred Suspension will be assigned various educational and/or community service sanctions. At the end of the Deferred Suspension period (which is set by the conduct officer), the student’s case will be reviewed by conduct officer that gave out the Deferred Suspension. Based on information presented at this meeting, the conduct officer may choose to continue Deferred Suspension, place the student on Probation with additional education sanctions or place the student on Suspension.
12. College Probation. Action permitting a student to remain at the college on probationary status, but the student may be prohibited from attending co-curricular college activities or holding office in college organizations. Regular sessions with a college staff member may be required. Financial aid may be withdrawn. Other conditions may apply if appropriate. In order to get off probation the student would need to meet with the conduct officer after the probation period.
13. Interim Suspension. In certain circumstances, the dean of student life or a designee, may impose a college or residence-hall suspension prior to the hearing only: a) to ensure the safety and well-being of members of the college community or preservation of college property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the college. During the interim suspension, students shall be denied access to the residence halls and/or the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the dean of student life or designee may determine to be appropriate.

14. Suspension. Exclusion of a student from the college for a definite period of time, not to exceed one calendar year, as set forth in the written notice of suspension subject to other college regulations. There will be no refunds of payments made to the college.

15. Expulsion. Termination of a student’s status with the college for a definite period of time, exceeding one calendar year. Upon expiration of the designated period of separation, the student seeking to reenter the college shall be required to reapply. There will be no refund of payments to the college.

16. Dismissal. Permanent dismissal of a student from the college. There will be no refund of payments to the college.

**SANCTIONS FOR ORGANIZATIONS**

Hearings for alleged violations of the Policy Statement by student organizations are conducted by the student judicial body formed by the dean of student life. In the case of fraternities and sororities, a judicial body will review cases adjudicated by the Interfraternity Council and Panhellenic Council hearings conducted by the Greek Review Board. If the Greek Review Board is not functioning then the Coordinator of Greek Life will act as the judicial body. It is then the responsibility of the judicial body to determine if suspension or revocation of college recognition should occur. In cases where a student organization may pose a health or safety risk to the college community the dean of student life (or designee) may impose an interim suspension for that student organization until the conduct meeting may happen. The details of an interim suspension are listed earlier in this document. The sanctions listed below may also be applied to student organizations.

Any of the following sanctions may be assessed to an organization found guilty of a policy violation:

1. Written warning
2. Disciplinary Fines
3. Probation
4. Suspension
5. Dissolution
6. Community Billing
7. Educational Sanctions
8. Community Service
9. Restitution, See above
10. Revocation of Privilege includes the suspension or revocation of the College’s recognition of the organization. Such recognition is required for reserving and using college facilities and securing college-related funding as well as other privileges provided by the college.
CUlVeR-STOCKTon College PoliCies

AlCOHOL, TOBACCO AND OTHER DRUG USE PolICY

OVERVIEW
C-SC is committed to fostering an environment which encourages good citizenship and a corresponding respect for federal, state and local laws as well as for institutional regulations. C-SC expects faculty, staff and students to meet appropriate standards of performance, to observe basic rules of good conduct, and to comply with C-SC policies and procedures. This policy shall be communicated to faculty/staff members and students on an annual basis through inclusion in the faculty, staff and student handbooks, respectively.

C-SC supports and complies with the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). In the discharge of its responsibilities as an employer and institution of higher education, C-SC aggressively promotes and requires a drug-free workplace among its faculty, staff and students. Unlawful possession, use and/or distribution of drugs and alcohol on campus or as part of C-SC activities is strictly prohibited.

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, all C-SC employees and students must, as a condition of employment and/or enrollment, (i) abide by C-SC’s policy on controlled substances and (ii) inform C-SC within five days after any conviction of a drug or alcohol statute. Each employee or student convicted for felony and/or misdemeanor drug violations of a criminal drug statute will be subject to strong disciplinary action up to and including termination of employment and/or enrollment. Likewise, the college retains the right to make referrals for prosecution by the proper authorities in instances where violations of local, state or federal standards of conduct have occurred.

Anyone desiring information about drug and alcohol counseling, treatment or rehabilitation programs that are available to students and employees should contact the director of counseling and wellness.

STUDENT’S RESPONSIBILITIES
C-SC seeks to foster an atmosphere which not only affords those of legal age the privilege of choice regarding alcohol use, while respecting and supporting any individual’s choice to abstain from alcohol. This policy places major responsibility on students of legal age. The responsible student, regardless of age, will:

• Make an informed decision about choosing to consume alcohol;
• Know, understand, and conform to federal, state, and local laws and adhere to C-SC regulations on alcohol use;
• Assume accountability for one’s behavior (and those of guests) and accept the consequences of all actions;
• Be prepared, whenever choosing to consume alcohol, to provide his/her C-SC student ID if requested to do so by staff;
• Not make alcohol the main focus in his/her activities, for consuming alcohol to get intoxicated is not responsible use;
• Not pressure other students to consume alcohol, whether directly or indirectly;
• Not pressure other students to engage in sexual activity when either or both of them have been consuming alcohol;
• Not behave in a way that is disruptive or otherwise harmful to self or others, including times when this behavior is related to alcohol consumption;
• Show care and concern for students whose use of alcohol may be damaging to themselves or the community and refer to Residence Life, Student Life, Counseling Services, or any faculty or staff member for additional assistance.

EDUCATION
C-SC, as an educational institution, includes alcohol education in both its curricular and co-curricular offerings. All incoming first-year and transfer students must complete a web-based alcohol education program (AlcoholEdu) prior to the completion of their first semester at C-SC. Those students of legal age who do not complete the online alcohol education program will be considered in violation of the campus alcohol policy if found with alcohol regardless of their age. In addition, a variety of co-curricular educational efforts will be routinely facilitated by staff and peer educators.
ASSISTANCE
C-SC recognizes substance abuse and/or chemical dependency as an illness that can be treated. C-SC will provide any student having a problem with alcohol or other drugs the same careful consideration and offer of treatment that is now extended to students with any other illnesses. A student is considered to have an alcohol or drug abuse problem when the student’s behavior, academic performance, and/or personal health is at risk. Students who seek counseling or treatment for an alcohol or other drug use problem will not be subject to disciplinary action because of said counseling or treatment. Further, no record of such treatment or counseling will be used in any way to place the student in jeopardy at a future time; counseling records are the property of the director of counseling and wellness and are not part of students’ C-SC education records.

MEDICAL AMNESTY
Students should seek professional medical help when there is an alcohol or drug related medical emergency. To encourage such action, disciplinary action may not be taken if campus staff or local emergency services are contacted for assistance. Medical amnesty applies to the person in need of medical assistance and to those who seek the medical assistance. Amnesty may be granted only after the persons involved meet with the dean of student life or her/his designee to discuss the incident. Other consequences – education, treatment, parental notification – may be required. Failure to complete educational assignments or treatment recommendations will result in disciplinary action. Medical amnesty applies to the alcohol or drug policy violation; however, the student(s) will be held responsible for any other policy violations (i.e., vandalism or violence). Medical amnesty will not be granted in situations that do not involve medical assistance and the dean of student life reserves the right to deny amnesty requests from students who continually abuse alcohol or drugs. If the individual who calls for help is doing so on behalf of a student organization that hosted the precipitating event, this act of seeking medical help will serve as a mitigating factor in determining outcomes for the organization.

PERMISSIBLE POSSESSION AND/OR CONSUMPTION OF ALCOHOL
C-SC students who are at least 21 years of age may consume alcoholic beverages in residential facilities within the following guidelines:
1. Alcohol use may take place in the privacy of a residence hall room with the door closed;
2. Alcohol use may take place with others of legal age only and in groups which comply with the room/suite capacity requirements (drinking in a suite lounge is only acceptable if everyone in that suite is 21 years old or older);
3. No minors may be present;
4. Alcohol use may not take place in a first-year residence hall, sorority chapter house or any other restricted housing area prohibiting the use of alcohol, even if the student is of legal drinking age;
5. Alcohol may not take place in public areas, unless they have been approved through the campus event regulations (i.e. Homecoming tailgating);
6. Beer, wine and individually packaged malt beverages (e.g., wine coolers) are permitted when in their original containers (bottles or cans), malt beverages that contain over 5% alcohol are not allowed (i.e. Four Loko, etc.);
7. Containers/packages must be closed and covered when being transported into buildings; and,
8. Behavior must be respectful, civil, consistent with C-SC policies, and generally above reproach.

When choices or behavior stray beyond the boundaries described above, students will be found in violation of the alcohol policy and subject to disciplinary action based on the Student Code of Conduct. Examples of policy violations include, but are not limited to, possession or consumption of hard liquor, kegs or other common sources of alcohol, possession or consumption in public areas (hallways, lounges, etc), drinking games, and distribution or sale to minors.

All students in a room in which alcohol and underage students are present will be subject to disciplinary action, and the resident(s) of a room in which a violation occurs will be assumed to have principal responsibility. The question of “who” is consuming alcohol is irrelevant in such cases. To comply with safety guidelines and deter reckless behavior, C-SC mandates that maximum space capacity is five (5) in a standard double or triple room and twelve (12) in a suite (suite is defined as rooms connected with a private bath). This guideline is to be followed whether or not alcoholic beverages are being consumed.

Students are responsible for themselves and their guests at all times. The use of alcoholic beverages shall not impinge upon the freedom and rights of roommates, neighbors, and/or other students. Disruptive, destructive, or illegal behavior related to the consumption of alcoholic beverages is subject to C-SC disciplinary action and/or civil enforcement.
EVENTS ALLOWING ALCOHOL
A specific policy exists to guide student organizations, administrative entities and community sponsors of events involving alcohol on or off campus. Interested parties should review said policy and register their event with Student Life at least 30 days prior. Email studentlife@culver.edu for a copy of the policy and event registration form. Students wishing to consume alcohol while traveling regionally, nationally or overseas on C-SC business should familiarize themselves with the Culver-Stockton College Travel Policy. Email academicdean@culver.edu for a copy of the policy.

POLICY ENFORCEMENT AND CONSEQUENCES
Choices or behavior which conflict with the C-SC alcohol policy will be confronted and documented by campus safety and/or student life staff for follow-up by the dean of student life or her/his designee. For further information regarding the administrative hearing process and possible sanctions, students should refer to the Code of Conduct located in the student handbook, also available on-line at www.culver.edu/blueprint.

SPECIAL EVENTS ALCOHOL POLICY
All individuals are obligated to observe every rule, ordinance, and law of the State of Missouri or the state in which the event is held, the City of Canton, and Culver-Stockton College regarding alcoholic beverages. The following laws are especially important:
- It is unlawful to possess, consume or transport any alcoholic beverages if under twenty-one (21) years of age.
- It is unlawful for a person, after purchasing or otherwise obtaining alcoholic beverages, to sell, give or deliver it to another person under the age of twenty-one (21).
- It is unlawful for any person to misrepresent his or her age for the purpose of buying, accepting or receiving alcoholic beverages from a licensee.

STUDENT ORGANIZATION SPONSORED EVENTS – ON CAMPUS
1. All events involving alcohol must be registered through the Student Life event registration form at least thirty (30) days prior to the function.
2. The organization faculty, staff or alumni advisor must be present for the entirety of the event.
3. Events may not begin before 1 p.m. and must end by 1 a.m. No event shall last longer than a total of six (6) hours.
4. No organization shall host a weekday social event (Sunday through Thursday) involving alcohol unless the event is held on the eve of an approved C-SC vacation day in which the residence halls/houses are open but classes are not in session.
5. On-campus events involving alcohol shall only be held in approved spaces.
6. Non-alcoholic beverages and food must be readily available.
7. All events involving alcohol must utilize an approved third-party vendor for alcohol distribution. No hard liquor may be served.
8. No “open bar” events are allowed.
9. No alcoholic beverages shall leave the event location.
10. At least one (1) hour prior to the event ending time, alcohol will no longer be served.
11. Only one (1) drink may be served to an individual at a time and the individual must pay for the beverage him/herself.
12. No member or guest shall permit, tolerate, encourage or participate in “drinking games.”
13. The purchase and/or use of a bulk quantity of alcoholic beverages, such as kegs, party balls, punch bowls, trash/garbage containers, bulk juice containers, or any other large commercial alcohol container is prohibited.
14. Anyone dispensing alcohol may not consume any alcoholic beverages during their designated serving time and may not serve alcoholic beverages to someone who, in their judgment, is intoxicated.
15. Alcoholic beverages MAY NOT BE PURCHASED through the organization’s treasury or C-SC or grant funds. No organization may co-sponsor or co-finance an event where alcohol is purchased by any of the host groups or organizations.
16. No organization or department may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol).
17. Any organization sponsoring, co-sponsoring or participating in an event will be held equally liable for regulating the event.
18. NO OPEN PARTIES – admission to any event shall be ONLY by guest list at the door. This list MUST be submitted to Student Life at least 48 hours in advance and anyone who is not on the list shall be prohibited.
19. The maximum number in attendance at any event cannot exceed the maximum occupancy of the designated space. Any person invited to the event must be supplied on an accompanying list with the event registration form.
20. All members and guests in attendance must be at least eighteen (18) years of age unless escorted by a parent or guardian.
21. The organization(s) must designate at least two non-drinking individuals who are at least twenty-one (21) and will serve as risk managers for the event. Their responsibility is to ensure all persons entering the function are on the guest list and registered to attend, each person has provided legal identification, and to ensure all C-SC regulations are met. These members shall also serve (if needed) as representatives to law enforcement and/or emergency officials, C-SC representatives, and/or the third party vendor.
22. All organizations are expected to adhere to common standards of decency and non-discrimination. Members of organizations should be aware their events are representative of their organization. Event themes should be respectful and sensitive to ethnicity, race, religion, ability, gender and sexual orientation.
23. No special mention, pictorial or otherwise, of the fact that alcohol will be present at the event should be made when advertising the events. Themes cannot have any reference to alcohol or infer alcohol will be present at the event.
24. All promotional material (including advertising, posters, flyers, favors, and T-shirts) should be sensitive in nature regarding the aforementioned areas of theme sensitivity.

Exceptions to the above rules may happen but need approval by the Director of Student Activities & Intramurals and the Director of Campus Safety.

STUDENT ORGANIZATION SPONSORED EVENTS – OFF CAMPUS

In addition to the expectations listed above, the following guidelines must be met for hosting an event involving alcohol off campus.

1. Events involving alcohol held off-campus shall only be hosted at approved businesses or rental facilities appropriate for hosting public events with alcohol present. All areas shall be enclosed. No events will be held on any property that is privately-rented or privately-owned by a C-SC student.
2. Each sponsoring organization must designate a form of safe transportation to and from the event. Any student organization whose organizational insurance policy dictates they cannot supply designated drivers must abide by their insurance policy, but buses and shuttle companies are highly encouraged as safe transportation.
3. Transportation must go directly from a campus site to the event site and vice versa. No property other than Culver-Stockton College’s campus and the event facility may be utilized as a pick up or drop off point.
4. A faculty, staff or alumni advisor must visit the event but does not need to stay for its entirety. Contact information should also be shared in case of emergency.

C-SC OR COMMUNITY SPONSORED EVENTS INVOLVING ALCOHOL – ON CAMPUS

1. All events involving alcohol must be registered through the Student Life event registration form at least thirty (30) days prior to the function.
2. Events may not begin before 1 p.m. and must end by 1 a.m. No event shall last longer than a total of six (6) hours.
3. Events involving alcohol shall only be held in approved spaces. On select occasions (e.g., Homecoming), an outdoor event may be held in a tented area with fencing or walls to create a single point of entry. No alcoholic beverages shall leave the event location.
4. Tailgating is not permitted.
5. Non-alcoholic beverages and food must be readily available.
6. All events involving alcohol must utilize an approved third-party vendor for alcohol distribution. No hard liquor may be served.
7. No “open bar” or “BYOB” (bring your own beverage) events are allowed.
8. Common source alcohol containers, such as kegs, are prohibited.
9. Anyone dispensing alcohol may not consume any alcoholic beverages while serving and may not serve alcoholic beverages to someone who, in their judgment, is intoxicated.
10. All members and guests in attendance must be at least eighteen (18) years of age unless escorted by a parent or guardian.
11. A single point of contact must be identified for on-site communication with C-SC staff and/or emergency officials.

Exceptions to the above rules may happen but need approval by the Director of Student Activities & Intramurals and the Director of Campus Safety.
DRUG POLICY (OTHER THAN ALCOHOL)

Culver-Stockton College is a drug-free campus. The possession, sale and/or consumption of controlled substances are expressly forbidden anywhere on campus. In addition, a student will be held responsible for the possession of drug paraphernalia found in his/her room, or use of drugs or drug paraphernalia in his/her room, whether or not the student is present at the time the violation is committed. These policies also extend to disruptive behavior resulting from the use of drugs. Concerns or questions involving drugs should be directed to the Student Life Office, ext. 6334.

HAZING POLICY

Hazing is defined as any mental, physical, or sexual requirement, request, or obligation placed on any person, on or off campus, that could cause discomfort, pain, fright, disgrace, injury, or that is personally degrading, or that violates any federal, state, local statute, or college policy. Although often associated with fraternities and sororities, the Culver-Stockton College anti-hazing policy applies to all college organizations and groups of individuals. The college is committed to the rights and welfare of its individual students; therefore, students who violate the anti-hazing policy are subject to the maximum penalty of expulsion from the college.

TOBACCO POLICY

TOBACCO-FREE ENVIRONMENT

1. **Definition.** The college bans the use of all tobacco products in all student residence halls (including Greek houses), nonresidential buildings, spectator seating in outdoor athletic facilities and college-owned vehicles. In addition, electronic cigarettes (regardless if they have tobacco in them) are also banned from use in all buildings on campus.

2. **Scope.** This policy applies to all students, staff, faculty, visitors, vendors and guests equally. Signs noting college policy will be displayed in all buildings. The college also will place containers at all entrances to buildings and other structures so that tobacco-product users can discard those products before entering any building. Tobacco users should refrain from standing next to entrances and windows when smoking.

3. **Education.** The college’s counseling and wellness office will have the responsibility of providing the college community with educational information regarding the use of tobacco products.

4. **Sale of Tobacco Products.** Tobacco products and electronic cigarettes will not be sold on campus.

5. **Penalties.** For employees, the determination and administration of penalties due to any violation of the tobacco policy will be at the discretion of the supervisor and will be administered like any other deficiency of work expectations. Students are subject to the guidelines presented in this student code of conduct.
OVERVIEW

Culver-Stockton College is committed to providing an environment free of discrimination. In keeping with that commitment, the college maintains a strict policy prohibiting unlawful harassment, sexual misconduct, dating violence, and stalking or otherwise. Harassment may exist even though there is no sexual content if actions unnecessarily create a hostile, threatening or intimidating work environment that unreasonably interferes with an individual’s work or performance. All sexual misconduct cases, including harassment, dating violence, and stalking, are considered Title IX violations and the Title IX coordinator will be informed of the situation. This policy applies to the entire college community, including but not limited to, faculty, staff, administration, students, vendors and visitors associated with the college. The College reserves the right to make adjustments and changes in this policy at any time and students should check the website or MyCulver for the most updated version of the policy.

Title IX Coordinator is available to meet or talk with students regarding issues or questions relating to this Policy.

Dr. Holly Andress-Martin
Title IX Coordinator
Associate Dean for Academic Success
573-288-6421
handress@culver.edu

HARASSMENT

Specific behaviors that are prohibited include, but are not necessarily limited to: inappropriate physical contact; repeated offensive sexual flirtations; advances; propositions; any harassment through social media or other electronic venues; continued or repeated verbal abuse of a sexual nature; graphic verbal commentaries about an individual’s body; sexually degrading words used to describe an individual; inappropriate display in the work place of sexually suggestive objects, pictures or literature.

DATING VIOLENCE

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. It can include but is not limited to:

- Battering that causes bodily injury;
- Purposely or knowingly causing reasonable apprehension of bodily injury;
- Emotional abuse creating apprehension of bodily injury or property damage

SEXUAL MISCONDUCT & CONSENT

Sexual Misconduct is defined as any sexual act that is performed without consent. In reviewing possible violations of sexual misconduct, the administration considers consent as voluntary, informed, uncoerced agreement through words and/or actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Although consent does not need to be verbal, verbal communication is the most reliable form of giving and asking for consent, and students are urged to seek and give consent in a verbal form. Seeking and giving consent in the verbal form is a strong indicator of willingness and forethought behind the actions of both parties. Talking with sexual partners about desires and limits can serve as a basis for positive sexual experiences shaped by mutual willingness and respect. However, consent can also be expressed through actions or body language. For example, reciprocating sexual acts or initiation of sexual acts could express consent.

Consent may be withheld in a number of ways. The recipient of offers or advances for participation in a sexual act may decline the offers or advances with use of words such as “no” or "let’s just cuddle” or by giving an excuse to stop an activity like “I am dating someone” or “I want to go to sleep.” Or, the actions of the recipient may demonstrate lack of consent, such as turning away, moving the other person’s hands or declining any participation in the activity. Verbal communication is again the most reliable form of withholding consent. Stating “no” sets a clear barrier to activity. Indications that consent is not present include: when physical force is used or there is a reasonable belief of the threat of physical force when duress is present or when a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person is under the legal age of consent or in a state of physical or mental incapacitation due to alcohol, drugs, mental or physical disability.
After consent is given it may be revoked. The party revoking consent must take steps that a reasonable person would take to ensure that the other party is aware that consent has been revoked. Just as with giving consent, the most reliable form of revoking consent is verbal communication. Statements such as “I want to stop” or “no” are examples of indications that consent has been revoked. When revoking consent you are urged to revoke consent through verbal communication, though verbal communication is not the only means of revoking consent. The revocation of consent can also be expressed through actions or body language. For example, pushing someone away or moving away could also show that consent is no longer present.

A number of different acts fall into the category of sexual misconduct, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual misconduct can be carried out by school employees, other students, or third parties. All such acts of sexual misconduct are forms of sex discrimination prohibited by Title IX.

STALKING
Stalking can involve a range of behaviors including, but not limited to, following someone on foot or in a car; showing up at a victim's place of work; repeatedly calling; sending flowers and gifts; contact through e-mails or letters; breaking into the victim's home or car; homicide.

REPORTING
Any employee or student who believes he or she has been harassed, assaulted, or stalked by an employee, student, vendor, visitor or any agent of the college should promptly report the fact, incident or incidents and the names of the individuals involved to campus safety, the dean of student life, or the director of human resources. The dean of student life may be reached at 573-288-6334 and the director of human resources may be reached at 573-288-6493. Campus Safety may be reached at 573-288-6300. You may also contact the Title IX Coordinator at 573-288-6421.

If you have been the victim of sexual misconduct, your first priority should be to get to a place of safety.
• You should then obtain the necessary medical treatment.
• You have the right to decide whether or not to make a statement to police but it is strongly recommended that you contact Campus Safety at 573-288-6300 to help guide you through the process.

There are several options to consider when filing a report. Again, someone can help you through this process to make the best decision for the victim.

OPTION 1: REPORT INCIDENT, BUT CHOOSE NOT TO FILE A COMPLAINT OR CHARGES
• A report is a written account of what happened. A complaint is a formal request for the College to investigate the assault and adjudicate as appropriate. You are encouraged to file a report of the incident, even if you aren’t certain you want to file a complaint.
• Telling your experience to any campus official does not obligate you to report it to the police, nor does reporting it to the police obligate you to file an official report to the College—these are separate processes.
• As mentioned earlier, the college may file a complaint even if you don’t want one if the College feels it threatens the safety of the college environment.
• There are no time limits for filing a complaint.

OPTION 2: FILE A COMPLAINT WITH THE COLLEGE
• Campus Safety, C-SC’s Title IX Coordinator, or the Dean of Students can take your complaint. There is also a silent witness form online under campus life, and campus safety.
• You have formal and informal avenues you can pursue, or you can decide not to pursue the case at any time.
• Investigations are conducted by campus safety that has been trained in Title IX investigations.

OPTION 3: PURSUE CRIMINAL CHARGES
• If you want to file an official report of the incident to the police, you can initiate a report by contacting the Canton Police Department or Lewis County Sheriff’s Office.
• Members of the Division of Student Life or Campus Safety can also assist you in contacting the police.
• Your report does not obligate you to follow through with legal action or action through the College.

OPTION 4: PURSUE BOTH COLLEGE AND CRIMINAL CHARGES
• Processes outlined in options 2 and 3 occur simultaneously
RESOLUTION
As outlined in the Code of Conduct, the college is committed to the prompt resolution of any alleged violation of this policy. The appropriate administrator will conduct an investigation as is necessary to determine the validity of the complaint. All such claims will be promptly investigated and corrective action taken, if warranted, to ensure that further harassment or sexual misconduct does not occur and the victim is protected through the best efforts of the college. It should be noted that the College’s ability to investigate in a particular situation may be affected by any number of factors, including whether the report is anonymous, the Reporting Party is willing to file a report or to consent to an Investigation, the Reporting Party’s request for confidentiality, the location where the alleged conduct occurred, and the College's access to information relevant to the alleged or suspected violation of the Policy. The College is nonetheless committed to investigating and resolving all alleged and suspected violations of the Policy to the fullest extent possible under the circumstances.

CONFIDENTIALITY
Confidentiality will be observed to the extent possible while still allowing a thorough investigation. Students should understand that most employees are obligated to report any sexual misconduct, harassment, and/or hazing incident to campus safety. However, the request of the complaint to remain confidential will be considered during the investigation. The Chaplain and Professional Licensed Counselor are the only employees that are protected by law to hold confidence. It should be noted that the College may do an investigation without the person’s consent if action is severe, predatory, pervasive, or persistent.

WHAT ASSISTANCE IS AVAILABLE?
Several options can be offered to a survivor of sexual assault, harassment, stalker, or a victim of intimate partner violence as appropriate to the circumstances, including:
• discussion about options regarding different levels of addressing the assault;
• assistance with filing charges through the College conduct system;
• issuance of a no-trespass or no-contact letter;
• referral to counseling, spiritual guidance, and other support services (the college offers free counseling to anyone that may request it or need it);
• accommodations can be made academically or residentially; and
• assistance in notifying proper law enforcement authorities, if the student or employee so chooses.

AFTER A REPORT IS FILED
After a report is filed there will be a Title IX investigation in which a trained investigator will determine whether there is “more likely than not” evidence that an alleged violation occurred. Please refer to the Code of Student Conduct on conduct authority. The trained investigator will conduct interviews of both parties and any witnesses. The College will keep both parties (the reporting party and the responding party) informed throughout the process. Please understand that interim measures may be taken before a final decision is made in order to assure the safety of the campus community, the complainant, and the alleged responding party. Interim measures could include: temporary removal from a residence hall or campus; relocation of a room; interim suspension, or other measures that the dean of students made decide is necessary.

If the Title IX investigator determines that “more likely than not” a violation occurred the responding party will have the option to accept the finding of the investigator or dispute the finding. If the responding party accepts the finding of the investigator then it will be sent to the Dean of Student Life for sanctioning. If the responding party disputes the finding it will be referred to a Conduct Panel, made up of 3 faculty and/or staff members that have been trained to hear conduct issues. The Title IX coordinator and/or the Dean of Student Life will sit on the panel as an ex officio member to regulate policy but will not have a final vote in the case. The Conduct Panel will determine only if a policy has occurred. If they determine a policy has occurred it will be given to the Dean of Student Life to review and make a sanction. The range of sanctions will follow the sanction previously listed in the Code of Student Conduct. The responding party will have the option to appeal the decision and/or sanction as outlined in the Code of Student Conduct. All appeals are heard by the Appeals Committee. Please refer to the Appeals section listed earlier under the Code of Student Conduct.

The Title IX coordinator will be kept informed throughout the conduct and reporting process and will review all findings to make sure they are compliant with policy.
RETAILIATION
No retaliatory action shall be taken against any person who shall make a good-faith report of alleged harass-
ment, whether the report is shown to have been valid or not. The college will take strong responsive action if
retaliation occurs.
Complainants will be kept informed of the final decision in the disciplinary process and have the right to appeal
a decision made by a judicial authority at any time in the process. As stated earlier in the Code of Student
Conduct the complainant will have 3 business days to write an appeal.

EMPLOYEE DUE PROCESS
Complaints which may result in disciplinary action against an employee must follow procedural due process.
They will have the same investigatory process as mentioned earlier. Written notice of the complaint should
be given to the person stating in some detail the charges against him or her. The notice should be timely and
allow sufficient time for a defense. A fair hearing should be held which includes: availability to the accused of
evidence against him or her; use of counsel if desired; permission to cross-examine the witness in the absence of
compelling reasons for not allowing cross-examination; permission for the accused to introduce evidence in his
or her own behalf; and the availability of a transcript of the proceeding, if requested beforehand. The results of
the hearing should be submitted within a reasonable time. If any disciplinary action involves a college employee
who feels he or she has been misjudged, he or she has the right to appeal through the Human Resource Director
as set forth in the appropriate handbook.
<table>
<thead>
<tr>
<th><strong>ATHLETIC DIRECTORY</strong></th>
<th><strong>ATHLETIC DIRECTORY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Athletic Director</strong></td>
<td><strong>Assistant Men’s Basketball Coach</strong></td>
</tr>
<tr>
<td>Pat Atwell</td>
<td>Marshawn Norris</td>
</tr>
<tr>
<td>573-288-6424</td>
<td>573-288-6645</td>
</tr>
<tr>
<td><a href="mailto:patwell@culver.edu">patwell@culver.edu</a></td>
<td><a href="mailto:mnorris@culver.edu">mnorris@culver.edu</a></td>
</tr>
<tr>
<td><strong>Director of Sports Info</strong></td>
<td><strong>Head Women’s Basketball Coach</strong></td>
</tr>
<tr>
<td>John Schild</td>
<td>Janette Burgin</td>
</tr>
<tr>
<td>573-288-6532</td>
<td>573-288-6311</td>
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<tr>
<td><a href="mailto:jshild@culver.edu">jshild@culver.edu</a></td>
<td><a href="mailto:jburgin@culver.edu">jburgin@culver.edu</a></td>
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<tr>
<td><strong>Athletic Trainer</strong></td>
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</tr>
<tr>
<td>Rob Carmichael</td>
<td>Micha Mims</td>
</tr>
<tr>
<td>573-288-6304</td>
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<tr>
<td><a href="mailto:rcarmichael@culver.edu">rcarmichael@culver.edu</a></td>
<td><a href="mailto:mmims@culver.edu">mmims@culver.edu</a></td>
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<tr>
<td><strong>Athletic Trainer</strong></td>
<td><strong>Head Bowling Coach</strong></td>
</tr>
<tr>
<td>Kali Powell</td>
<td>Jerry Ulrich</td>
</tr>
<tr>
<td>573-288-6342</td>
<td>573-288-6387</td>
</tr>
<tr>
<td><a href="mailto:kpowell@culver.edu">kpowell@culver.edu</a></td>
<td><a href="mailto:gulrich@culver.edu">gulrich@culver.edu</a></td>
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<tr>
<td><strong>Athletic Trainer</strong></td>
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<tr>
<td>Christie Thomas</td>
<td>TBD</td>
</tr>
<tr>
<td>573-288-6332</td>
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<tr>
<td><a href="mailto:cethomas@culver.edu">cethomas@culver.edu</a></td>
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<tr>
<td><strong>Athletic Trainer</strong></td>
<td><strong>Head Cross Country Coach</strong></td>
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<tr>
<td>Riley Watkins</td>
<td>Alan King</td>
</tr>
<tr>
<td>573-288-6549</td>
<td>573-288-6426</td>
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<tr>
<td><a href="mailto:rwatkins@culver.edu">rwatkins@culver.edu</a></td>
<td><a href="mailto:aking@culver.edu">aking@culver.edu</a></td>
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<tr>
<td><strong>Administrative Assistant</strong></td>
<td><strong>Head Football Coach</strong></td>
</tr>
<tr>
<td>Traci Bringer</td>
<td>Jeff Duvendeck</td>
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<tr>
<td>573-288-6443</td>
<td>573-288-6581</td>
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<tr>
<td><a href="mailto:tbringer@culver.edu">tbringer@culver.edu</a></td>
<td><a href="mailto:jduvendeck@culver.edu">jduvendeck@culver.edu</a></td>
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<tr>
<td><strong>Head Baseball Coach</strong></td>
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<tr>
<td>Kevin Kocks</td>
<td>Kai Ellis</td>
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<tr>
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<tr>
<td><a href="mailto:kkocks@culver.edu">kkocks@culver.edu</a></td>
<td><a href="mailto:kellis@culver.edu">kellis@culver.edu</a></td>
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<tr>
<td><strong>Assistant Baseball Coach</strong></td>
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<tr>
<td>Brad Salsman</td>
<td>Shawn Henry</td>
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<td>573-288-6374</td>
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<tr>
<td><a href="mailto:bsalsman@culver.edu">bsalsman@culver.edu</a></td>
<td><a href="mailto:shenry@culver.edu">shenry@culver.edu</a></td>
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<tr>
<td><strong>Head Men’s Basketball Coach</strong></td>
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<tr>
<td>Jack Schrader</td>
<td>Tim McGuire</td>
</tr>
<tr>
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<td>573-288-6396</td>
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<tr>
<td><a href="mailto:jschrader@culver.edu">jschrader@culver.edu</a></td>
<td><a href="mailto:tmcguire@culver.edu">tmcguire@culver.edu</a></td>
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<td>Beta Beta Beta</td>
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<td>Institute of Management Accountants</td>
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<td>KCSW - Radio</td>
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<tr>
<td>Lambda Pi Eta</td>
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<td>Pre-Occupational Therapy Club</td>
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<td>Pi Lambda Theta</td>
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<td>Psychology Club</td>
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<tr>
<td>Improv Comedy Unit</td>
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<td>Delta Phi Epsilon Professional Foreign Service Society</td>
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<td>International and Domestic Events Awareness Society</td>
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<td>Social/Educational</td>
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PARKING INFORMATION

CAMPUS SAFETY/PARKING CONTACT INFORMATION

Campus Safety Office: Gladys Crown Center, Room 201
Phone: 573-288-6300

Parking Regulations: Please note the parking and driving regulations in place throughout campus. If you have any questions, please contact Campus Safety at ext. 6300.

• The roadway and various parking lots throughout campus have designated areas that are “Yellow Zones.” These are restricted areas and vehicles are not allowed to park at these locations.
• The entrance to Circle Drive in front of Shannon Hall is now "ONE WAY."
• The Faculty/Staff Parking Lot of Johnson Hall/Crown Center is "ONE WAY."
• The East (upper) Parking Lot near the PAC is "Commuter Parking" areas.
• No vehicles are to pass the "Yellow Zone" in the lower parking lot behind Stone Hall onto the patio area.
• The lower parking lot near Wood Hall is a restricted parking area for the residents of Stone Hall.

Parking Restrictions: Vehicles may be ticketed for the following reasons:

• Parked in a handicapped, visitor or reserved area without appropriate permit
• Parked in or blocking a fire lane, yellow/loading zone or emergency entrance
• Obstructing a pedestrian walkway, parking lot entrance or building entrance
• Parked on a sidewalk or any grassy area
• Any motor vehicle determined to have been abandoned (not displaying a state license plate or state inspection or a plate or inspection permit that has expired)
• Vehicles impeding snow removal, maintenance or construction work
• Vehicles parked along any college roadway (excluding maintenance or vendors when applicable)
• Impounded/booted vehicles exceeding the 48-hour limit (see boot policy)
• Disabled vehicles illegally parked
• Parking on campus after parking privileges have been revoked
• Any vehicle parked in an unsafe manner or that is restricting traffic or creating a traffic hazard
• If the responsible party, when notified by Campus Safety to move a vehicle does not accomplish the move within the specified time

Enforcement/Open Parking: The enforcement of parking violations for parking in a fire lane, blocking the road, parking on the grass, handicap zones, Stone Residence Hall Reserved Parking and yellow zones are twenty four hours a day. During the week, open parking throughout campus starts at 5:00 P.M. and ends at 7:00 A.M. On the weekend open parking begins Friday at 5:00 P.M and ends Monday morning at 7:00 A.M.

Vehicle Towing Policy: Any vehicle parked in violation of the parking regulations is subject to towing without notice. All parking fines and charges for towing and storage are the responsibility of the owner/driver of the vehicle and must be paid before the vehicle will be released. Culver-Stockton assumes no responsibility for damages to the vehicle either during towing or storage.

Vehicle Recovery: To have your vehicle released from storage you must first pay any parking fines owed to Culver-Stockton. You will then be given a paid receipt to present to the towing company at which time you will be required to pay any towing and or storage charges.

Booting Policy: Campus Safety will place a wheel boot on vehicles for the following reasons:

• Accounts associated with five or more citations in any one semester.
• Vehicles failing to register and or display a current C-SC parking permit who have received two or more citations in any 30-day period.

Procedure for boot removal will be as follows:

• All parking fines, plus a $25 boot-removal fee, must be paid and the paid receipt presented to Campus Safety prior to the boot being removed.
• If the driver or responsible party has not made arrangements to have the boot removed within 48 hours, the vehicle is subject to towing and all fees incurred (including purchase of permit and boot-removal fee).
Parking Permits: All students and employees wishing to utilize campus parking are required to display a current parking permit. Regular student parking permits are $50. Stone Residence Hall reserved parking permits are $50.00. In addition, restricted stickers can be purchased for $10. **Restricted stickers are for ARC parking lot only.** A second vehicle can be registered for $10. All student stickers are renewed annually. There are two classifications of parking: Faculty/Staff, hanging permit required; and Resident/Commuter Student, sticker permit required. Faculty/Staff lots will be designated as such. Parking permits can be purchased online using your My Culver account. Once a parking permit has been purchased, students can obtain their parking permits onsite at the assistant director’s office, located at Johnson Hall 124.

**There are numerous times during the academic year where classes are not in session due to college agreed breaks. When these events occur, student parking rules and regulations are still in effect. Parking tickets will be issued during breaks; therefore your vehicle needs to be in the proper parking lot when you leave for break.**

Temporary Parking Permits: Temporary parking permits will be issued by Campus Safety on an as-needed basis and only for a period not to exceed seven days. Until the temporary permit is properly displayed in the vehicle, it will be treated as a vehicle parked without a permit and will be fined accordingly. Temporary permits will not be issued to unregistered vehicles.

**Flashers:** Flashers may be used when a student has contacted Campus Safety in an emergency only (i.e. accident or illness).

**Parking Tickets:**
- Faculty/Staff/Visitor/Unloading Areas - $40.00
- Wrong Student Area - $40.00
- Fire Lane - $40.00
- Yellow Zone - $40.00
- Handicap Zone - $100.00
- On Sidewalk - $40.00
- On Grass - $40.00
- No Valid Sticker - $40.00
- Blocking Road/Dr. - $40.00
- Parked in Two Spaces - $40.00

Tickets are subject to change and could be increased depending upon the violation and the amount of tickets accumulated during the year.

**Parking Ticket Appeals:** If a ticket is issued involving policy or enforcement ambiguity, a detailed appeal stating how the vehicle was not in violation of a parking regulation should be filed within 3 days (72 hours) of the violation. Appeals can be completed online by accessing your My Culver account. All parking appeals are heard by a student parking appeals committee that meets monthly.

**Visitors to the College:** Designated parking for visitors is available at several locations. There is visitor parking available on the west side of Henderson Hall, the north side of Crown Center and the north side of the Johann Library. Visitors should contact Campus Safety for a visitor parking pass.

*Please note that the college is not responsible for any damage to vehicles parking on campus. Owners assume all risk.*
CANTON BUSINESS DIRECTORY

Automotive
NAPA/ACE Elder Automotive
18698 State Hwy P
Canton, MO
288-8003—NAPA
288-0300—ACE Elder

Missouri Tire Company
1003 Brose Avenue
Canton, MO
288-8002

Mohr’s Collision Care
200 Lewis Street
288-2115

Dining
Ayerco Convenience Center
401 North 4th Street
Canton, MO
288-3062

Ayerco Convenience Center
1700 Oak Street
288-0378

Kountry Skillet
305 Lewis Street
288-3986

Casey’s General Store
114 South 4th Street
Canton, MO
288-2234

County Market Deli
1805 Elm Street
Canton, MO
288-5151

Pizza Hut
1602 White Street
Canton, MO
288-4492

Bucking Bull
306 Lewis Street
288-2855

China King
1803 Elm Street
288-8815

Los Nopales Mexican
201 North Fourth
288-0500

Primo’s Sub & Pizza Shop
107 North 4th Street
Canton, MO
288-1072

Saints Avenue Café
1703 Oak Street
288-0555

Subway
1713 Elm Street
Canton, MO
288-2021

Financial Institutions
Bank of Monticello
515 White Street
Canton, MO
288-5290

Canton State Bank
100 South 4th Street
Canton, MO
288-4424

People’s Bank of Wyaconda
600 Washington Street
Canton, MO
288-5209

Floral
County Market
1805 Elm Street
Canton, MO
288-5151

Midwestscapes Florist
300 N 4th Street
Canton, MO
288-2500

Gas Stations/Convenience Stores
Ayerco
401 North 4th Street
Canton, MO
288-3062

Ayerco
1700 Oak Street
288-2115

Casey’s
114 South 4th Street
Canton, MO
288-2234

Grocery Store
County Market
1805 Elm Street
Canton, MO
288-5151

Haircare and Tanning
Danielle’s Hair Salon
412 Lewis St
Canton, MO
288-0444

Headquarters Styling & Tanning
109 South 4th Street
Canton, MO
288-5623

The Cuttn’ Corner
312 Lewis Street
Canton, MO
288-3884

Hardware/Home Stores
Canton Hardware
410 Clark Street
Canton, MO
288-5685
<table>
<thead>
<tr>
<th><strong>Janney Builders Supply</strong></th>
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<th><strong>Keokuk Area Hospital</strong></th>
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<td>1600 Morgan Street</td>
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<td>288-3462</td>
<td>Canton, MO</td>
<td>319-524-7150</td>
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<td>Centerstone Inn</td>
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<td>The Corner Laundry</td>
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<td>111 North 4th Street</td>
<td>1100 East Outer Road, Ste. 1</td>
<td>414 Clark Street</td>
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<tr>
<td>408 Lewis Street</td>
<td>Broadway at 11th</td>
<td>Press-News Journal</td>
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<tr>
<td>Canton, MO</td>
<td>Quincy, IL</td>
<td>Mailing address, P.O. Box 227</td>
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<tr>
<td>288-3734</td>
<td>217-223-1200</td>
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<td>288-1400</td>
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<td>Highway Patrol – 660-385-1314</td>
<td>Central Park</td>
</tr>
<tr>
<td>414 Clark Street</td>
<td>Lewis Co. Sheriff – 573-767-5311</td>
<td>5th and Lewis Streets</td>
</tr>
<tr>
<td>288-8966</td>
<td>Canton Police Dept - 288-4412</td>
<td>Canton, MO</td>
</tr>
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<table>
<thead>
<tr>
<th>Lawrence Colliar, DC (Chiropractor)</th>
<th>Hannibal Regional Hospital</th>
<th>Martin Park</th>
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<tbody>
<tr>
<td>412 Clark Street</td>
<td>6000 Hospital Drive</td>
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<td>Canton, MO</td>
<td>Hannibal, MO</td>
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<tr>
<td>573-248-1300</td>
<td>573-267-5100</td>
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<table>
<thead>
<tr>
<th>Lewis Street Playhouse</th>
<th><strong>Newspapers</strong></th>
<th><strong>Parks and Recreation</strong></th>
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<tbody>
<tr>
<td>Lewis Street</td>
<td>Quincy Herald-Whig</td>
<td>Central Park</td>
</tr>
<tr>
<td>Canton, MO</td>
<td>130 South 5th Street</td>
<td>5th and Lewis Streets</td>
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<tr>
<td>288-3618</td>
<td>217-223-5100</td>
<td>Canton, MO</td>
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<tr>
<td>Press-News Journal</td>
<td>Mississippi Park</td>
<td>Lewis Street Playhouse</td>
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<tr>
<td>Mailing address, P.O. Box 227</td>
<td>Riverfront</td>
<td>Lewis Street</td>
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<tr>
<td>Canton, MO</td>
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</table>
South Riverfront Park
Canton Riverfront
Sun & Surf Swim Club
(private membership)
Canton, MO
288-5979

*Places of Worship*
Bluff Springs Church
Highway 61 North
Canton, MO
288-3760

Canton Christian Church
512 College Street
Canton, MO
288-3018

Canton First Baptist Church
407 North 6th Street
Canton, MO
288-5583

Immanuel United Methodist Church
601 Washington Street
Canton, MO
288-3427

Life Tabernacle Ministries
West Hwy 16
Canton, MO
288-3948

St. Joseph Catholic Church
812 Lewis Street
Canton, MO
288-3198

St. Peter’s Lutheran Church
704 West Lewis Street
LaGrange, MO
573-655-4416

Wyaconda Baptist Church
18903 State Hwy P
Canton, MO
288-3981

*Retail*
Rivertown Shirt Shop
109 N 4th St
Canton, MO
288-3102

Golden Ruler
401 Lewis Street
Canton, MO
288-3021

Cell Tech – US Cellular
1801 Elm Street
Canton, MO
288-3888

*Schools*
Canton R-V School
200 South 4th Street
Canton, MO
288-5216

Cedar Falls (private)
Route B
Canton, MO
288-3995

Culver-Stockton College
One College Hill
Canton, MO
288-6000

*Veterinarian*
Canton Veterinary Clinic
30182 Pear Street
Canton, MO
288-3817

Dollar General
1707 Elm Street
Canton, MO
288-3593

MFA Agri-Service
106 Lewis Street
Canton, MO
288-4404

Golden Ruler
401 Lewis Street
Canton, MO
288-3021

Cell Tech – US Cellular
1801 Elm Street
Canton, MO
288-3888

*MFA Agri-Service*
106 Lewis Street
Canton, MO
288-4404

Schools
Canton R-V School
200 South 4th Street
Canton, MO
288-5216

Retail
Rivertown Shirt Shop
109 N 4th St
Canton, MO
288-3102

*Welcome to Culver-Stockton College and Canton, Missouri*

Canton Public Library
403 Lewis Street
Canton, MO
288-5279

City Offices and Utilities
106 North 4th Street
Canton, MO
288-4413

U.S. Post Office
500 Lewis Street
Canton, MO
288-3171

Chamber of Commerce
Box 141
Canton, MO
288-8300

Police Department
108 North 4th Street
Canton, MO
288-4412

Lewis County License Office
204 East Lafayette Street
Monticello, MO
573-767-1216
## Sports Schedule

### Men's Soccer

<table>
<thead>
<tr>
<th>Date</th>
<th>Opponent</th>
<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td>8/13/15</td>
<td>Indian Hill C.C. (NX Level Field)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/22/15</td>
<td>Westminster College (NX Level Field), 4:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8/29/15</td>
<td>Clarke University (NX Level Field), 4:30 PM</td>
<td></td>
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</tr>
<tr>
<td>9/4/15</td>
<td>Bethany College (NX Level Field), 3:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/9/15</td>
<td>Hannibal LaGrange University (NX Level Field), 3:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/17/15</td>
<td>Lincoln College JV (NX Level Field), 3:30 PM</td>
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<tr>
<td>9/20/15</td>
<td>Graceland University (NX Level Field), 3:30 PM</td>
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<tr>
<td>9/22/15</td>
<td>McKendree University JV (NX Level Field), 4:30 PM</td>
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<td></td>
</tr>
<tr>
<td>9/26/15</td>
<td>Baker University (NX Level Field), 3:30 PM</td>
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</tr>
<tr>
<td>9/27/15</td>
<td>Lindenwood Bellville University JV (NX Level Field), 12:00 PM</td>
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<tr>
<td>9/30/15</td>
<td>Missouri Valley College (NX Level Field), 3:30 PM</td>
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<tr>
<td>10/6/15</td>
<td>Columbia College (NX Level Field), 3:30 PM</td>
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<tr>
<td>10/8/15</td>
<td>William Penn University JV, 3:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/23/15</td>
<td>Avila University (NX Level Field), 3:30 PM</td>
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</tr>
<tr>
<td>10/31/15</td>
<td>Grandview University (NX Level Field), 3:30 PM</td>
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### Women's Alumni Soccer Game

<table>
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<tr>
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<th>Time</th>
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<tbody>
<tr>
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### Men's Alumni Soccer Game

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Time</th>
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<tbody>
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### Women's Soccer

<table>
<thead>
<tr>
<th>Date</th>
<th>Opponent</th>
<th>Location</th>
<th>Time</th>
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<tbody>
<tr>
<td>8/22/15</td>
<td>Westminster College (NX Level Field), 2:00 PM</td>
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<td>8/28/15</td>
<td>Indian Hill C.C. (NX Level Field), 3:00 PM</td>
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<td>9/4/15</td>
<td>Bethany College (NX Level Field), 2:00 PM</td>
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<tr>
<td>9/10/15</td>
<td>St. Charles C.C. (NX Level Field), 3:00 PM</td>
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<tr>
<td>9/20/15</td>
<td>Graceland University (NX Level Field), 1:00 PM</td>
<td></td>
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<tr>
<td>9/26/15</td>
<td>Baker University (NX Level Field), 1:00 PM</td>
<td></td>
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<tr>
<td>9/30/15</td>
<td>Missouri Valley College (NX Level Field), 1:00 PM</td>
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<td></td>
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<tr>
<td>10/4/15</td>
<td>Missouri Valley College JV (NX Level Field), 1:00 PM</td>
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<tr>
<td>10/7/15</td>
<td>William Penn University JV (NX Level Field), 1:00 PM</td>
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<tr>
<td>10/8/15</td>
<td>Waldorf College (NX Level Field), 3:00 PM</td>
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<tr>
<td>10/19/15</td>
<td>Mount Mercy University (NX Level Field), 3:00 PM</td>
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<tr>
<td>10/23/15</td>
<td>Avila University (NX Level Field), 1:00 PM</td>
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<tr>
<td>10/31/15</td>
<td>Grandview University (NX Level Field), 1:00 PM</td>
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### Women's Volleyball

<table>
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<tbody>
<tr>
<td>8/29/15</td>
<td>Evangel University (Joe Charles Field House), 6:00 PM</td>
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<tr>
<td>9/1/15</td>
<td>Hannibal LaGrange University (Joe Charles Field House), 7:00 PM</td>
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<td>9/14/15</td>
<td>Missouri Baptisit University (Joe Charles Field House), 5:00 PM</td>
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<tr>
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<tr>
<td>9/15/15</td>
<td>Central Methodist University (Joe Charles Field House), 7:00 PM</td>
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<tr>
<td>9/17/15</td>
<td>William Woods University (Joe Charles Field House), 7:00 PM</td>
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</tr>
<tr>
<td>9/20/15</td>
<td>Culver Stockton College JV Tournament (Joe Charles Field House)</td>
<td></td>
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<tr>
<td>9/29/15</td>
<td>Grandview University (Joe Charles Field House), 7:00 PM</td>
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<tr>
<td>10/13/15</td>
<td>William Penn University (Joe Charles Field House)</td>
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<tr>
<td>10/18/15</td>
<td>Culver Stockton College JV Tournament (Joe Charles Field House), TBA</td>
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<tr>
<td>10/22/15</td>
<td>Mount Mercy University (Joe Charles Field House), 5:00 PM</td>
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<td>10/22/15</td>
<td>Mount Mercy University Senior Night (Joe Charles Field House), 7:00 PM</td>
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<td>Missouri Valley College Registration Week (Joe Charles Field House), 7:00 PM</td>
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### Men's Football

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<td>9/5/15</td>
<td>Baker University (NX Level Field), 12:00 PM</td>
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<tr>
<td>9/19/15</td>
<td>Evangel University (NX Level Field), 12:00 PM</td>
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<tr>
<td>10/3/15</td>
<td>Missouri Valley College (NX Level Field), 12:00 PM</td>
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<tr>
<td>10/24/15</td>
<td>William Penn University Homecoming Game (NX Level Field), 2:00 PM</td>
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<tr>
<td>11/7/15</td>
<td>Peru State College (NX Level Field), 12:00 PM</td>
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<tr>
<td>11/14/15</td>
<td>Graceland University (NX Level Field), 12:00 PM</td>
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<td>Event Description</td>
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</tr>
<tr>
<td>10/3/15</td>
<td>At Southern Kentucky Classic (Bowling Green, Kentucky)</td>
<td>Bowling Green, Kentucky</td>
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<tr>
<td>10/4/15</td>
<td>At Southern Kentucky Classic (Bowling Green, Kentucky)</td>
<td>Bowling Green, Kentucky</td>
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<tr>
<td>10/10/15</td>
<td>At Mid-States Tournament (Wichita, Kansas)</td>
<td>Mid-States Tournament</td>
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<td>10/11/15</td>
<td>At Mid-States Tournament (Wichita, Kansas)</td>
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<tr>
<td>10/31/15</td>
<td>At Lion’s Classic (St. Charles, Missouri)</td>
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<td>11/1/15</td>
<td>At Lion’s Classic (St. Charles, Missouri)</td>
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<tr>
<td>11/7/15</td>
<td>At Jayhawk Collegiate Classic (Lawrence, Kansas)</td>
<td>Jayhawk Collegiate Classic</td>
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<tr>
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<td>At Jayhawk Collegiate Classic (Lawrence, Kansas)</td>
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<tr>
<td>11/8/15</td>
<td>Men’s Bowling @ ISYL Leatherneck Classic (Moline, IL)</td>
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<tr>
<td>11/9/15</td>
<td>Men’s Bowling @ ISYL Leatherneck Classic (Moline, IL)</td>
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<tr>
<td>11/14/15</td>
<td>At Leatherneck Classic (Moline, Illinois)</td>
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<tr>
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<td>At Warhawk Open (Madison, Wisconsin)</td>
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<td>12/6/15</td>
<td>Men’s Bowling @ Warhawk Open (Madison, WI)</td>
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<td>Men’s Bowling @ Warhawk Open (Madison, WI)</td>
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<td>1/16/16</td>
<td>At Kegel/ISBPA Midwest Classic (Addison, Illinois)</td>
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<tr>
<td>1/17/16</td>
<td>At Kegel/ISBPA Midwest Classic (Addison, Illinois)</td>
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<tr>
<td>1/23/16</td>
<td>At Mckendree Baker Challenge (Fairview Heights, Illinois)</td>
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<td>1/24/16</td>
<td>At Mckendree Baker Challenge (Fairview Heights, Illinois)</td>
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<td>2/6/16</td>
<td>At Crusader Classic (Dubuque, Iowa)</td>
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<tr>
<td>2/20/16</td>
<td>At Hoosier Classic (Indianapolis, Indiana)</td>
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<tr>
<th>Date</th>
<th>Event Description</th>
<th>Location</th>
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<tbody>
<tr>
<td>11/7/15</td>
<td>Clarke University (Joe Charles Field House), TBA</td>
<td>Joe Charles Field House</td>
</tr>
<tr>
<td>11/21/15</td>
<td>Benedictine College (Joe Charles Field House), 2:00 PM</td>
<td>Joe Charles Field House</td>
</tr>
<tr>
<td>11/27/15</td>
<td>Hannibal LaGrange University (Joe Charles Field House), TBA</td>
<td>Joe Charles Field House</td>
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<tr>
<td>12/5/15</td>
<td>Grandview University (Joe Charles Field House), 2:00 PM</td>
<td>Joe Charles Field House</td>
</tr>
<tr>
<td>12/12/15</td>
<td>Peru State College (Joe Charles Field House), 2:00 PM</td>
<td>Joe Charles Field House</td>
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<tr>
<td>12/15/15</td>
<td>Greenville College (Joe Charles Field House), 7:00 PM</td>
<td>Joe Charles Field House</td>
</tr>
<tr>
<td>1/6/16</td>
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<tr>
<td>1/14/16</td>
<td>Missouri Valley College (Joe Charles Field House), 5:30 PM</td>
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<tr>
<td>1/20/16</td>
<td>Avila University (Joe Charles Field House), 5:30 PM</td>
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<tr>
<td>1/27/16</td>
<td>Mid-America Nazarene University (Joe Charles Field House), 5:30 PM</td>
<td>Joe Charles Field House</td>
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<tr>
<td>2/3/16</td>
<td>Central Methodist University (Joe Charles Field House), 5:30 PM</td>
<td>Joe Charles Field House</td>
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<tr>
<td>2/13/16</td>
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<tr>
<td>2/20/16</td>
<td>Evangel University (Joe Charles Field House), 2:00 PM</td>
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<tr>
<td>2/27/16</td>
<td>Graceland University (Joe Charles Field House), 2:00 PM</td>
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<tr>
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<td>Peru State College (Joe Charles Field House), 4:00 PM</td>
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<tr>
<td>12/21/15</td>
<td>St. Ambrose University (Joe Charles Field House), 7:30 PM</td>
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<td>1/6/16</td>
<td>William Penn University (Joe Charles Field House), 7:30 PM</td>
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<tr>
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