

STUDENT HANDBOOK

WILLIAM JEWELL COLLEGE

Statement of Authority

The *William Jewell College Student Handbook* is the student source for information about the College. It communicates expectations of Jewell students and serves as a comprehensive resource of College policies. Students are responsible for knowing its content and as duly enrolled are accountable to live honorably in the Jewell community according to the expectations and policies within.

Table of Contents (Hyperlinked)

About the College

- Letter from the Dean of Students
- Mission & Strategic Plan
- Philosophy
- Strategic Goal

Jewell's Story & Traditions

- History of the College
- College Motto
- Alma Mater
- Fight Song

Student Development

- Philosophy
- Co-Curricular Learning (Beyond the classroom)
- Character Values
- Student Advocacy

Offices and Services

- Academic Achievement Center
- Business Office
- Barnes & Noble Bookstore
- Campus Safety
 - Crime & Incident Reporting
 - Disaster Preparedness Plan
 - Emergency Contact Information
 - Emergency Alert Notification
 - Safety Escort Service
 - Safety Expectations
- Curry Library
- Dining Services (Fresh Ideas)
 - Meal Plans & Cardinal Dollars
- Disability Services
- Harriman-Jewell Series
- Pryor Learning Commons
- Residence Life
 - Lockouts
- Wellness
 - Counseling Center
 - Student Health Center (nurse practitioner)
 - Nursing Mother's Lounge

Student Resources

- Campus Facilities Access
- Course Catalog
- Directories
 - Faculty
 - Staff
 - Student
- Ellucian Go App
- Lost and Found
- Presence (Campus Events & Student Organizations)
- Syllabi
- Tuition & Fees (see complete fee schedule after you click this link, some courses require an additional course fee)
- Voter Registration Information
- Websites
 - Jewell Central (password secured)
 - Jewell.edu (public)

Federal Policies

- Family Educational Rights & Privacy Act (FERPA)
- Americans with Disabilities Act
- Non-Discrimination & Equal Opportunities Notice

College Policies

- Advertising – bulletin boards, flyers, chalking, etc.

College Policies (Continued)

- Alcohol Policy, Students
 - Tailgate Policy
- Anti-Harassment Policy and Grievance Procedure
- Campus Housing Policies
 - Campus Housing Accommodation Request Policy
 - Residency Policy
- Copy and Copyright Policies
 - Central Services & Campus Copier Copyright Policy
 - Copyright Policy
- Dining Services Policy
 - Disability Dining Accommodations Request Policy
- Drugs & Narcotics (Illegal) Policy
- Emotional Support Animal Policy for Residential Living
- Facility Usage Policies
 - Pryor Learning Commons (PLC) Use Policy
 - Residential Facility Access Policy
- Fire Equipment Policy
- Gender Identity and Expression Policy
- General Grievance Policy
- Good Samaritan Policy
- Graphics Standards (use of Jewell's name, logo & likeness)
- Hazing & Bullying Policy
- Health History
- Leave of Absence (Leave of Absence Form)
- Library Policies
 - Circulation Policy
 - Library Services Customer Service Policy
 - Reserve Policy
- Missing Student Policy
- Parking & Vehicles Policy
- Privacy Policy
- Research Involving Humans Policy (Institutional Review Board)
- Refund Policy
- Smoke-Free & Tobacco-Free Policy
- Student Identification Card Policy
- Student Organization Policy
 - Events Without Alcohol
 - Fundraising
 - Individual vs. Student Organization Responsibility
 - Student Organization Disciplinary Procedures
 - Greek Life
 - Student Publications
- Student Expectations
 - Students Rights & Responsibilities
 - Honor Code
 - Standard of Conduct
 - Standard of Conduct Review Board Policies and Procedures
 - Threatening or Disruptive Behavior Policy
- Technology Policies
 - Acceptable Use Policy
 - College Issued Technology Terms & Conditions
 - E-mail: Use of Resources & Standards of Etiquette
 - Web Accessibility Policy
 - Wireless Access Policy
- Timely Warning Policy
- Weapons, No Policy
- Weather Cancellation Policy
- Withdrawal & Refund Policy
- Jewell Policies (Comprehensive Policy Listings)
 - Course Catalog (Academic Policies)
 - Policy Library
 - Student Consumer Information

Letter from the Dean of Students

As we begin another exciting year at William Jewell, I am eager to welcome you to campus! If you are a returning student, you already know that learning extends beyond the classroom. If you are new to our community, this is something you will learn quickly.

Student Life exists to support you in making the best of your student experience. Being fully informed about community expectations is critical to your success. The Student Handbook is intended to serve you in this manner. It contains our policies and procedures, Student Rights and Responsibilities, and campus resources. I encourage you to take time to reflect on the contents of this important document as you become familiar with this useful information.

Another area where Student Life will assist you is in providing a robust student experience through our co-curricular learning. As you know, Jewell is full of critical thinkers and our co-curricular activities are essential in your ability to gain knowledge, grow in social responsibility and personal development. We are committed to providing you opportunities to establish meaningful connections with our campus community.

Student Life is prepared to help as you maximize your student experience. We will ensure that you have access to our resources and learning opportunities throughout your journey.

Please come by and visit Student Life. We are excited to work with you!



Shelly King
Dean of Students

About the College

As a student of William Jewell College, it is important to identify the institutional foundations that define Jewell as an institution of higher education and the campus culture.

Mission & Strategic Plan - www.jewell.edu/mission-and-strategic-plan

We educate our community to ask reflective questions, apply critical thought and act with purpose.

Philosophy

We are critical thinkers in community pursuing meaningful lives.

Strategic Goal

By 2023, William Jewell College will be recognized as the indispensable producer of engaged, critical thinkers in greater Kansas City.

Jewell's Story & Traditions

William Jewell College is a historically rich institution with storied traditions that pre-date the Civil War. As a student of William Jewell College, it's important to reflect on Jewell's past and contemplate what contributions you will make to its heritage.

History of the College – www.jewell.edu/about/history

College Motto

Deo Fisis Labora (Trust in God and Work)

Alma Mater

Cardinal is her color;
Jewell is her name.
High upon a hill she stands,
And we will fight to keep her fame.
Loyalty, allegiance, Alma Mater true,
We will love thee, serve thee forever,
William Jewell.

Fight Song

Fight, Fight, Fight William Jewell!
Fight, Fight, Fight William Jewell!

Fight on William Jewell to Victory!
We will back our team
With Loyalty!

Fight, Fight, Fight William Jewell!
Fight, Fight, Fight William Jewell!

We will fight, fight, fight, fight,
Fight on to Victory!

Student Development

William Jewell College approaches your learning, growth and development with intention and purpose. It is important as a Jewell student to understand the structural framework that guides your education and individual evolution.

Philosophy

William Jewell College provides students a world-class education both in and out of the classroom. While students learn critical thinking skills and consider relevant global issues in the classroom they are also challenged to develop important life skills that prepare them for life beyond college. We believe this occurs most effectively in a community emersion experience.

While Jewell embraces a highly sophisticated technology-enabled pedagogy, we recognize the demands technology places on students' human and leadership development. Jewell follows an intentional four-year student development program that facilitates interpersonal skill growth and development.

As students travel their Jewell journey, they are presented with great responsibilities and challenges that develop and cultivate life skills, including, but not limited to, learning to live with and respect others, conflict resolution, community and civic engagement, governance, defining personal values and integrity, ethical leadership, and independence and freedoms that leads to a responsible self.

Jewell's student development model is rooted in defined institutional character values; respect, honor, justice, community, excellence, courage, diversity, liberty and faith. These fundamental values define the William Jewell College community, who we are as an institution of higher education, and what we believe.

Co-Curricular Learning (Beyond the Classroom)

While its every student's goal to earn a degree from William Jewell College, Jewell students experience invaluable learning outside of the classroom. Students are expected to "own" their co-curricular education which only occurs through immersion in and engaging the Jewell community. William Jewell College has defined co-curricular learning dimensions that are the framework for experiential learning beyond the classroom.

Learning outcomes are arranged in three learning domains, Knowledge & Cognition, Social Responsibility, and Personal Development (see table below). Jewell students are able to track their co-curricular learning progress through Presence (see link in the Table of Contents under Student Resources). Every aspect of Jewell's co-curricular student experience is intentionally aligned with the learning domains and dimensions. Events in Presence are tagged with their indented learning outcome (dimension) so students can track their co-curricular educational development. Students who are intentional and diversity their co-curricular learning are better prepared for life beyond Jewell, be it starting a career or graduate school.

Jewell Learning Domains	Jewell Learning Domain Dimensions
Knowledge and Cognition	1. Pursue disciplinary knowledge
	2. Understand and connect ideas with experiences
	3. Think critically
	4. Think creatively and innovate
Social Responsibility	1. Intercultural knowledge and competence
	2. Commitment to justice
	3. Practice inclusion
	4. Civic knowledge and engagement (collaboration and leadership)
	5. Global perspective
	6. Sustainability mindset
Personal Development	1. Self-reflection and identify formation
	2. Commitment to ethics and integrity
	3. Enhance resiliency and adaptability
	4. Communicate effectively
	5. Demonstrate professionalism
	6. Pursue joy and recreation
	7. Practice holistic well-being
	8. Manage personal affairs

Character Values

Respect — Growing from our belief in the value of every person, we are committed to addressing every question with integrity and in support for everyone who participates here. Respect is demonstrated in our enthusiasm for embracing difference of all kinds in the pursuit of lives of fulfillment.

Honor — Living with honor springs from commitment to a variety of values, foremost among them being respectful of others, respect for institutions, and the embrace of the highest values of humankind. Demonstrating this fundamental attribute of character, each student, graduate, faculty and staff member will be known by their trustworthiness in thought, word and deed. William Jewell College instills the courage to honor truth at all times without equivocation or evasion and especially in difficult times when justice demands it.

Justice — Living with honor and respecting others should result in the application of justice to all aspects of our lives, particularly social justice, economic justice and ecological justice. Living a just and compassionate life should result in the development of strong communities.

Community — Our quest for a great educational experience requires us to live in community. The values of community include respect, honor and justice and the intersection of those values in the living/learning environment contribute to the development of responsible citizens who contribute to successful communities in their lives beyond the College.

Excellence — We believe in doing well in all that we do. The commitment to being outstanding in all aspects of our work requires us to work hard, to work focused on outcomes, to work together, and to judge our work according to the highest standards.

Courage — Moments great and small require courage when one's principles or beliefs are challenged. For the College, courage is required to make decisions that reflect the values of the College over the expediency of a situation. Jewell has demonstrated courage throughout its existence as it has stood for the principles of academic freedom and institutional autonomy. Living the values listed above requires courage to make daily decisions that reflect those values.

Faith — We believe that every student is on a spiritual journey, the outcome of which must be fully owned by the student and the direction of which is determined by the student. Most often, this spiritual journey begins with the student's specific faith background. We believe that the journey never ends, but that a Jewell education should provide opportunities both for exploring one's faith and for embracing the faith or spiritual position that best fits the student. Jewell's history as a Baptist institution has long provided a foundation for spiritual growth but must not limit one's growth spiritually or intellectually. Faith sustains and supports us, both individually and collectively.

Liberty — Liberty is the conviction that individuals in community rise to the highest reach of well-being when they are able to direct the course of their own affairs. And living by such conviction entails the correlated commitment to ensure such possibility for all others in community.

Diversity/Inclusion — Diversity is all the ways in which we differ. Celebrating the fact that the human community is diverse, William Jewell College is committed to being an inclusive community that values the worth of each individual while respecting and accepting differences.

Student Advocacy

Jewell students are expected to self-advocate. While earning a Jewell degree is your primary objective, extensive and valuable learning occurs through the growth and development from managing your academic and life obligations and challenges. While family and friends are an important support system, students are expected to self-advocate when resolving problems and challenges. Jewell offers a wide array of offices and services to support you in becoming a more responsible, independent citizen. Use all the resources Jewell offers as you navigate your college experience. If you are uncertain as to where to go or who to seek to resolve a problem or complete a task, the Student Life Office staff is available to point you in the right direction. It is your opportunity and responsibility to further your learning through independence, resiliency and self-reliance. Enhancing this life-skill will greatly benefit you as a Jewell student and beyond.

Offices and Services

William Jewell College offers a full array of campus services to support you as a student. It's important to know where to go to take care of personal business or who to contact when you need assistance. Successful students will regularly access and utilize Jewell's offices and services.

Academic Achievement Center - legacy.jewell.edu/academic-achievement-center

All students at William Jewell College are eligible to receive tutoring, provided by the Academic Achievement Center, at no charge. There may be certain courses for which tutors are not available. In such cases, your faculty member is your first resource for assistance. The Academic Achievement Center's vision is to be a welcoming, integrated, and collaborative learning environment that serves as a vital resource for academic support and life-long learning to the college and community.

Business Office - legacy.jewell.edu/business-office

The Cashier is located at the Cardinal Services counter in Curry Hall. Hours are 9:00 a.m. – 4:00 p.m., Monday through Friday. The cashier accepts student account payments, cashes personal checks (maximum \$100 with Jewell ID), cashes William Jewell-issued checks (maximum \$200 with Jewell ID), and distributes student payroll checks. The returned check fee is \$25. Visit the Business Office website for their office directory.

Barnes & Noble Bookstore – www.jewell.edu/bookstore

The Barnes & Noble Bookstore is located in Yates-Gill College Union on the ground level. For information on purchasing books or other supplies from the campus bookstore, please visit their website.

Campus Safety - www.jewell.edu/live/campus-safety

The safety and security of our campus is the responsibility of the Campus Safety personnel. Campus Safety staff are on duty 24 hours daily 365 days a year. Upon request, a night Campus Safety will provide rides from any parking lot to any residence hall if a student feels unsafe. To contact Campus Safety when on campus: Dial 1411 on any campus telephone. When calling from off-campus or from a cell phone, dial 816-365-0709. Both numbers are direct lines to the staff on duty.

Crime and Incident Reporting - legacy.jewell.edu/policy/crime-and-incident-reporting

Disaster Preparedness Plan - legacy.jewell.edu/wp-content/uploads/2015/12/emergency_preparation_poster.pdf

William Jewell is committed to protecting the safety and security of our campus community. Being prepared and knowing where to go is critical because disasters and emergencies can happen at any time.

Emergency Contact Information

Every student is required to complete Emergency Contact information on-line through MyJewell. Student's emergency contact information is confidential and only accessible to authorized campus officials and law enforcement personnel in the event of an emergency or in the furtherance of a missing person investigation.

Emergency Alert Notification - legacy.jewell.edu/policy/emergency-alert-notification

Safety Escort Service

Campus Safety will provide security escorts to students traveling alone at night between campus parking lots and buildings.

Safety Expectations

Students should observe the following safety tips:

- Lock residence hall rooms
- Lock and register cars (vehicle registration is on-line through MyJewell)
- Keep valuables out of plain sight
- Record the serial numbers of all appliances (stereo, radio, television, etc.) in order to provide positive identification
- Report any theft or vandalism to residence hall personnel or Campus Safety
- Develop a buddy system after dark

Curry Library – library.jewell.edu

Curry Library Services encompasses the library's print collection located on the intermediate level of Curry Hall as well as the technology, staff and resources available in the Pryor Learning Commons. Refer to the Curry Library website for detailed information about their services.

Dining Services (Fresh Ideas) – www.freshideasfood.com/jewelldining/

Fresh Ideas is Jewell's dining services provider. Dining Services outlets are located in the Yates-Gill College Union *Dining Hall, The*

Cage & The Perch and in Pryor Learning Commons (PLC) @*theBeak*. Jewell's Chef and culinary staff provide a wide array of meal options and are willing to meet individually with students possessing unique dietary needs.

Meal Plans & Cardinal Dollars

This is a cashless system offering convenient access to your student meal plan through the use of your student ID card. "Meals" refers to the number of meals per week you can consume in the Dining Hall. Cardinal Dollars can be used in the Dining Hall, the Perch, Cage and @*theBeak*. See the Dining Services website for meal plan options and details.

Disability Services – www.jewell.edu/disabilityservices

To prevent discrimination on the basis of disability, reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids and services are determined on a case-by-case basis for otherwise qualified individuals who have a demonstrated need for these services and can provide appropriate documentation. Information concerning eligibility for accommodations, required documentation, and the application process for students, faculty, and staff is set forth in William Jewell's Policies and Guidelines for Individuals with Disabilities on the Disability Services website. Any additional requests or questions regarding programs, services, and activities accessible to and usable by persons with disabilities, should be directed to the 504 and Compliance Coordinator.

Harriman-Jewell Series – www.hjseries.org

The Harriman-Jewell Series is a performing arts presenter of international importance founded by the College in 1965. Full-time Jewell students are invited to attend performances at no cost and will receive an email from the Office of Student Life ahead of each event with instructions on how to claim a ticket. All performances are held in Kansas City landmark locations, including the Kauffman Center for the Performing Arts and the Folly Theater. For more information, view the Harriman-Jewell Series app preloaded on your Jewell iPad or go to the Harriman-Jewell Series website.

Pryor Learning Commons

Pryor Learning Commons (PLC) serves as the intellectual hub of the William Jewell campus and affords all students, faculty and staff the ability to find the right information at the right time. The PLC includes the following services: Academic Achievement Center, Library Services, and the Center for Global Studies and Journey Grants. eHub is also located in the PLC for students, faculty and staff who need assistance with our Jewellverse initiative.

Residence Life

Residence Life supports students' academic pursuits and develops critical life skills through living and learning in community. The Residence Life Staff offers a wide array of co-curricular events and activities that foster learning and social development. Residential students are supported by Resident Directors (RDs), House/Building Managers, and student Resident Assistants (RAs). All first-year residential facilities are staffed with a full-time live-in RD. One RD along with Building Managers support upper-class residence hall occupants while House Managers serve in Greek housing. All residential facilities and Greek houses are locked 24/7 and require student ID card access.

Lockouts

Contact a member of the residence life staff if locked out of your campus housing room.

Wellness

Counseling Center - www.jewell.edu/live/student-services/counseling-services

A full-time Psychologist, licensed in Missouri and Kansas, oversees our Counseling and Health Services department. Her office is located on the second floor of Yates-Gill College Union. Please refer to the website for types of services and more detailed information.

Student Health Center - www.jewell.edu/live/student-services/health-center

A Nurse Practitioner oversees our Health Services program and is located in the Wellness Center. Our Nurse Practitioner can treat illnesses and minor injuries.

Nursing Mother's Lounge

A Nursing Mother's Lounge is located on the lower level of Gano Chapel in room 008 and is available for students and employees. If you have any questions about this space or need to use it, please contact our Human Resources Office at (816) 415-5992.

Student Resources

There are numerous resources available to William Jewell College students which are helpful when you have a Jewell related question or need to know who to contact.

Campus Facilities Access - legacy.jewell.edu/policy/campus-facilities-access

Course Catalog – www.jewell.edu/learn/resources/course-catalog

It is each student's responsibility to be familiar with the rules, policies and procedures outlined in our catalog. Every effort is made to ensure the catalog is accurate and reflects properly the curriculum and academic policies of William Jewell College as of the date of its publication. However, the course offerings, requirements and policies of the College are under continual examination, and the College has a right to modify those offerings, requirements and policies. This catalog is not a contract and in no way guarantees that course offerings, requirements and policies will not change during a student's time at the College. Not all policies affecting students are described in this catalog. For additional information, please refer to the Student Handbook from the Office of Student Life.

Campus Directories

The following campus directories can be found on [Jewell Central](#) under the "Campus" drop-down menu.

- [Faculty Directory](#)
- [Staff Directory](#)
- [Students Directory](#)

Ellucian Go App

Ellucian Go is a free app for use on any smart device and provides access to campus information, departments, resources, calendars, etc. It's a must have for Jewell Students! Simply search your app store for the Ellucian Go app and select William Jewell College in the app set-up.

Lost & Found - legacy.jewell.edu/policy/lost-and-found

Presence (Campus Events & Student Organizations) - <https://jewell.presence.io/?rf=rebrand>

Syllabi

Students will receive a syllabus from the professor of every enrolled course. Each syllabus outlines important information for that course, which may include but is not limited to, learning outcomes, course information, a course outline, expectations and requirements for successful completion, a schedule of and requirements for assignments, papers and test, the professor's preferred method of communication and office hours, etc. Successful students will thoroughly read their syllabi, ask questions of their professors about their syllabi, record important dates and timelines on their personal calendar or planner, and map out all academic requirements and obligations of all course syllabi for the entire semester. Students should retain their syllabi throughout courses duration for future reference.

Tuition and Fees - www.jewell.edu/afford/tuition-and-fees

Voter Registration Information - legacy.jewell.edu/student-life/voter-registration

Jewell Websites

The William Jewell College public webpage, www.jewell.edu, houses a wealth of information about the College. Jewell also has a private website, Jewell Central (Jewell username and password required), central.jewell.edu for community specific information, including a section dedicated to student information. For a complete list of offices and services, please visit the directories under the Campus drop-down menu on Jewell Central.

Federal Policies

The United States Federal Government has implemented numerous laws and protections which shape and define higher education in America. It is important for college students to be familiar with U.S. Federal guidelines which impact the collegiate experience and educational process.

Family Educational Rights & Privacy Act (FERPA) – www.jewell.edu/catalog

The College's FERPA Policy is located in the Course Catalog.

Americans With Disabilities Act & Accommodations

William Jewell College pursues a non-discrimination policy with regards to all education programs and employment. William Jewell is committed to the full inclusion of students, faculty, and staff in the life of the Jewell Community in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (including the ADA Amendments Act of 2008) and the Fair Housing Act.

Under Section 504 and the ADA/ADAAA, a person has a disability if he/she:

- Has a physical or mental impairment that substantially limits one or more of the major life activities. These activities can include but are not limited to walking, standing, seeing, eating, speaking, hearing, sitting, breathing, reading, learning, performing manual tasks, caring for oneself.
- Has a record or history of such impairment; or
- Is regarded as having such impairment.

Non-Discrimination & Equal Opportunities Notice - www.jewell.edu/policy/student-consumer-information/non-discrimination-eeo

Click the link above to view the Non-Discrimination and Equal Opportunities Notice.

College Policies

As a student of William Jewell College, it is important to understand the expectation as a member of the campus community. Jewell's college policies also define the campus culture, what is valued, and how we co-exist on The Hill.

William Jewell College Policy Library - legacy.jewell.edu/policy-library

Advertising - legacy.jewell.edu/policy/advertising-and-flyers

Alcohol Policy, Students - legacy.jewell.edu/policy/alcohol-students

Tailgating Policy - www.jewell.edu/student-consumer-information/tailgating

Anti-Harassment Policy and Grievance Procedure - www.jewell.edu/student-consumer-information/anti-harassment-and-grievance

Campus Housing Policies - legacy.jewell.edu/policy_library/campus-housing

Campus Housing Accommodation Request Policy - legacy.jewell.edu/policy/housing-accommodation-request-policy

Residency Policy - legacy.jewell.edu/policy_library/campus-residency

Copy and Copyright Policies

Central Services & Campus Copier Copyright Policy - legacy.jewell.edu/policy/central-services-and-campus-copier-copyright

Copyright Policy - legacy.jewell.edu/policy/copyright

Dining Services Policy – www.freshideasfood.com/jewell/dining/

Residential students with less than 90 cumulative credit hours are required to have a residential meal plan. The residential meal plans are all plans other than the commuter meal plan. Seniors with 90 or more cumulative credit hours may opt for the commuter meal plan or no meal plan.

Meal plan use is tracked via students Jewell ID. Students are required to have their student ID to access the dining hall or when making purchases from other dining services locations. Students are prohibited from using another person's college ID to access the dining hall or make dining services purchases. Students are required to use Cardinal Dollars to purchase a meal for a guest in the Dining Hall. Meals on the board plan may not be used for guests.

For information about Jewell's Dining Services provider or meal plan options, visit the website above.

Disability Dining Services Request Policy - legacy.jewell.edu/policy/dining-accommodation-request

Drugs & Narcotics (Illegal) Policy - www.jewell.edu/student-consumer-information/illegal-drugs-and-narcotics-policy

Emotional Support Animal Policy for Residential Living - www.jewell.edu/student-consumer-information/emotional-support-animal

Facility Usage Policies

Pryor Learning Commons (PLC) Use Policy - legacy.jewell.edu/policy/plc-use

Residential Facility Access Policy - legacy.jewell.edu/policy/residential-facility-access

Fire Equipment Policy - legacy.jewell.edu/policy/fire-equipment

Gender Identity & Expression - legacy.jewell.edu/policy/gender-identity-and-expression

General Grievance Policy - www.jewell.edu/student-consumer-information/general-grievance-policy

Good Samaritan Policy - legacy.jewell.edu/policy/good-samaritan

Graphics Standards (Use of Jewell's name, logos and likeness) - central.jewell.edu/forms/marketing/graphics_manual.pdf

Hazing & Bullying Policy - legacy.jewell.edu/policy/hazing-and-bullying-policy

Health History - legacy.jewell.edu/wp-content/uploads/2016/08/Health-History-Form.pdf

Leave of Absence Policy – www.jewell.edu/catalog

The College's Leave of Absence Policy is located in the Course Catalog. The Leave of Absence Form is located at [legacy.jewell.edu/wp-content/uploads/2016/01/Student Leave of Absence Form1.pdf](http://legacy.jewell.edu/wp-content/uploads/2016/01/Student_Leave_of_Absence_Form1.pdf).

Library Policies

Circulation Policy - legacy.jewell.edu/policy/circulation

Library Services Customer Service Policy - legacy.jewell.edu/policy/library-services-customer-service

Reserve Policy - legacy.jewell.edu/policy/reserve

Missing Student Policy - www.jewell.edu/student-consumer-information/missing-student-policy

Parking & Vehicles Policy - legacy.jewell.edu/policy/parking

Privacy Policy - www.jewell.edu/privacy-policy

Research Involving Humans Policy (Institutional Review Board) - legacy.jewell.edu/policy/institutional-review-board

Smoke-Free & Tobacco-Free Policy - www.jewell.edu/student-consumer-information/smoke-free-and-tobacco-free-policy

Student Identification Card Policy

Registered students are issued a William Jewell College photo student ID card and are required to carry this card at all times on campus. A student ID card is used for the following:

- Key access for your residence hall
- Meal plan/Cardinal dollars in the Dining Hall, Perch, Cage and @theBeak
- Check out library materials
- Access certain Quad buildings after hours
- Key access to the Wellness Center and Health Services (must present a valid student ID to see the Nurse Practitioner)
- Key access to the Mabee Center
- Attendance for Jewell athletic events
- Student organization and other campus events
- Purchase of Harriman-Jewell Series student tickets

There is a fee to replace a lost ID card.

Student Organization Policy

William Jewell College recognizes that students bring to campus a variety of interests and develop new interests as members of the community. Therefore, students are free to organize and promote their common ideas. Students shall have the right to assemble as long as they do not: a) violate the civil law or the college code of conduct; b) destroy property; c) disrupt classes and any other regular and essential operation of the college; or d) in any way infringe upon the rights of other individuals or organizations. Any student organization may petition for official college recognition if all of the following are true:

- its purpose is consistent with William Jewell's mission and values;
- the group has a special purpose and/or objectives beyond mere affiliation;
- membership requirements are clearly defined and documented; and
- the group meets an area of interest not already served by an existing organization.

Leadership from the organization requesting recognition must submit an application to the Coordinator of Student Activities who shall confirm basic eligibility requirements and recommend changes regarding organizational issues. Specifics which should be addressed in this document include, but are not limited to the following:

- Name
- Membership
- Mission Statement
- Constitution
- Finances
- Affiliation (local and national)
- Principles
- Leadership (officers)
- Objectives
- Any and all advisors working with an organization

An organization's initial and continued recognition is contingent upon the organization having an approved advisor. The approved advisor must be (1) a current employee of the College or (2) pre-approved by the Coordinator of Student Activities. The Coordinator may, in his/her sole discretion, require that an approved advisor complete training on issues concerning the organization, including, but not limited to, alcohol and drug abuse, sexual harassment and violence, campus safety. The training required will vary from organization to organization. An approved advisor's failure to complete the required training may result in denial or revocation of the organization's recognition.

The Coordinator of Student Activities shall present eligible applications to the Dean of Students and the Provost. Upon review, they shall recommend disposition to the Coordinator of Student Activities. He/she, in consultation with the Provost, shall grant or deny recognition status. The final document must include signatures of the organization advisor, Coordinator of Student Activities, the Dean of Students and the Provost.

Each organization will be reviewed once every year, or more often, if the Provost, Dean of Students, or Coordinator in his/her sole discretion, finds cause to believe that an organization is no longer following the mission statement in the application, does not have an approved advisor, or has fulfilled its purpose or usefulness. If such a finding is made, the organization shall file the new application for recognition which shall be processed as a new application. Recognition shall be continued while a new application is processed, unless the Provost finds that the best interests of the college require recognition to be suspended until the new application has been finally acted upon. If an organization is inactive for one year, reapplication shall be required for recognition.

The yearly review shall be made by the Coordinator of Student Activities. The review application may be found on Jewell Central online forms for Student Life anytime during the spring semester and must be returned to the Coordinator of Student Activities. With the exception of an organization's ritual, the review process is considered public. All applications will be available for review by persons currently associated with the college. Information related to any organization's ritual will not be made public.

The college policy regarding Recognition and Review of Student Organizations acknowledges that student groups, whether they are recognized by the college or not, are free to organize. They have the right to assemble "as long as they do not: a) violate the civil law or the college code of conduct, b) destroy property, c) disrupt classes and any other regular and essential operation of the college, or d) in any way infringe upon the rights of other individuals or organizations."

If a group whose mission or purpose may be inconsistent with the mission of the college, as determined by the Provost or the Dean of Students, decides to request recognition the Provost shall appoint a committee of faculty, staff, students, and Trustees to meet with the group of students requesting recognition to hear their requests and to talk through the issues. This does not mean that College/Trustee policy would change but instead would mean that the College and Board are responding appropriately in terms of being sensitive to certain developmental needs of the students making the request while also being open to having an educationally supportive conversation about the issue.

Events Without Alcohol

In order to host an event on campus and/or off campus without alcohol, the sponsoring organization must add the event to Presence and also fill out any additional paperwork for events off campus. The Coordinator of Student Activities can provide this link upon request.

Fundraising

The Office of Advancement must formally approve all fund-raising efforts by student organizations, including both on campus events and solicitations from private businesses in the community. The fundraising form is on Jewell Central online forms. The Office of Advancement requires 30 days before a proposed date to approve. Not all events are approved due to ongoing fund-raising activities and sponsorships.

Individual vs. Student Organization Responsibility

William Jewell College is a community that exists to promote educational and academic goals. The standards of behavior set forth for students and organizations within this community may be higher than those found elsewhere in society. Upon registration or recognition by the college, each student organization becomes responsible for acting in accordance with the provisions of the Standard of Conduct and all applicable college and community policies and standards. Official college action will be taken when the behavior of the members of a student organization violates community standards and interferes either with the College's educational purpose or with its duty to protect individual health, welfare, and property. This action will be administered through a formal hearing before the appropriate judicial body.

William Jewell College has published the following policy to ensure that leaders and members of student organizations understand and accept responsibility for the actions of their organization and all members. The following policy applies to all recognized or registered student organizations.

Student organizations may be held responsible for the acts of individual members. Acts include but are not limited to the following situations:

- when a member of an organization is violating local, state, or federal law or college regulations and other members present, by failing to discourage such activity, tacitly condone the behavior;
- when the acts grow out of or are directly related to the student organization's activities or an environment created by the organization;
- when the acts are those of guests of an organization, or by persons authorized or perceived to represent themselves as connected with the organization;

- when an organization places prospective members in a subordinate status prior to achieving full membership, or imposes any kind of probationary period prior to full membership, and hazing occurs.

Liability on the part of the student organization may be mitigated if members of the organization take reasonable steps to prevent infractions of College regulations by their fellow members. Such steps will usually include clear establishment of standards (preferably in writing), documented education of members as to the standards established and documented endorsement of standards when violations occur. The specific steps necessary to avoid this liability (or to mitigate consequences) will vary according to the circumstances of the situation, the seriousness of the behavior, and the possible harms that could have arisen from the behavior. When more serious behavior and harm is in question, the student organization has the duty to take clear and firm action that is reasonably calculated to prevent and/or stop the behavior in question.

Every member of any student organization is obligated to respond to the conduct of other members when those members engage in behavior, which violates the law or college and/or organizational policies. The degree to which an organization is responsible for the activity of its members is not necessarily dependent upon the number of members engaging in the activity but depends upon whether the activity is related to the organization as described in the four previously mentioned categories, in contrast to being the private activity of individuals who happen to be members. The factors to be considered include whether the activity is one normally considered part of student organization life and whether the atmosphere in the particular organization encourages or condones the particular group activity of the members. It is the duty of every organization to create an atmosphere that makes misconduct during its activities inconsistent with membership in the organization.

The duty described in the previous paragraph applies not only to members who are directly involved in the activity, but also to passive participants and members who have knowledge of the activity. For example, a member who knows about and protects the identities of members involved in illicit activities can be held culpable for the misconduct. All members must be on notice that their misdeeds may result in the sanctioning of their student organization through the appropriate judicial body. In addition to the group being held culpable, members and officers may be cited and held responsible as individuals for their roles.

In summary, William Jewell College's policy is that every student organization member has the duty to take all reasonable steps necessary to prevent infractions of college rules growing out of or related to the student organization. This policy pertains, but is not limited to, incidents involving hazing, vandalism, theft, alcohol, or substance abuse, dishonesty, disorderly conduct, violence, misuse of organizational and/or College funds or any violation of Title IX policies. Title IX violations will be referred to the Title IX Coordinator. Specific policies governing student behavior are listed in the Standard of Conduct.

Student Organization Disciplinary Procedures

The College Conduct Committee (CCC) is solely responsible for the adjudication of student organization policy violations separate from Greek related discipline. The Greek Judicial Council (GJC) is solely responsible for the adjudication of Greek Organization policy violations. However, in the event that a Greek organization's actions call for organizational recognition to be reviewed, the College Conduct Committee (CCC) may call for a recognition review of organizational status in conjunction with the actions of the GJC. Alleged violations of Title IX policy will be referred to the Title IX Coordinator.

Greek Life

Fraternities and sororities are independently chartered social organizations recognized by William Jewell College as a viable part of the educational tradition. Guidelines for student affiliation with any Greek organization are established by the Interfraternity and Panhellenic Councils and are subject to administrative approval.

Students living in Greek housing are subject to all residential policies as well as their respective National/International policies and guidelines. Students living in these areas are expected to adhere to all residential guidelines and the Standard of Conduct. First-Year students (students completing their first full year at the College) are not eligible to reside in Greek housing until the fall of their sophomore year.

If college regulations are not enforced and/or violations of policy are tacitly condoned, the Greek Judicial Council (GJC) may call for a disciplinary hearing and/or review of organizational status. The Board of Trustees gives Student Life administrators the responsibility to share any information related to alleged violations with the GJC.

William Jewell College reserves the right to prohibit a student from living in Greek housing due to the student's disciplinary history. The William Jewell College Greek system has set minimum academic standards for activation and continued membership. According to National Panhellenic guidelines, only full-time students with a minimum 2.50 grade point average (GPA) may become active members in sororities at William Jewell. All fraternity men must have a minimum GPA of 2.50 in order to become an active member. Additionally, all Greek system members (both men and women) must maintain a minimum cumulative GPA of 2.50 for continued membership. All Greek residents must maintain a 2.50 cumulative grade point average (GPA) and maintain full-time status with a minimum of 12 credit hours per semester.

In accordance with national fraternity and sorority policy, William Jewell College prohibits any physical or mental harassment of students as part of pledging or initiation procedures for any student organization. All new member education programs must be outlined and provided to the Office of Student Life prior to the start of each academic year. In addition, all initiation week times and activities shall be registered with the Office of Student Life.

Group social behavior where alcohol or illegal substances are present is a major concern, not only of the college staff, but also of the national officers of each fraternity and sorority. It is expected that Greek organizations adhere to all risk management guidelines; federal, state, and local laws; William Jewell College policies; and individual chapter policies outlined by the National/International headquarters. It is the responsibility of the officers of the organization and alumni advisors to ensure compliance.

Student Publications

As an institution of higher learning, William Jewell College is committed to the highest professional and academic standards. The endeavors of all who choose to associate with the college are expected to reflect a serious commitment to these obligations.

Accordingly, it is expected that student publications adhere to the rules of professional journalism, avoiding libel, pornography and invasion of privacy. Editorials, news features or advertising columns shall not encourage the breaking of any William Jewell College policy or local, state and/or federal laws. Dissent and criticism, while an acceptable dimension of the educational experience, are to be phrased with courtesy and respect and are to be presented in a responsible manner. Additionally, freedom of expression is not interpreted to include the public use of obscene language or profane expression.

Non-college sponsored publications by individual students or student groups are of an unofficial nature. Distribution of unofficial publications is not permitted on campus.

Student Expectations

Students Rights & Responsibilities - www.jewell.edu/student-consumer-information/student-rights-and-responsibilities

Honor Code - legacy.jewell.edu/policy/honor-code-policies-and-procedures

Standard of Conduct - www.jewell.edu/student-consumer-information/standard-of-conduct

Standard of Conduct Review Board Policies and Procedures - www.jewell.edu/student-consumer-information/standard-conduct-review-board-policies-and-procedures

Technology Policies

For the comprehensive directory of all technology policies, please visit legacy.jewell.edu/policy-categories?category=212. Here are the most commonly student-referenced policies.

Acceptable Use Policy - legacy.jewell.edu/policy/acceptable-use

College Issued Technology Terms & Conditions - legacy.jewell.edu/policy/college-issued-technology-terms-and-conditions

E-mail: Use of Resources & Standards of Etiquette - legacy.jewell.edu/policy/email

Web Accessibility Policy - www.jewell.edu/accessibility/website-accessibility-policy

Wireless Access Policy - legacy.jewell.edu/policy/wireless-access

Timely Warning Policy - legacy.jewell.edu/policy/timely-warning

Weapons, No Policy - legacy.jewell.edu/policy/no-weapons

Weather Cancellation Policy - legacy.jewell.edu/policy/inclement-weather

Withdrawal & Refund Policy - www.jewell.edu/withdrawal-and-refund-policy

Jewell Policies (Comprehensive Policy Listings)

Course Catalog (Academic Policies) - www.jewell.edu/learn/resources/course-catalog

Policy Library - legacy.jewell.edu/policy-library

Student Consumer Information - www.jewell.edu/student-consumer-information