

# Section 3:

## General College Policies

### ACADEMIC BREAKS

The starting time for vacations is noted on the official College calendar, and students are responsible for making arrangements to meet all class and academic obligations through the final period of classes or examinations prior to a scheduled break (Thanksgiving, Christmas, and spring recess). **DO NOT MAKE ARRANGEMENTS TO LEAVE CAMPUS PRIOR TO THE CONCLUSION OF ALL CLASSES, EXAMINATIONS, AND WORK-STUDY COMMITMENTS FOR WHICH YOU ARE RESPONSIBLE.** Students should also be back on campus after breaks by the date when classes are scheduled to resume. Be sure to make your travel plans in relationship to your class schedule and final exams. You will not be excused or have a final changed because you have a travel itinerary already planned.

### ALCOHOL

Alcoholic beverages of any kind are prohibited on College property (including cars and B.I.L. Hill) and in conjunction with College activities. Students found in violation of this policy through the consumption, possession, or distribution of alcohol are subject to campus disciplinary action. The College administration may also involve local law enforcement or emergency agencies in situations involving alcohol whenever it seems appropriate. Examples of these types of situations include students or guests who refuse or fail to comply with orders or directives of College officials when asked to forfeit suspicious beverages; who become disruptive due to alcohol consumption; and who are obviously intoxicated to the point that they present a clear and present danger to themselves or others. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may notify the parents of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents prior to any disciplinary hearing and is not required to inform students of the notification. The dean of student life will maintain

a record of any parental disclosures that will be provided to the student involved, upon request.

The possession of empty alcohol containers is prohibited, and students will be subject to disciplinary action. (Also see “Drug-Free Schools and Communities Act Amendments of 1989” and “Counseling Office and Services” elsewhere in this handbook.)

### ANTI-VIOLENCE POLICY

Cottey College strives to provide students and employees a safe environment. Therefore, the College will not tolerate violence on campus. Students who violate this policy may be subject to disciplinary action up to and including dismissal. Furthermore, the College may take disciplinary action if a student’s conduct off campus represents a threat to the health, safety, or welfare of any member of the College community or to the good of the College. Students will also be subject to any local, state, or federal statutes that may apply. The following terms are used to illustrate Cottey’s policy with regard to violence on campus.

- A. Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of another individual.
- B. A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.
- C. The possession of a weapon on campus, at a College facility, or at a College event shall be considered a violation of this policy unless written permission has been previously given by the chief financial officer.
- D. The word “campus” includes all College facilities and off-campus locations where students, faculty, or staff are engaged in College business.

(See Dean's Dismissal and Major Violation Grievance Procedure)

## **AUTOMOBILES**

Possession and/or operation of motor vehicles at Cottey College is a privilege given to all students by the College. Any violation of the College automobile rules may result in the loss of that privilege.

All students must comply with the following procedures:

- Car registration is free; however, all student cars need to be registered and have their parking hang tag on their car no later than two weeks into each semester. Students who change cars or get a car during a semester must register their car within one week of having the car on campus.
- With the exception of orientation periods when car registration occurs in the residence halls, all cars should be registered in the Housing Office. Failure to have your car registered after these deadlines will result in a \$25 fine.

Parking in front of Main Hall is reserved for visitors. Parking is available for students living in Reeves and Robertson Halls in the lot south of Robertson Hall. Students in P.E.O. Hall may park in the lot west of Main Hall and in the Center for the Arts parking lot. It is important to avoid restricted parking spaces designated with a sign or curb/pavement markings (paint). Any vehicle parked in a designated fire lane or other restricted use parking spaces longer than the time necessary to load or unload may be ticketed and/or impounded. Parking in the Chapel drive is limited to 15 minutes for students and employees. Disabled students should contact the Business Office for special parking permits. All lots have disabled parking spots available.

The College's policy is to support the city police in enforcing the motor vehicle laws of the state and the city on the College campus and in the vicinity. Students leaving vehicles on campus

over Christmas or spring break should notify the director of physical plant and park in the designated area.

## **BODY PIERCING AND TATTOOING**

Due to health and safety concerns, and out of consideration for all members of the campus community, performing body piercing and/or tattooing is not permitted on campus. This policy applies even if the person performing the piercing and/or tattooing is licensed and/or performs this service off campus for pay.

## **COLLEGE PROPERTY**

Students, student organizations, and other members of the academic community are held responsible for the loss or destruction of College property.

## **COMPLYING WITH ORDERS OR DIRECTIVES OF COLLEGE OR CITY OFFICIALS**

Students must comply with orders or directives of College officials, hall staff, faculty, security officers, or other law enforcement/fire department personnel acting in the performance of their duties.

## **CONDUCT AND DRESS ON CAMPUS**

Students enrolling in Cottey College assume an obligation and are expected by the College to conduct themselves in a manner compatible with the functions and missions of an educational institution. The behavior of a student should reflect seriousness of purpose, propriety of action, responsible behavior in all social settings, and an awareness of her obligation as a student in the College and a citizen of the community. Students may not engage in disruptive or disorderly conduct nor lewd, indecent, or obscene conduct or dress on campus property.

No duck mascot related activities, including the wearing of "DJs," are to be held in the Rubie Burton Academic Center, Neale Hall, Main Hall, Hinkhouse Center, the Library, the upper floors of the Chapel, and Raney Dining Room. Any students wearing or possessing any attire related to any groups or traditions that are now prohibited may be subject to disciplinary action. Students

may also not harass or require other students to refrain from wearing certain colors, symbols, or distinctive garments on specific days of the week, or require restrictions in speech or behavior as a part of any student tradition. Violators will be subject to disciplinary action. (See Policies on Harassment and Hazing to follow in this section.)

Students are expected to wear dressier clothing for Sunday-dress dinners. This expectation is described in more detail in section 1 of this handbook under “Food Service.”

For safety reasons, students must wear shoes while in the Rubie Burton Academic Center. This is due to the fact that broken glass and spilled chemicals are occasionally tracked into the halls from science laboratories.

## **CONVOCATIONS**

There are two convocations scheduled during the academic year. These include the Opening of School Convocation and the Honors and Awards Convocation at the end of the academic year. Honors and Awards Convocation is held to recognize outstanding student achievement in academic subjects and extracurricular activities. All members of the Cottey community are encouraged to attend.

## **DRUGS**

Illicit drugs (i.e., possession, use, or distribution of controlled substances without a doctor’s prescription) are prohibited on campus. Possession of drug paraphernalia, including hookahs, is also prohibited. Anyone found guilty of violating this regulation may be dismissed from campus. Those found responsible for selling drugs will be dismissed. As a matter of policy, the College also notifies and involves local law enforcement authorities in all situations where a violation of Missouri or federal laws governing controlled substances appears to have occurred. Pursuant to FERPA, the College may also notify the parents of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents prior to any disciplinary hearing and is not required to inform students of the notification. The dean of

student life will maintain a record of any parental disclosures that will be provided to the student involved, upon request. (Also see “Drug-Free Schools and Communities Act Amendments of 1989” in this section of the handbook and “Alcohol/Drug Abuse Treatment Program” in section 1.)

## **DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989**

The Drug-Free Schools and Communities Act Amendments of 1989 requires an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol by students and employees. As part of its drug and alcohol prevention program for students and employees, every student and employee of Cottey College shall receive a copy of the program annually. Additional copies of the prevention program can be obtained from the Office of Student Life or the Human Resources Office. Cottey’s prevention program includes institutional policy regarding the use of alcohol and other drugs, educational information including federal, state, and local laws, and health risks associated with the use of alcohol and other drugs. Also included is information regarding campus and community resources for assistance with alcohol and other drug-related problems.

## **E-MAIL**

The College may determine the appropriate vehicle for official communication about matters affecting students. Along with other forms of campus communications, students are responsible for receiving, reading, complying with, and responding to official e-mail communications from the College.

All students are assigned an official Cottey College e-mail address, and all official College communications are sent to this e-mail address. The official Cottey e-mail address for each student is listed in the College directory.

The College provides several mechanisms so that a student may access her official Cottey e-mail account. Optionally, a student may forward her e-mail from her official Cottey e-mail address to another e-mail address of her choice. A student who chooses to forward her e-mail to another e-mail address does so at her own risk. Cottey College is not responsible for e-mail forwarded to any other e-mail address. A student's failure to receive or read in a timely manner official communications sent to the student's official e-mail address does not absolve the student from knowing and complying with the content of the official communication.

Students are expected to check their Cottey e-mail on a frequent and consistent basis in order to remain informed of College-related communications. The College recommends checking e-mail several times per week.

Faculty and staff will assume that a student's official college e-mail is a valid mechanism for communicating with a student. Faculty may use e-mail for communicating with students registered in their classes. This policy ensures that all students are informed of course requirements communicated to them by e-mail from their course instructors. Students must submit course work according to the acceptable guidelines established by their instructors.

For further assistance, students should contact the director of academic computing at ext. 2275.

### **EMERGENCY LEAVE FROM CAMPUS**

If an emergency or a death in the family requires that you leave campus for several days, you must notify your hall director and the Office of Student Life prior to leaving. Your instructors will be sent a notice (not an excuse) concerning your intended absence. Upon return, it is your responsibility to make arrangements for completing all of your missed academic work.

### **FIREARMS, WEAPONS, EXPLOSIVES, FIRECRACKERS, ETC.**

Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals

within or upon the grounds, buildings or any other facilities of the College is prohibited. This policy shall not apply to any police officer or others authorized by the chief financial officer or the dean of student life. ("Weapons" may include, but are not limited to B-B guns, slingshots, martial arts devices, brass knuckles, Bowie knives, daggers or similar knives, or switchblades. A harmless instrument designed to look like a firearm, weapon, or explosive, which is used by a person to cause fear in or assault to another person, is expressly included within the meaning of firearms, weapons, or explosives.)

### **GAMBLING**

Gambling of any form is not allowed on campus.

### **HARASSMENT**

In order to allow the full development of a community that respects the dignity and worth of every individual, Cottey College will not tolerate harassment of any kind. The College has the duty to protect its students and employees from intimidating behaviors that detract from the quality of work and study at the College. Harassment is used in a variety of legal contexts to describe words, gestures, and actions that tend to annoy, alarm, and abuse another person. Harassment is unethical, unprofessional, and unacceptable.

Cottey College encourages all students and employees to be sensitive to the feelings of others. Even when words or behaviors are not intended to be offensive, they may give offense to others. Mean-spirited words, such as racial epithets, sexual innuendo, gratuitous references to lifestyle, or actions demeaning to human beings are unacceptable. Also included is pressure to participate and harassment for not participating in student traditions. All members of the Cottey community need to be aware of their right to work and study in an environment free from the pressures of harassment and intimidation.

The College wishes to assist people to both understand and appreciate differences and to protect the rights of all members of the community. There are many types of harassment. Harassment can include conduct that:

- Involves an expressed or implied threat to an individual's academic efforts, employment, participation in College-sponsored activities, or personal safety.
- Has the purpose or reasonably foreseeable effect of interfering with an individual's academic efforts, employment, participation in College-sponsored activities; or personal safety creates an intimidating, offensive, or hostile environment which interferes with educational pursuits, employment, or participation in College-sponsored activities.

**What should you do if you feel you have been subjected to harassment?**

- Notify an appropriate member of the College staff who can listen, provide support, answer your questions about harassment, and discuss your options. This might be an advisor, the director of housing, the dean of student life, or the vice president for academic affairs. These people can help you determine your next step.
- Try to make clear to the person harassing you that you find his/her behavior annoying, offensive, alarming, or abusive, and ask that he/she stop immediately. Make your point clearly, firmly, seriously, and without apologizing.

Any member of the Cottey community, including faculty, staff, and students may file a grievance against a student who has or is apparently violating a rule. (See Major Violation Grievance Procedure, Section 4.) To report harassment by an employee, contact the dean of student life, the vice president for academic affairs, or the director of human resources. Local law enforcement may also be contacted. (Also, see Sexual Harassment later in this section.)

**HAZING**

Cottey Policy

Any action taken or situation created which produces or is likely to produce mental or physical discomfort, embarrassment, intimidation, harassment, or ridicule is defined as hazing. Students may not knowingly participate in or perpetrate acts of hazing on or off campus. Such activities and situations will include, but not be limited to, personal servitude, paddling in any

form; creation of excessive fatigue; physical and psychological shocks; inappropriate or illegal quests, treasure hunts, scavenger hunts (such as theft of specified items), road trips, or any other such activities; wearing publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; threatening a person with social or other ostracism; encouraging excessive consumption of alcoholic beverages or drugs; and any other activities which are not consistent with the mission statement of this institution.

Any member of the Cottey community, including faculty, staff, and students, may file a grievance against a student who has or is apparently violating a rule. (See Major Violation Grievance Procedure, Section 4.) Local law enforcement may also be contacted.

Cottey College's policy on hazing is in addition to the prohibition on hazing as provided by Missouri law set forth below.

Missouri Law on Hazing, Section 578.360  
Revised Statutes of Missouri

1. Definitions

(1) "Educational institution" – a public or private college or university

(2) "Hazing"—a willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of any organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at substantial risk of the loss of life or substantial bodily or psychological harm. Acts of hazing shall include:

(a) Any activity which recklessly endangers the physical health or safety of the student

or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance or forced smoking or chewing of tobacco products; or

(b) Any activity which recklessly endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress inducing activity; or

(c) Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

2. Each educational institution in this state shall adopt a written policy prohibiting hazing by any organization operating under the sanction of the institution.

3. (1) A person commits the crime of hazing if she knowingly participates in or causes hazing, as it is defined in section 1 of this act.

(2) Hazing is a class A misdemeanor.

(3) Nothing in this act shall be interpreted as creating a new private cause of action against an educational institution.

### **PERSONAL PROPERTY**

The College shall not be liable directly or indirectly for loss or damage to personal property by fire, theft, or any other cause. Each student is encouraged to review her family personal property insurance coverage. The College will assist you in verifying a loss for an insurance claim provided you have completed the necessary theft report. (See Theft to follow in this section.) The College is not responsible for any vehicle, registered or unregistered, or its content while parked on College property; nor is the College responsible

for damages, which may result from improper towing or storage of parked vehicles. Cars should be locked at all times.

### **POLICY AND FEE CHANGES**

The College may change policies and practices stated in this handbook at any time. Generally, 30 days notice will be given to students prior to any changes taking effect. The College may also change the fees and charges whenever necessary (beyond the date of the current Catalog).

### **PRIVATE INSTRUCTION IN COLLEGE FACILITIES**

Members of the Cottey community may not offer privately arranged instruction (with or without compensation) using campus facilities or equipment unless the administration has given prior approval. This does not include assistance provided by instructors to students outside of the classroom setting. Individuals wanting to give private lessons should contact the dean of student life, the vice president for academic affairs, or the chief financial officer, as appropriate. Prior approval is necessary even though the individuals giving or receiving instruction may be affiliated with the College.

### **PUBLIC DISPLAYS OF PHYSICAL INTIMACY**

Living successfully in a community like Cottey is dependent upon balancing freedom for the individual with a sensitivity to and respect for the rights of others. To this end, all members of the Cottey community are encouraged to refrain from displays of intimacy in public places, including suites, and any area with others present. If at any time you feel uncomfortable, you are encouraged to communicate directly with the persons involved. To discuss your concerns and seek assistance with a concern, contact a PEP member, an R.A., your hall director, or other members of the student life staff.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to the conduct is made either explicitly or implicitly a condition of employment or a condition of participation in an educational program or activity; or
- Submission to or rejection of the conduct is used as the basis for an employment decision or decision regarding participation in an educational program or activity affecting the harassed employee or student; or
- Such conduct has the purpose or effect of substantially interfering with the employee or student's work or educational performance or creates an intimidating, hostile, or offensive work or learning environment.

Prohibited acts of sexual harassment can take a variety of forms, ranging from off-color jokes to subtle pressure for sexual activity to physical assault. It is not possible to identify each and every act that may constitute sexual harassment. Examples of conduct that may constitute sexual harassment are:

- Repeated or unwelcome sexual flirtations, advances, propositions, touching, remarks, or requests for sexual favors.
- Repeated verbal abuse of a sexual nature.
- Graphic verbal comments about a person's body.
- Sexually degrading words used to describe a person.
- The display of sexually suggestive objects or pictures.
- Unwelcome questions or comments about private sexual matters.
- Slurs, "off color" jokes, or degrading comments related to gender.
- Demeaning, discourteous conduct, or negative stereotyping.
- A sexual relationship with a subordinate or a student.

#### No Retaliation

It is strictly against College policy to retaliate against anyone who reports or assists in making a

complaint of prohibited harassment. Retaliation is contrary to this policy statement and may result in discipline up to and including termination or dismissal. Anyone who feels that retaliatory action has been taken because of her report or assistance in making a complaint of prohibited harassment should immediately bring the matter to the College's attention as described below.

#### How to Report Instances of Harassment or Retaliation

The College cannot resolve matters that are not brought to its attention. Any student who has a complaint of harassment or retaliation may bring the matter to the attention of the dean of student life or the vice president for academic affairs.

#### How the College Will Investigate Complaints

The College will thoroughly and promptly investigate all claims of harassment or retaliation. If an investigation confirms that harassment or retaliation has occurred, the College will take prompt, corrective action, as is appropriate. Complaints of harassment and retaliation will be kept as confidential as possible.

#### Cotter's Commitment to an Effective No Harassment Policy

Finally, if you feel the College has not met its obligations under the policy, you should contact the chief financial officer.

#### **SKATEBOARDING AND ROLLERBLADING**

Skateboarding and rollerblading by students and their accompanied guests is permitted on campus property with the exception of stairways, curbs, rails, tennis courts, inside buildings, and other areas that may be deemed unsafe or that could result in damage to property. Persons who choose to skateboard or rollerblade are doing so at their own risk. Scooters may not be ridden in any campus building including residence halls. In addition, scooters may not be rolled over or parked on any carpeted area. Caution must be exercised with regard to pedestrians. Students engaging in behavior deemed by campus officials as dangerous to self or others will be asked to stop the behavior and risk losing skateboarding and/or rollerblading and related privileges on campus.

## SMOKING LIMITATIONS

**Smoking is not permitted in College buildings, including individual rooms, offices, porches, and steps of the residence halls, and at the entrances of the Rubie Burton Academic Center.** Students found smoking in nonsmoking areas are subject to disciplinary action.

Students encountering other students or employees in violation of this policy should first address the behavior with that individual and request compliance with the policy. If this does not resolve the problem, students may obtain a grievance form from an R.A. or from the Office of Student Life and file a grievance. In the case of infractions by employees of the College, students should speak to the respective supervisor.

## SOLICITATION

Solicitation is not permitted on the Cottey campus with the exception of approved student organization fund-raising activities. Inquiries should be directed to the dean of student life. Sales persons are not permitted in the residence halls, including individual residents serving as agents for private companies. Representatives from companies selling linens, dishes, cosmetics, etc., are not authorized to demonstrate their products on the Cottey campus.

Student representatives of companies such as Mary Kay cosmetics may advertise only by posting signs on bulletin boards. No other advertising or sales are permitted on campus, including group or individual makeovers, group parties, mass e-mails, or other similar types of advertising.

## STUDENT RECORDS

The Cottey College Catalog includes a policy statement concerning the confidentiality of student records. The following narrative is intended to provide supplementary information directly related to the Catalog policy. For more information on Cottey's institutional policy, see the registrar.

The Family Educational Rights and Privacy Act (FERPA) regulations apply to "educational records" defined as "records, files, documents, and other materials which contain information directly related to a student . . . maintained by

an educational agency or institution." Broadly defined and outlined below is a description of the types of records maintained by the College and the designated custodian of each type of record.

- Academic: Registrar/Faculty Advisor/Academic Affairs
- Admission: Dean of Enrollment Management/Registrar
- Transfer/Career Counseling: Kolderie Academic Assistance Center Offices
- Counseling: Coordinator of Counseling
- Disciplinary: Dean of Student Life
- Financial: Chief Financial Officer
- Financial Aid: Coordinator of Financial Aid
- Medical: Health Services (Dean of Student Life)

Transcripts and Other Academic Records: Other than as noted in the Catalog, transcripts and other academic records are released to third parties only with the written authorization of the student. The student may request access to her academic records with approval of the registrar.

Disciplinary Records: Disciplinary records are normally confidential; however, the "Student Right-to-Know and Campus Security Act of 1990" includes an amendment to FERPA regulations. The amendment permits, but does not require, higher education institutions to disclose to alleged victims of any crime of violence "the results of any disciplinary proceeding conducted by such institution against the alleged perpetrator of such crime with respect to such crime."

Medical Records: Access to these records is limited to the appropriate professional staff. Information regarding treatment can only be released to appropriate health care professionals and only with the written consent of the student. (See HIPAA under Counseling and Health Services located in this handbook.) Exceptions to this rule are:

1. When deemed appropriate and necessary by a Health Services physician, the President, or the dean of student life may be informed only

that a student is being seen in Health Services and be given only specific facts concerning the student's problem.

2. In cases in which a student's behavior constitutes a threat to the safety and/or welfare of the student or others, the dean of student life, or her designee, may act to prevent harm to the student or others, including notification of parents/guardians. (See "Voluntary and Involuntary Methods of Terminating Student Enrollment" in this section of the handbook.)
3. In case of emergency, serious illness, or surgery, parents or other persons legally authorized to consent to treatment and/or reimbursement from health insurance carriers may be notified.

Exclusions: The term "educational records" does not include:

1. Personal files of faculty and administrative personnel that are in the maker's sole possession and not accessible or revealed to any other person.
2. Police records that are kept separate from educational records maintained for law-enforcement purposes only and available only to law enforcement officials.
3. Medical, psychiatric, or psychological records created and used only for the treatment of a student and available only to those providing the treatment. (A physician or other appropriate professionals of the student's choice may review such records.)

Reviewing and Expunging Records: The permanent academic record of a student is maintained in perpetuity by the institution. Other records are expunged in accordance with the laws of Missouri.

### **THEFT**

Persons engaging in theft of individual or College property shall be subject to disciplinary action. If you believe something may have been stolen

from you, you should report this information to a resident assistant or your hall director as soon as possible. She will have you fill out a theft report that will be reported to the Student Life office. Thefts may also be reported to the Nevada Police Department.

### **TRESPASSING**

Unauthorized persons who do not have business at Cottey College or who are not guests of members of the College community may be subject to questioning and/or removal by security personnel. They may also be charged with trespassing.

Students who contribute to a trespassing violation, such as by giving entry to a residence hall after visiting hours have ended to a male or unregistered guest, are subject to harsh disciplinary action. These males or unregistered guests may be arrested for trespassing by the Nevada police upon the request of security personnel or other College staff.

Students may also be charged with trespassing or breaking and entering due to the unauthorized entry and/or use of College facilities or equipment. This includes possession, use, duplication, or loan of College keys and ID/keycards.

### **VANDALISM**

Students found guilty of destruction or defacement of College or individual property may be subject to fines or other forms of disciplinary action in addition to an assessment for the costs of repair or replacement of the items damaged.

### **VIDEOTAPED MOVIES SHOWN FOR ENTERTAINMENT PURPOSES**

Copyright protected videotape movies that are owned, rented, or borrowed by students for entertainment purposes may not be viewed in public areas on campus, such as the Missouri Recital Hall. Public performance license fees are normally required when these types of movies are viewed in public areas. This type of license fee is included in the rental cost of movies acquired by the Campus Activities Office to be shown publicly as campus movies.

## **VOLUNTARY AND INVOLUNTARY METHODS OF ENDING STUDENT ENROLLMENT**

Students leave Cottey College prior to graduation for a variety of reasons. Voluntary and involuntary methods for ending student enrollment are described as follows:

### Leave of Absence

Students may discontinue their studies at Cottey for up to a year but maintain privileges normally reserved for continuing students. This option is described in the Cottey College Catalog.

### Mid-Semester Withdrawal

Students may choose to end their enrollment during a semester by withdrawing from the College. Mid-semester withdrawals may be completed through the last day of classes before final examinations. Students withdrawing during a semester do not receive academic credit for those courses in which they were enrolled, and grades of W, WP, or WF (as defined in the current College Catalog) are listed on official transcripts. If you need to withdraw from the College, contact the dean of student life to obtain the necessary forms and assistance in understanding withdrawal procedures.

### Nonreturning Students

Another method of ending enrollment prior to graduation is to leave Cottey after completing a semester. Nonreturning students receive academic credit and grades for all completed course work. No other notation is made on official student transcripts. Nonreturning students are expected to contact the dean of student life to obtain the necessary forms and discuss related procedures.

### Academic Dismissal

Some students are dismissed each semester due to poor academic performance. Details concerning this type of dismissal are explained in the Cottey College Catalog.

### Disciplinary Dismissal

Students may be dismissed for violating College conduct regulations. Information concerning this type of dismissal is included in the Student Responsibilities section of this handbook.

### Administrative Dismissals

#### **Dismissal Due to Failure to Pay Student Fees:**

The College may dismiss a student at any time during the semester if the College has not received full payment of a student's fees. A student may also be dismissed from the College if her application for a guaranteed student loan or other sources of financial assistance have been denied after registration, unless the matter is satisfactorily settled with the chief financial officer.

**Dean's Dismissal:** The dean of student life may dismiss any student if she behaves in a manner that:

- a. Prevents her from meeting the academic and technical requirements or standards prescribed by the College for her course of study.
- b. Creates an unreasonable risk or danger to the safety of herself, other students, or College personnel.
- c. Causes her to disrupt the academic or social process of other students at the College.

When a student who has received this type of dismissal believes she is ready to resume her academic program, she must make a formal written request to the dean of student life for readmission.