



# MISSOURI ACADEMY

Science • Mathematics • Computing

NORTHWEST MISSOURI STATE UNIVERSITY



## **Student-Parent Handbook 2012-2013**



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# Welcome

## Students and Parents

Welcome to the Missouri Academy of Science, Mathematics, and Computing (Missouri Academy or MASMC). This handbook is provided to members of the Missouri Academy community to provide information and guidance to students, parents, and other stakeholders regarding the operation of the Missouri Academy during the 2012-2013 academic year. There will be an opportunity during the Missouri Academy Bridge Program to clarify and answer any questions concerning the *2012-2013 Student-Parent Handbook*.

A form, verifying that each parent and student have received a copy of the handbook and agree to abide by its rules and regulations, is included at the end of this handbook. This form must be signed by all Missouri Academy students and their parent or guardian and be on file with the Director of Student Development prior to registration.

*Cleo Samudzi, Ph.D.*

*Dean of the Missouri Academy of Science, Mathematics, and Computing*

## Introduction

### Welcome!

Welcome, or welcome back, to the Missouri Academy of Science, Mathematics, and Computing! Students at the Missouri Academy are part of a select group from throughout the state of Missouri and beyond who have a passion for learning and who are prepared to contribute positively to a strong, close-knit, dynamic community.

We have adopted the ARCH as a symbol representing our mission and ideals. Our mission is to prepare graduates who will excel in science, technology, engineering, and mathematics (STEM) programs and graduates who value and practice the principles of Integrity and Quality. We believe that the Missouri Academy's mission and ideals are supported by two components represented by two pillars: Academic Excellence and Student Development. Just as one pillar alone cannot support the top of an arch, the Missouri Academy program cannot be successful without strong contributions from both pillars. We believe that our graduates will have a strong foundation in academics, have solid grounding in ethical values, and make lasting positive contributions to society.





This handbook outlines the policies and procedures of the Missouri Academy, including Academic Policies, Student Development, and the Disciplinary Code. It is meant to be a guide rather than an explicit point-by-point rulebook for every possible situation that arises during the school year. It is not possible for the Missouri Academy to set a policy for every need or individual circumstance that may occur. All students and parents should contact the Missouri Academy staff for an explanation or clarification of any item in this handbook.

## **Mission Statement**

The Missouri Academy of Science, Mathematics, and Computing is an innovative residential high school program at Northwest Missouri State University (Northwest or NWMSU). Students selected for their high academic performance enroll in quality education provided by professors at the university. The driving force of the Missouri Academy is to prepare its graduates to succeed in science, mathematics, and technology programs in any higher education institution.

The Missouri Academy community is committed to Student Development and instills the principles of Integrity and Quality within its students, preparing them to contribute to society in ethical and meaningful ways. Upon successful completion of the program, students simultaneously earn a high school diploma and an Associate of Science degree.

## **Integrity and Quality: A Common Understanding**

The success of the Missouri Academy as an institution is predicated on the foundation of Integrity and Quality. The only way the concept of Integrity and Quality will have value is if all members of the Missouri Academy community understand what it means. The following guidelines provide the necessary foundation for a common understanding:

- **Integrity:** honesty, sound principles, and respect
  - Honesty
    - Straightforward; free from fraud or trickery
    - Trustworthy; not given to cheating, stealing, or lying
    - Sincere; without deceit, pretense, or hypocrisy
    - Being real, genuine, and wholesome
  - Sound principles
    - A set of norms that guide human behavior to determine what is appropriate and what is inappropriate
    - Engaging in knowledge and understanding of principles of how humans establish and practice appropriate behavior, particularly in relation to other humans but not excluding the other facets of the human environment
  - Respect
    - Showing high regard or concern for fellow students, staff, property, and the environment
    - Being respectful and respectable
- **Quality:** excellence; performing at the highest possible level
  - Excellence
    - Characterized by being outstanding
  - Performing at the highest possible level
    - Meeting more than the minimum expectations
    - Completing the best work possible
    - Being proud of accomplishments

The commitment to Integrity and Quality includes five dimensions of personal and social responsibility:

- Consistently striving for personal excellence
- Cultivating personal and academic integrity

- Contributing to a larger community
- Taking the perspectives of others seriously
- Developing competence in ethical and moral reasoning

## **Role of the Missouri Academy Staff**

The role of the Missouri Academy staff is to recruit and identify qualified, high-achieving high school students, to add value to the students' experiences while at the Missouri Academy, and to provide a rich environment that will promote Integrity and Quality.

The Missouri Academy provides Residential Counselors on each floor. In addition, the Missouri Academy has an administrative office staff. All of the staff at the Missouri Academy will act in the best interest of the Missouri Academy, Northwest, and each student.

## **Expectations of Missouri Academy Students**

Students at the Missouri Academy are expected to have a strong commitment to the pursuit of Integrity and Quality in all aspects of their Missouri Academy life. This commitment includes living in and contributing to a diverse community of peers. It is the responsibility of all students to help make the best living and learning situation for everyone. Attendance at the Missouri Academy is a privilege and not a right. Students' right to public education resides at their sending school.

Each member of the Missouri Academy community is expected to follow the guidelines listed below:

- Respect the rights of all Missouri Academy and Northwest students, Missouri Academy staff, University faculty and staff, and alumni and visitors to the school
- Know and follow the applicable policies and expectations as set forth by the Missouri Academy and Northwest
- Behave in ways that do not interfere with the learning of others, do not disrupt the educational process, and do not reflect negatively on the Missouri Academy community

At any time, students deemed unable or unwilling to accept the commitment necessary to be successful in this special learning environment may be asked to return to their sending school.

# **General Missouri Academy Policies**

## **Success at the Missouri Academy**

One academic year at the Missouri Academy consists of a fall trimester (August—December), a spring trimester (January—April), and a May Session. All students who accept the invitation to enroll in the Missouri Academy agree to fully, willingly, and productively participate in the entirety of the program including the two-year continuous residential component. Specifically, students agree to follow the policies listed below:

- Live in a Missouri Academy residence hall for the duration of two successive academic years as specified by the *Missouri Academy Master Calendar*
- Earnestly work toward graduation at the conclusion of the second academic year
- Honestly, openly, and proactively communicate any and all concerns that may lead to the possible interruption of the two-year residential experience

Students accepting the invitation to enroll who know or should know that their two-year commitment may be interrupted for any reason and do not disclose such information may be subjected to disciplinary action. Results of this disciplinary action may include but are not limited to a range of educational sanctions and dismissal from the Missouri Academy.

## **May Session**

During May Session, students generally take one three/four-credit course and participate in experiential learning activities. Students in their second academic year at the Missouri Academy with the appropriate grade point average (GPA) are permitted to propose and participate in an alternate May Session experience, such as a one-month study abroad experience or an off-site educational or community service experience. The Missouri Academy will pay for the alternate May Session experience an amount equivalent to what would be paid if students remain on campus.

To participate in an alternate May Session, students must meet the following expectations:

- Students must be in their second academic year and have a minimum cumulative GPA of 3.50
- A proposal must be submitted by the first working Monday in January during their second academic year at the Missouri Academy
- The alternate experience must carry 2–3 credits transferrable to Northwest Missouri State University
- Students are required to be back for and participate in the graduation and commencement ceremonies

A decision not to attend the Missouri Academy's May Session at the end of the first academic year is equivalent to withdrawing from the Missouri Academy.

## **Eligibility to Attend May Session**

If students have a GPA below 2.25 for the spring trimester or if students on Academic Probation do not meet the requirements to remain enrolled in the Missouri Academy, they will not be permitted to remain at the Missouri Academy for the entire May Session. The impact of students' predicted performance in their May Session course on their cumulative GPA will be included in the analysis. This determination will be made as soon as official grades are available, which may be after the May Session begins.

## **Invitation to Attend the Missouri Academy for the Second Year**

Students attend the Missouri Academy by invitation. For the second year, invitations are offered to those students who have demonstrated satisfactory academic, residential, and behavioral performance during their first academic year. In cases where students are not invited back, the Missouri Academy will assist in the transition to another school, usually the sending school.

To return to the Missouri Academy for the second academic year, students must have a cumulative GPA of at least 2.75 at the end of the May Session. In addition, students may not be invited to return to the Missouri Academy for the second academic year due to Student Development or Residential Life concerns.

Students who are not invited to return have the option to appeal the decision.

## **Academic Materials Information**

Missouri Academy students need to bring a basic, 4-function, non-graphing, non-programmable calculator and a TI-84 graphing calculator to campus. Course instructors will specify which calculator is allowed in their class.

The Missouri Academy and Northwest Missouri State University will provide the required texts and laboratory manuals for core courses. Students will be responsible for providing standard classroom materials, such as notebooks, pens, pencils, batteries for calculators, or index cards. Students will be responsible for returning the books to the Missouri Academy and Northwest Missouri State University in good condition, or they will be charged for the cost of replacement. Students will also be responsible for paying for all photocopying and printing costs. If there are additional materials, or supplemental charges associated with a class that is not a part of the core curriculum, students will be responsible for those costs as well.

## **International Students at the Missouri Academy**

The Missouri Academy welcomes all matriculated students to an environment fostering scholarly success and interpersonal responsibility. Students who live in Missouri, outside Missouri, and outside the United States who show great potential in science, technology, engineering, and mathematics have the opportunity to attend the Missouri Academy.

International Missouri Academy students will have the same opportunities and responsibilities as domestic Missouri Academy students. Parents of international students will be informed about Missouri Academy activities and will grant permission as previously agreed. The focus of the Missouri Academy is to provide an exceptional experience for every student.

## **Multiculturalism**

Quality multicultural experiences are essential for functioning effectively in our global society. At Northwest Missouri State University and the Missouri Academy, multiculturalism includes everyone. We consider mutual respect, an ethic of openness, and harmonious coexistence to be important multicultural values. Through the living and learning experiences at the Missouri Academy, we celebrate diversity as an opportunity to broaden our social and cultural experiences, enhance understanding of other cultural perspectives, and value each person's heritage.

## **Scholarships**

Missouri residents will have the opportunity to qualify for room scholarships based on financial need as established by the Free Application for Federal Student Aid (FAFSA) and the resulting Expected Family Contribution (EFC) index. FAFSAs are to be filed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by students and their parents, using Northwest's FAFSA code number 002496, by the published deadline. The Financial Assistance Office of Northwest will evaluate the FAFSAs and report the EFC indexes. The Missouri Academy will then determine the level of the room scholarship. Students and parents will be notified of the award by letter.

The room award is renewable for the second year at the Missouri Academy based upon the following criteria being met:

- Students must maintain a minimum cumulative GPA of 2.75
- The FAFSA must be received by April 1

Scholarship payments are recorded on students' monthly statements issued by Northwest's Cashiering Office. Copies of these statements should be kept for tax records.

## **Learning Disabilities**

The Missouri Academy and Northwest cooperate to make reasonable adjustments in its policies for qualified students with disabilities who wish to participate in the program. Northwest assists with registration and scheduling and furnishes certain educational auxiliary aids for students whose disabilities necessitate special accommodations. If special accommodations because of a disability are required, notify the Director of Counseling at least thirty days before enrollment.

Any person having inquiries concerning the compliance of either the Missouri Academy or Northwest Missouri State University with the Americans with Disabilities Act, the 1973 Rehabilitation Act, or the Individuals with Disabilities in Education Act should contact the President's office by mail at Northwest Missouri State University, 800 University Drive, Maryville, MO 64468-6001, or by phone at 660.562.1110.

## **Nondiscrimination Policy**

Northwest Missouri State University and the Missouri Academy do not discriminate on the basis of race, color, national origin, religion, creed, sex, age, or handicap in admissions, access to, or treatment in its programs and

activities. Please refer to the *Northwest Student Handbook* for additional information on nondiscrimination and the Americans with Disabilities Act.

The Missouri Academy will not tolerate discrimination, including but not limited to discrimination on the basis of sexual orientation, verbal abuse, racial slurs, sexual innuendoes, or the threat of physical abuse, expressed verbally or in written or electronic communication. Discrimination of any kind is contrary to the most important values of our society. Furthermore, discrimination is contrary to the principles upon which the Missouri Academy and Northwest were founded and which continue to guide us in our continuing search for Integrity and Quality.

Any person having inquiries concerning the compliance of either the Missouri Academy or Northwest Missouri State University with the Nondiscrimination Policy should contact the President's office by mail at Northwest Missouri State University, 800 University Drive, Maryville, MO 64468-6001, or by phone at 660.562.1110. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding either institution's compliance with these regulations.

## **Meningococcal Vaccination Policy**

It is the policy of Northwest Missouri State University that meningococcal vaccination documentation is required for all freshmen students who will be residing on campus for the first time, including first-year Missouri Academy students. Documentation of immunization is required from a health care provider.

All first-time students are provided with information about meningococcal disease. If students choose not to have the vaccine, they must provide a signed waiver along with a waiver acknowledgment signed by a parent or guardian.

The University Wellness Center continues to strongly recommend the meningococcal vaccine for all students and provides ongoing education in support of said recommendation. Contact the University Wellness Center at 600.562.1348 for additional information and questions.

## **When a Student Turns 18**

Since participation in the Missouri Academy program is a privilege, we require that all students, regardless of age, follow all policies and procedures. Some students have mistakenly assumed that after they turn 18 years old they will no longer need parental permission and parents or guardians will no longer be sent disciplinary notices. On the contrary, the Missouri Academy requires that a parent, legal guardian, or responsible adult family member serve as a contact for permission, emergencies, and routine correspondence—regardless of students' age, emancipation from or relationship with their parents or guardians, or financial independence from their parents or guardians.

# **Academic Policies**

## **Introduction**

This section of the *Student-Parent Handbook* describes the academic policies of the Missouri Academy. However, as noted before, it is not possible to describe every circumstance that might arise. The Director of Academic Affairs has the authority to determine the best course of action in instances not specifically described below.

The Missouri Academy uses criteria such as cumulative GPA from ninth and tenth grades, class rank, ACT scores, teacher evaluations, essays, and school disciplinary records in its admissions process to select high school sophomores who are most likely to succeed in the academically-challenging environment at Northwest Missouri State University. The Missouri Academy staff, in cooperation with Northwest Missouri State University professors, is committed to the success of all students who enroll. Most Missouri Academy students excel in their

courses at Northwest. Many have been included on the President's and Academic Honor Rolls of Northwest Missouri State University, meaning that their minimum trimester GPA was 3.50.

Unfortunately, a few Missouri Academy students do not perform as well as predicted by their high school records or by other admissions indicators. This section outlines procedures for handling these cases as well as a variety of other academic issues.

All Missouri Academy students must maintain a minimum GPA. A GPA below 2.25 for any single trimester or below 2.75 for any two consecutive trimesters is grounds for dismissal from the Missouri Academy. All students must maintain a credit load of at least 14 hours per trimester or they will be subject to dismissal.

The Missouri Academy staff will make every effort to keep parents informed about the academic progress of their students throughout the school year. Unofficial grade reports are mailed home and given to students twice a trimester. The Missouri Academy's Strategy Team meets weekly and discusses action plans for students who may be having difficulties. The Missouri Academy believes in open communication among staff, students, parents, and stakeholders. Parents are encouraged to contact the Missouri Academy at any time with questions or concerns.

## **Academic Integrity**

Missouri Academy students are expected to maintain high levels of Integrity and Quality in all of their academic pursuits. Cheating of any kind on any exam, quiz, lab, test, homework, or any other type of examination, as well as plagiarism of thoughts, words, or ideas, is prohibited.

According to the *Northwest Student Handbook*, there are eight areas of academic dishonesty:

- Obtaining unauthorized aid or information
- Giving unauthorized aid or information
- Committing plagiarism from written, electronic, or internet sources
- Misrepresenting facts or data
- Offering bribes
- Using library resources unethically
- Using computer resources unethically
- Knowingly assisting in any of the above practices

Cheating includes but is not limited to the following practices:

- Using any unauthorized assistance in taking quizzes, tests, or examinations
- Depending upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments
- Acquiring tests or other academic material belonging to a faculty or staff member of the Missouri Academy or Northwest without permission

Plagiarism includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Plagiarism can be avoided by observing the following rules:

- Using another writer's ideas or facts must be indicated in a footnote
- Using another writer's phrasing must be indicated by a footnote and by quotation marks or indentation
- Using other appropriate acknowledgment as directed by an instructor

Acts of academic dishonesty will remain on students' permanent record at the Missouri Academy. If at any time students are found to be involved in an incident of academic dishonesty, they will be subject to sanctions from the academic department and the Missouri Academy, possibly including immediate dismissal.

## Academic Requirements

The Missouri Academy curriculum is conceptually divided into three parts: Part 1 consists of the science, mathematics, and computer science core requirements; Part 2 consists of the English, communication, social science, and humanities core requirements; and Part 3 consists of general electives that students can take from within the university.

- Part 1:** This portion of the curriculum is designed to build a strong background in the sciences and mathematics through a selection of undergraduate courses that provide foundational knowledge in biological sciences (General Biology and Microbiology), chemical sciences (Chemistry I and II), physical sciences (Physics I and II), computer sciences (Scientific Computing and Computer Programming I) and mathematics (Pre-Calculus and Calculus I and II). Two-thirds of the required credits hours in the Missouri Academy curriculum are generated from this portion. These courses the basis for the Associate of Science degree.
- Part 2:** Written and oral communication competencies are extremely essential in the academic world. Undergraduate courses in English composition and oral communication are intended to improve students' communication skills. Courses in history, literature, political science and humanities enable students to be critical in their thinking about issues that confront them as citizens and as human beings. These courses add an understanding and appreciation of the experiences of others in different times, places, and cultures.
- Part 3:** Missouri Academy students with a minimum GPA of 3.25 can enroll in general electives. These general electives may be additional undergraduate courses from Part 1 or Part 2 or from other departments within the University including music, foreign languages, economics, art, and philosophy.

The entirety of the Missouri Academy curriculum is outlined in the table below:

	Disciplines	Course	Credits
<b>PART 1</b> (core requirements)	<b>Science</b> <ul style="list-style-type: none"> <li>Biological/Life Sciences</li> <li>Chemical Sciences</li> <li>Physical Sciences</li> </ul>	General Biology (04-102 and 04-103)	4
		General Microbiology (04-140) or Genetics (04-350)	4 or 3
		Chemistry I (24-114 and 24-115)	5
		Chemistry II (24-116 and 24-117)	5
Physics I (25-120 and 25-121)		5	
Physics II (25-230 and 25-231)		5	
<b>Mathematics</b>	Pre-Calculus (17-117)	4	
	Calculus I (17-120)	4	
	Calculus II (17-121)	4	
<b>Computer Sciences</b>	Scientific Computing (44-149)	3	
	Computer Programming I (44-141)	3	
<b>PART 2</b> (ore requirements)	<b>English/Communication</b>	Composition I (10-111)	3
		Composition II (10-112)	3
		Literature (10-224 through 10-372)	3
		Fundamentals of Oral Communication (29-102)	3
	<b>Social Science and Humanities</b>	American History (America—A Historical Survey) (33-155)	3
		History	3
		Political Science	3
Humanities	3		
<b>Seminar/Colloquium</b>	Seminar (for first-year students)	1	
	Colloquium (for second-year students)	1	
<b>Credits Required for Graduation</b>			<b>67</b>

<b>PART 3</b> (general electives)	Students' selections of additional courses from Part 1, Part 2, or other departments within the University including music, foreign languages, economics, art, and philosophy.	<b>3-12</b>
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First-year students are limited to maximum of 16 credit hours during the fall trimester. Students in good academic standing may take additional credit hours during subsequent trimesters with approval from the Director of Academic Affairs. Typically, Missouri Academy scholarships will apply for no more than 39 credit hours for first-year students and 41 credit hours for second-year students. Students exceeding the maximum number of credit hours in an academic year are expected to pay for the excess credit hours. Generally, students may enroll in and scholarships will apply for the following number of credit hours:

First Year	Credits	Second Year	Credits
Fall	16	Fall	18
Spring	18	Spring	18
May Session	5	May Session	5
<b>Total</b>	<b>39</b>	<b>Total</b>	<b>41</b>

## Graduation Requirements

To graduate from the Missouri Academy, students must have a minimum cumulative GPA of 2.75, including both May Session courses, and pass the required Missouri Academy core courses.

The specific courses in each discipline will be determined in consultation with the Director of Academic Affairs. Students may be able to complete any of the requirements earlier than expected if they are able to start the sequence of courses at a more advanced level through testing and placement. Missouri Academy students are not permitted to graduate prior to the end of the second year of the program. The Missouri Academy and Northwest Missouri State University reserve the right to modify the requirements for graduation when warranted.

## Required Grade Point Average

All students must maintain a minimum cumulative GPA of 3.00 to be considered in good academic standing at the Missouri Academy. All students must maintain a cumulative minimum GPA of 2.75 to graduate from the Missouri Academy. The Missouri Academy considers any student whose cumulative GPA or trimester GPA is below 3.00 to be at academic risk. Students at academic risk are not eligible for elective courses, certain leadership positions at the Missouri Academy, and other privileges or opportunities. These students are also likely to risk their opportunities for selection to universities of their choice or the award of scholarships. A GPA of less than 2.25 in any trimester is grounds for dismissal from the Missouri Academy.

The Missouri Academy recognizes that exceptional circumstances that impact academic performance, such as serious illnesses or family emergencies, occur. In such cases, the Missouri Academy reserves the right to individualize an academic plan to assist students in completing the program. Any such circumstances should be brought immediately to the attention of the Director of Academic Affairs.

## Calculating Grade Point Average

The Missouri Academy and Northwest compute GPA in the same way. GPA is a weighted average of grades for each course. The grades assigned to courses that carry a larger number of credits will have a larger effect on the calculated GPA than the grades assigned to courses that carry a smaller number of credits.



Points are received for each grade assigned as follows: each hour of A will receive 4 points, each hour of B will receive 3 points, each hour of C will receive 2 points, each hour of D will receive 1 point, and each hour of F will receive 0 points. GPA is computed by dividing the grade points by the number of semester hours of academic work attempted. An example of GPA calculations for a first-year Missouri Academy student is shown below:

Course	Grade	Credits	Grade Points
<b>First Trimester</b>			
English Composition	A	3	(x 4 =) 12
Pre-Calculus	B	4	(x 3 =) 12
Biology (including lab)	B	4	(x 3 =) 12
Chemistry (including lab)	A	4	(x 4 =) 16
Missouri Academy Seminar	(credit awarded at end of first year)		
Total		15	52
<b>First Trimester GPA</b>		<b>52/15</b>	<b>3.46</b>
<b>Second Trimester</b>			
English	A	3	(x 4 =) 12
Calculus I	B	3	(x 3 =) 9
Biology (including lab)	B	4	(x 3 =) 12
Chemistry (including lab)	B	4	(x 3 =) 12
Computer Science	A	3	(x 4 =) 12
Missouri Academy Seminar	B	1	(x 3 =) 3
Total		18	60
<b>Second Trimester GPA</b>		<b>60/18</b>	<b>3.33</b>
<b>Cumulative Totals</b>		<b>33</b>	<b>112</b>
<b>Cumulative GPA</b>		<b>112/33</b>	<b>3.39</b>

## Grade Reports

Interim and final grade reports will be sent to parents or guardians. Reports will be sent to the e-mail address indicated in the Missouri Academy records. It is the responsibility of all students to notify the appropriate Missouri Academy office staff member immediately when any family address (physical or e-mail) change occurs.

## Honor Rolls

The Academic Honor Roll is compiled at the close of each trimester by Northwest Missouri State University and includes all full-time undergraduate students earning a GPA of 3.50 to 3.99. Students who earn a 4.00 GPA are named to the President's Honor Roll.

## Class Attendance and Conduct

Regular and punctual class attendance is required of all Missouri Academy students for each class and all classes—regardless of student performance in that class or the subject material of that class. There are two primary reasons for the Missouri Academy class policy: the Missouri Academy reports student attendance data to the Missouri Department of Elementary and Secondary Education and, generally, students are more successful when they attend all of their classes and are engaged. Students are expected to be alert and attentive in class and to conduct themselves in a manner that is conducive to the learning environment. Students are held responsible for class attendance as outlined in the following table:

<b>Attendance</b>	<b>Action</b>
95% or greater	No sanction; parental notification
85% to 94%	Informal Hearing, minimally resulting in a 10% reduction in scholarship or subsidy for the following semester and the removal of certain privileges; parental involvement
84% or lower	Formal Hearing, minimally resulting in a three-day suspension from the Missouri Academy, a 25% reduction in scholarship or subsidy for the following semester, and the removal of certain privileges; possible probation or dismissal
Less than 95% of activity classes	Required to drop the course

Missing class in this context includes being absent from class or arriving very late to class without an acceptable documented reason. Unacceptable reasons include but are not limited to oversleeping, forgetting to attend, and electing to miss class in order to complete an assignment or to attend another activity without proper prior permission.

Disruptive behavior in the classroom—behavior which distracts the instructor or other students or which shows a lack of respect for the learning environment—is subject to disciplinary action.

### **Absences from Class**

The policy of the Missouri Academy is that students are never formally excused from class, regardless of the attendance policies of individual instructors. Students are always responsible for the material covered in class, even if there are important circumstances that prevent them from attending. For example, sickness, family emergencies, college visits, death of a family member or friend, inclement weather, delayed air or car transportation, or any competition or event through an extracurricular student group are never considered excused absences that would release students from their academic obligations. All absences must be reported to the Director of Academic Affairs or Secretary of Academic Affairs and Student Development. Failure to do so may result in disciplinary action.

It is the responsibility of students to first inform Northwest faculty members and then the appropriate Missouri Academy office staff member of their absence from class for any reason. A Missouri Academy office staff member will confirm their absence with the Northwest faculty members. Students will still be considered absent from class and will be responsible for following-up with faculty members and making up missed material.

### **Class Schedules and Registration**

During their first trimester, students will take required courses only. After the first trimester, they may register for courses following the guidelines determined by the Director of Academic Affairs. Students must complete all required courses to graduate from the Missouri Academy. Students may not take electives unless permitted to do so.

The following requirements must be met before registration:

- Students must request permission to register for any night class that would make it difficult for them to return to the Missouri Academy before curfew. Second-year students in good standing with Student Development and with a cumulative GPA of 3.75 or higher may petition for permission to enroll in a night class. The Director of Academic Affairs, in consultation with the Director of Student Development, will make the final decision. If necessary, the Director of Academic Affairs will register students for a night class and permission will not be required.
- Students must register for and retain at least 14 credit hours each trimester.
- Registering for more than 19 credit hours requires approval by the Director of Academic Affairs.
- Students may not register for more than 21 credit hours in any trimester.

- All students must avoid scheduling class or any activity on Wednesdays between 4:00 p.m. and 5:00 p.m. during the academic year. This time is to be held for guest speakers, presentations, and other Missouri Academy community events. Any questions should be directed to the Director of Academic Affairs.

## Electives

In addition to completing required courses, students have an opportunity to enroll in additional general elective courses. Some of these courses are lower-level (for freshman and sophomores) and others are higher-level (for juniors, seniors, and graduate students). The courses listed in the table below are most appropriate for the level and abilities of most Missouri Academy students:

	General Elective Options	
<b>Biology</b>	<ul style="list-style-type: none"> <li>• Botany</li> <li>• Zoology</li> <li>• Anatomy and Physiology—Plants</li> <li>• Anatomy and Physiology—Animals</li> </ul>	<ul style="list-style-type: none"> <li>• Ecology (permission of instructor)</li> </ul>
<b>Chemistry</b>	<ul style="list-style-type: none"> <li>• Organic Chemistry I</li> <li>• Organic Chemistry II</li> <li>• Quantitative Analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Elementary Biochemistry (permission of instructor)</li> <li>• Physical Chemistry (permission of instructor)</li> </ul>
<b>Physics</b>	<ul style="list-style-type: none"> <li>• Classical Mechanics</li> <li>• Statics</li> </ul>	
<b>Mathematics</b>	<ul style="list-style-type: none"> <li>• Discrete Mathematics</li> <li>• Elementary Linear Algebra</li> <li>• Multivariate Calculus</li> </ul>	<ul style="list-style-type: none"> <li>• Differential Equations</li> <li>• Probability and Statistics</li> <li>• Abstract Algebra</li> </ul>
<b>Computing</b>	<ul style="list-style-type: none"> <li>• Java as a Second Language</li> <li>• Computer Programming II</li> <li>• Data and File Structure</li> <li>• COBOL Programming</li> <li>• Four courses leading to Cisco Certified Network Associate (CCNA1): <ul style="list-style-type: none"> <li>○ Networking Basics</li> <li>○ Routers and Routing Basics</li> <li>○ Switching Basics and Intermediate Routing</li> <li>○ WAN Technologies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Programming Languages</li> <li>• Script Programming I</li> <li>• Script Programming II</li> <li>• Multimedia and Web Development</li> <li>• Desktop Publishing</li> </ul>
<b>English</b>	<ul style="list-style-type: none"> <li>• Multiethnic Literature of the US</li> <li>• American Literature: Beginnings to 1865</li> <li>• American Literature: 1865 to present</li> <li>• Introduction to Literature</li> <li>• Technical Writing</li> </ul>	
<b>Communication, Theatre, and Languages</b>	<ul style="list-style-type: none"> <li>• Theatre Appreciation</li> <li>• Theatre History I</li> <li>• Theatre History II</li> <li>• Introduction to Classical Rhetoric</li> <li>• Rhetoric of the American Issues</li> </ul>	<ul style="list-style-type: none"> <li>• Public Speaking</li> <li>• Acting</li> <li>• French</li> <li>• Spanish</li> <li>• Sign Language</li> </ul>
<b>History, Humanities, Philosophy, and Political Science</b>	<ul style="list-style-type: none"> <li>• Western Civilization I</li> <li>• Western Civilization II</li> <li>• Introduction to Philosophy</li> <li>• Introduction to Logic</li> <li>• Introduction to Ethics</li> </ul>	<ul style="list-style-type: none"> <li>• Ethnicity in America</li> <li>• The Eastern World</li> <li>• Philosophy of Religion</li> <li>• Introduction to Political Economy</li> <li>• The African World</li> <li>• Introduction to Criminal Justice</li> </ul>

<b>Art</b>	<ul style="list-style-type: none"> <li>• Art Appreciation</li> <li>• Survey of Art</li> <li>• Ancient and Medieval Art</li> </ul>	<ul style="list-style-type: none"> <li>• Introduction to Design</li> <li>• Introduction to Creative Electronic Imaging</li> <li>• Creative Photography</li> </ul>
<b>Geology and Geography</b>	<ul style="list-style-type: none"> <li>• Introduction to Geography</li> <li>• General Geology</li> <li>• People and Cultures of the World</li> <li>• Maps and Map Interpretation</li> <li>• GPS Fundamentals</li> </ul>	<ul style="list-style-type: none"> <li>• Dynamic and Synoptic Meteorology</li> <li>• Climatology</li> <li>• General Earth Science</li> <li>• Physical Oceanography</li> </ul>
<b>Music</b>	<ul style="list-style-type: none"> <li>• Enjoyment of Music</li> <li>• Jazz Improvisation</li> <li>• Foundations of Music Theory</li> <li>• Piano</li> <li>• Voice</li> <li>• Brass (Trumpet, French Horn, Trombone, Baritone, Tuba)</li> <li>• Harpsichord</li> <li>• Organ</li> <li>• Percussion</li> </ul>	<ul style="list-style-type: none"> <li>• String (Violin, Viola, Cello, Bass)</li> <li>• Woodwind (Flute, Oboe, Clarinet, Saxophone, Bassoon)</li> <li>• Ensembles: <ul style="list-style-type: none"> <li>○ Marching Band</li> <li>○ University Chorale</li> <li>○ Symphonic Band</li> <li>○ Orchestra</li> <li>○ Jazz Ensemble</li> </ul> </li> </ul>
<b>Psychology, Sociology, and Counseling</b>	<ul style="list-style-type: none"> <li>• General Psychology</li> <li>• General Sociology</li> <li>• General Anthropology</li> </ul>	
<b>Accounting, Economics, and Finance</b>	<ul style="list-style-type: none"> <li>• General Economics</li> <li>• Accounting I</li> </ul>	
<b>Health, Physical Education, Recreation, and Dance</b>	<ul style="list-style-type: none"> <li>• Weight Training and Conditioning</li> <li>• Racquetball</li> <li>• Jogging</li> <li>• Individual Fitness</li> <li>• Volleyball</li> <li>• Beginning Tennis</li> <li>• Badminton</li> </ul>	<ul style="list-style-type: none"> <li>• Golf</li> <li>• Aerobic Dance</li> <li>• Jazz Dance</li> <li>• Social Dance</li> <li>• Beginning Swimming</li> <li>• Water Aerobics</li> </ul>
<b>Family and Consumer Sciences</b>	<ul style="list-style-type: none"> <li>• Consumer Economics and Personal Finance</li> </ul>	

Students may not take electives during their first trimester at the Missouri Academy. The only exception to this policy is a course taken as an activity credit, such as Marching Band. Activity credits are used for some musical groups to acknowledge participation. Students are expected to meet all requirements of any activity class that they are taking. The course and grade appear on the official Northwest transcript. However, the grade assigned to an activity credit is not used in the computation of GPA.

In subsequent trimesters, the number of electives students may take depends on their cumulative GPA:

- If their cumulative GPA is below 3.25, students may not take any electives.
- If their cumulative GPA is between 3.25 and 3.49, students may take one elective with the approval of the Director of Academic Affairs.
- If their cumulative GPA is 3.50 or above, students may take two electives with the approval of the Director of Academic Affairs.

The Director of Academic Affairs will consider each trimester GPA when approving elective courses. However, students may not register for more than 19 credit hours without the approval of the Director of Academic Affairs. Students may not register for more than 21 credit hours in any one trimester.

## **Online Courses**

Missouri Academy second-year students in good academic standing may register for an online course at Northwest. Students may not register for more than one online course per trimester. Students enrolled in an online course are encouraged to remain in contact with their instructor. Online courses will be reviewed individually with the Director of Academic Affairs to determine if they are appropriate for Missouri Academy students.

## **Dropping Courses**

Students may not drop required courses. Doing so will result in the student's withdrawal from the Missouri Academy. Students may only drop an elective course with the approval of the Director of Academic Affairs and if they retain a minimum of 14 credit hours.

## **Retaking Courses**

The Missouri Academy and Northwest permit students to repeat courses in which they have received a D or an F grade provided that they have not completed a more advanced course in the meantime. If a course is repeated, students must work with the Director of Academic Affairs to make sure that the required Missouri Academy curriculum can still be completed within two years.

When a course is repeated at Northwest, both the old and new grades appear on student records. Only the higher grade is used in the determination of cumulative GPA. A petition for superseding must be completed and returned at the time of registration for a course to be repeated. Students will not be allowed to supersede a grade earned at Northwest by completing an equivalent course at another institution.

When continuing their education after leaving the Missouri Academy, students should realize that some institutions allow for grade duplication, but many do not. If students apply to a school that does not allow duplicate grades, that institution's calculation of their GPA may be lower than the GPA calculated by the Missouri Academy and Northwest.

## **Auditing Courses**

Auditing a class allows a student to gain educational experience without being assigned a grade. Missouri Academy students are not permitted to audit a required class. However, students may audit an elective class with the approval of the Director of Academic Affairs. Auditing a class is subject to Northwest's policies and procedures.

When students audit a class, a notation is made on their transcript. Students do not receive academic credit for the class and a grade is not recorded. Appropriate forms must be submitted in a timely manner in order to audit a course.

## **Pass/Fail Option**

The primary purpose of the pass/fail option is to encourage students to attempt courses which would not ordinarily be attempted. Missouri Academy students are not permitted to take a required class using the pass/fail option. However, Missouri Academy students may take an elective course on a pass/fail basis with the approval of the Director of Academic Affairs. Courses that are taken on a pass/fail basis are subject to Northwest's policies, procedures, and restrictions.

Courses taken using the pass/fail option do earn academic credit. Only grades of Pass (P) and Fail (F) are recorded. Grades of F are used in GPA computations in the same way as other F grades. Grades of P are not computed in the GPA.

## Transfer Credit, Placement Testing, and Credit by Examination

At the Missouri Academy, students are eligible for the following for some subjects:

- **Placement Tests:** Students' scores on placement exams determine if they are eligible for a higher-level course. No credit is given and students are expected to successfully complete the minimum required number of credits in the subject.
- **Credit by Examination:** Students' scores determine if they can earn credit for the course without taking it.
- **Test-Out:** Students' scores determine if they can earn credit for the course and be assigned a grade for the course without taking it.

First-year students are not allowed to transfer college or high school credit to the Missouri Academy prior to enrollment. The Missouri Academy places most first-year students in the same set of core requirements during the first trimester. Students are given placement examinations in Chemistry I and Pre-Calculus to determine their level of skill. Students scoring at the appropriate level have the option to enroll in Chemistry II or Calculus I respectively during the first trimester. Students who earn credit by testing out or through credit by examination are required to enroll in higher-level courses to meet or exceed minimum credit hour requirements.

The Missouri Academy curriculum is designed for students to take all core mathematics, science, programming, and English courses at Northwest Missouri State University. Students wishing to take courses from another institution during the summer between their first and second year must consult with the Director of Academic Affairs. The Director of Academic Affairs will grant permission to transfer credit to Northwest based on the course and the institution.

## Teaching and Laboratory Assistantships

Missouri Academy students are not permitted to be in positions of authority over other Missouri Academy or traditional students in any academic setting. Therefore, Missouri Academy students may not be teaching assistants if they are paid or if they have direct responsibility for other students in a grade-reporting role.

Missouri Academy students may be teaching assistants if the position only requires class or laboratory preparation without direct authority over other students and if the position is non-paid.

## Standardized Tests

The Missouri Academy requires all students to take certain standardized tests such as the End of Course Examination in Biology (EOC), the Preliminary Scholastic Aptitude Test (PSAT), the Measure of Academic Proficiency and Progress (MAPP) test, and the pre- and post-CASM (Core Assessment of Science and Math Knowledge). It is critical to the success of the Missouri Academy that students perform to the best of their ability on these standardized tests. Results from these tests are used in a variety of ways including the determination of individual student progress and needs so that the Missouri Academy staff can provide a positive experience for the student; the determination of the effectiveness of the academic programs in which students are enrolled; and to provide accountability reports to Northwest Missouri State University, the Department of Higher Education, and the Department of Elementary and Secondary Education. Therefore, students are held accountable for their scores and will not be allowed certain privileges for below-expected performance. General scheduling for these exams is as follows:

- The PSAT is given to first-year students in October. The test is required as scheduled.
- The EOC test is given to first-year students during the fall trimester.
- The MAPP test is given to second-year students during the second and third week of class in the spring trimester.
- The CASM is given to first-year students (pre-CASM) in August and second-year students (post-CASM) in May.

Although Missouri Academy students may have taken the American College Testing (ACT) or Scholastic Aptitude Test (SAT) before enrolling, it is recommended that they take the exam again either in the spring of their first year or fall of their second year.

ACT exams are offered regularly at Northwest Missouri State University. SAT exams are also offered at Northwest in October and May. For second-year students, transportation will be provided for a fee to Rockhurst High School on November 5 for SAT subject tests. For first-year students, transportation will not be provided to any standardized test.

## **Computer and Study Rooms**

Missouri Academy students must follow all posted computer and study room expectations regarding appropriate decorum and use of the Missouri Academy computers. Printing is available for a per-page fee.

## **Skills Enhancement**

Free skills enhancement services are available for Missouri Academy students. These services can be found at the Missouri Academy, the Talent Development Center, the Writing Center, and the Math Lab. Some academic departments have Supplemental Instruction designated to help with specific courses. Study sessions are led by Northwest students who have completed and earned high grades in the courses covered by the study group. The Missouri Academy strives to have mentors in mathematics, chemistry, biology, and physics available weekly in North Complex. Additional information can be obtained from the Director of Academic Affairs.

## **Release of Academic Records**

The Missouri Academy cannot provide official transcripts. If an official transcript is needed, it must be requested and the appropriate fees paid through the Northwest Missouri State University Registrar's Office.

If Missouri Academy students are transferring or returning to a high school, an unofficial copy of their grade report will be sent at the high school's request. The Missouri Department of Elementary and Secondary Education requires these reports. Parental permission is not required for this transaction.

For any other purpose, the Missouri Academy will provide unofficial copies of academic work only with the written consent of a parent or guardian. Examples of items covered by this policy are grade reports, verification of good standing with the Missouri Academy, full-time student load, and academic honors. Requests for academic records or verification of items related to academic records should be sent to the Director of Academic Affairs.

## **Academic Standing**

To be in good academic standing and eligible for study privileges at the Missouri Academy, students must maintain a cumulative GPA greater than or equal to 3.00. They must also maintain a GPA greater than or equal to 3.00 for each trimester. The spring session GPA will be computed using the May Session course as well as spring trimester courses. Students who are not in good academic standing with the Missouri Academy are considered to be at academic risk.

There are two levels for students at academic risk: Academic Warning and Academic Probation.

- **Academic Warning**
  - Students will be placed on Academic Warning if
    - Their trimester or cumulative GPA is less than 3.00 but greater than or equal to 2.75
    - The Director of Academic Affairs determines that it is in their best interest
  - While on Academic Warning, students
    - May lose certain privileges
    - May not hold any leadership office in Missouri Academy or Northwest organizations

- May not participate in certain Missouri Academy field trips
  - Must meet with the Director of Academic Affairs
  - Must meet with their assigned study mentor as required
  - May not enroll in elective courses
- **Academic Probation**
  - Students will be placed on Academic Probation if
    - Their trimester GPA is less than 2.75
    - Their cumulative GPA is less than 2.75
    - They receive a grade of D or F in any course
    - The Director of Academic Affairs determines that it is in their best interest.
  - While on Academic Probation, students
    - Lose certain privileges
    - May not hold any leadership office in Missouri Academy or Northwest organizations
    - May not participate in certain Missouri Academy field trips
    - Must meet with the Director of Academic Affairs
    - Must meet with their assigned study mentor
    - May not enroll in elective courses

## **Academic Dismissal**

Students will be dismissed from the Missouri Academy if they

- Have a GPA below 2.25 for any single trimester
- Have a GPA below 2.75 for any two consecutive trimesters
- Earn two or more grades of D or one grade of F in any course
- Have a cumulative GPA below 2.75 at the end of the first year, including the May Session
- Do not stay enrolled for a minimum of 14 semester credit hours without approval
- Drop a required course without approval
- Commit a serious breach of academic integrity
- Are not dismissed for a first breach of academic integrity and commit a second breach of academic integrity at any time during their enrollment at the Missouri Academy
- Cannot complete the Missouri Academy's core curriculum in time to graduate with their entering class

Students must petition the Director of Academic Affairs for exceptions to the above policies.

## **Appealing an Academic Dismissal**

All students have the right to appeal in person decisions rendered by the Director of Academic Affairs. The purpose of the Academic Appeals Committee is not to provide a secondary hearing of a case already heard by the Director of Academic Affairs but rather to ensure that students have been able to present all information pertaining to their case and that proper protocols have been followed. For this reason, students should provide a basis for their appeal. This requires that appellants either submit new information (such as documentation from a doctor, counselor, or official) pertaining to their case or evidence of error or bias on the part of the previous committee. The Academic Appeals Committee will not substitute its judgment for that of the other committee or overturn a previous decision unless such new information, error, or bias provides a basis for doing so.

Students must initiate the appeals process by preparing a petition in consultation with the Director of Academic Affairs. They must communicate their intent to appeal within 24 hours of notification of dismissal to the Dean of the Missouri Academy. They must submit the petition within 72 hours to the Dean, who will then direct the petition to the chair of the Academic Appeals Committee.



## Voluntary Academic Withdrawal

Students may avoid formal academic dismissal on their permanent records by choosing a Voluntary Academic Withdraw unless prohibited by Northwest Missouri State University policy. To make this arrangement, students must see the Director of Academic Affairs.

## Enrollment at Northwest after Dismissal or Withdrawal

Students may not enroll at Northwest Missouri State University until the trimester after their class graduates from the Missouri Academy.

# Student Development

## Overview

Student Development and Academic Excellence are two equal pillars supporting the ARCH of the Missouri Academy's mission and ideals. Student Development at the Missouri Academy is designed to produce academically high-achieving young adults who are prepared to succeed socially and academically at the college or university of their choosing.

To appreciate the services and opportunities provided by the Student Development staff, it is important to first understand the student population. Since Missouri Academy students are engaging in university-level academic material, they are simultaneously engaging in a protected form of college life. The engagement in college life leads them to develop in ways that a traditional high school program cannot provide. The theory of development that applies most directly to the Missouri Academy residential experience is Arthur Chickering's *Seven Vectors of Student Development*.

Seven Vectors of Student Development	
Vector	Meaning
Developing competence	Learning to trust [personal] abilities, receive accurate feedback from others, and integrate [personal] skills into a stable self-assurance
Managing emotions	Learning appropriate channels for releasing irritations before they explode, dealing with fears before they immobilize, and healing emotional wounds before they infect other relationships
Moving through autonomy toward interdependence	Recognizing that people cannot operate in a vacuum and that greater autonomy enables healthier forms of interdependence
Developing mature interpersonal relationships	Tolerance and appreciation of differences and capacity for intimacy
Establishing identity	A solid sense of self emerges, and it becomes more apparent that there is an I who coordinates the facets of personality, who 'owns' the house of self and is comfortable in all of its rooms
Developing purpose	Increasing ability to be intentional, to assess interests and options, to clarify goals, to make plans, and to persist despite obstacles.
Developing integrity	Humanizing values, personalizing values, and developing congruence

Developing competence is an important step for Missouri Academy students. Students may have strong academic abilities. Learning to accept feedback, utilize strengths, and recognize weaknesses will lead to competence versus the need or desire to simply be right. The provision of a diverse array of activities will allow

students to have comfortable successes and appropriately uncomfortable challenges, resulting in their ability to deal with each.

Missouri Academy students may have varying needs and sensitivities at different times. Students are developing emotionally and will benefit from experiencing a rich out-of-classroom learning environment. As students engage in life at the Missouri Academy, their academic knowledge and social abilities will be tested in the new and more challenging environment.

## Staff

To reach the goals of Student Development, the Missouri Academy enlists the services of many groups and individuals. Below are summaries of the more influential members of the Student Development experience:

- **Community Leaders:** Each wing is assigned Community Leaders (CLs) to help students acclimate into the Missouri Academy and University environment and to help RCs plan meaningful and fun activities for wing residents. CLs are second-year students who have experienced and succeeded at life at the Missouri Academy. CLs are in the hall to help students, but they are also students who are balancing life and classes and may not always be available.
- **Residential Counselor:** Each Residential Counselor (RC) is charged with the responsibility of providing the continuity of students' experiences at the Missouri Academy. RCs facilitate individual student's personal, social, emotional, and academic growth. Concurrently, the RCs help provide for a sense of community and belonging. RCs use their judgment and training when working with issues pertaining to individuals in the context of a community and a community in the context of the Missouri Academy. Within the Missouri Academy community, the RCs fill the role of academic mentor, disciplinarian, and confidant and by words, actions, and examples teach students responsible behavior. RCs live in apartments on the wings with students. RCs are in the hall to help. Students should not hesitate to talk with their RC.
- **Director of Student Development:** The Director of Student Development is accountable for facilitating the development, implementation, and assessment of these programs; to manage all formal Student Development discipline; and to serve as student and parent advocate within the Missouri Academy and University. Students and parents will find the Director of Student Development and other Student Development staff helpful as first-line contacts and one of the first offices to call if they have questions or need help. Students are encouraged to visit the Director of Student Development and take full advantage of the program and offerings. The Director of Student Development supervises the RCs.

## Programming

The Missouri Academy employs a holistic programming model that responds to the needs of developing adolescents. This model is comprised of five components that address Student Development issues as well as provide many opportunities for personal growth.

The components of the model are educational or social in nature. The expectation is that many more programs are active and participative in nature than passive. The details of the programming model are as follows:

- **Educational Programming:** designed to help students learn outside of the classroom; to promote diversity, wellness, intellect, and citizenship; and to help students become independent thinkers and productive members of the community
  - Four Educational Emphases
    - **Cultural:** promotes social and intercultural competence, cultural awareness, and acceptance and broadens horizons
      - Diversity: socio-economic simulations; international films
      - Multicultural: International Student Organization dinner
    - **Wellness:** promotes emotional wellness (awareness and acceptance of self-image) and physical wellness (awareness of self-care, health, and fitness)
      - Mind: meditation, spirituality

- Body: self-defense class
- Soul: self-awareness activities
- Image: body-image awareness
- Health: nutrition, sex, exercise, alcohol, drugs, and related issues
- **Intellectual:** stimulates mental activities, encourages creativity, and develops a sense of personal values, ethics, and rationale
  - Religious/Spiritual: conversations on world religion
  - Academic: Science Olympiad; Math League
  - Philosophical: discussions facilitated by professors
- **Citizenship:** explores personal responsibility and encourages students to contribute to their community in meaningful ways
  - Occupational: helping students find internships; résumés
  - Philanthropic: dog walking at the Humane Society
  - Personal Responsibility: alcohol awareness
- **Social Programming:** designed to create a sense of community within the Missouri Academy by promoting companionship, compatibility, and sociability among students and to help students build meaningful and interdependent relationships.
  - Transitioning: round table discussions
  - Integration: ice breakers, dances
  - Belonging: birthday parties, emotions bulletin board

This programming model is designed to provide for the robust experience and development any college student should enjoy. More importantly, these programs will help the academically high-achieving adolescents become truly prepared for the next chapter in their formal education at a college or university after their graduation from the Missouri Academy.

All students, parents, and Missouri Academy staff must be mindful of the one element that is required for the programming model to be meaningful: participation. If students do not attend, or attend and do not truly become involved participants, the value of the program is lost.

## Policy Highlights

Missouri Academy rules and regulations are designed to provide a high degree of personal and community safety, stability, and civility. Community and individual success will depend on the cooperative efforts and mutual respect of everyone.

Policies and procedures that effect students' lives on a daily basis are indicated below. While all information in the handbook is important, these elements are a portion of daily Missouri Academy operations that need to be understood and observed.

Please be sure to read and understand all details regarding these procedures.

### Check-In

The Missouri Academy expects students to comply with check-in policies at all times. There are no exceptions to this rule. Any breach of check-in will result in disciplinary procedures. Parents and University Police are notified once a student is thirty minutes late for any check-in or curfew. Check-in procedures apply to all students regardless of age.

- **4:00–6:00 p.m. Check-In (After Class Check-In):** Each first-year student, and second-year students without Senior Privileges of Merit, are required to check-in with the Missouri Academy staff member on duty between the hours of 4:00 p.m. and 6:00 p.m., Monday—Friday.

Students' class schedules determine the exact time that they check-in at the office. If students sign off-campus after 4:00–6:00 p.m. check-in, they must return and be checked back in by 8:00 p.m. Signing out on a group sign-out sheet does not meet the 4:00–6:00 p.m. check-in responsibility.

- **8:00 p.m. Check-In (Evening Check-In):** All students must check-in between 7:00 p.m. and 8:00 p.m., Sunday—Thursday evenings. Students are expected to be checked-in and studying by 8:00 p.m.

### **Sign-Out/Sign-In**

While Northwest Missouri State University and the Missouri Academy enjoy superior levels of safety and security, certain precautions should be taken to ensure this environment. All sign-in and sign-out policies are designed to accomplish this goal, and these policies should be strictly followed.

While the Missouri Academy cannot guarantee knowledge of all students' whereabouts at all times, it is important that staff know where students are going, what time they leave and with whom, and what time they will return to have a way of reaching students in case of an emergency.

We expect students to adhere to sign-out/sign-in policies and the use of these procedures at all times. There are no exceptions to this rule. Leaving North Complex is defined by accompanying any space outside the walls of North Complex including but not limited to the covered outdoor spaces on first and second floor. Students must sign-in immediately upon returning to the hall. Students may not sign-out or sign-in for other students. Any breach of sign-out/sign-in will result in disciplinary action.

The Director of Student Development or designee may revoke sign-out privileges for disciplinary reasons. Sign-out privileges may also be suspended or limited at the request of students' parent or guardian or Missouri Academy staff.

### **Yellow Cards**

Missouri Academy students will use their Yellow Card to sign-out for any of the following reasons:

- whenever they leave the Northwest Missouri State University campus
- whenever they leave North Complex after 8:00 p.m. Sunday through Thursday
- whenever they leave North Complex on weekends beginning at 6:00 p.m. on Friday and ending at 8:00 p.m. on Sunday

Students signing out on their Yellow Card remain under the jurisdiction of the Missouri Academy and are expected to adhere to all Missouri Academy and Northwest Missouri State University rules and policies.

At the time students sign-out on their Yellow Card, they must indicate where they will be going, with whom, their mode of transportation, and their expected time of return. When students sign-out for a mode of transportation other than walking, it is their responsibility to obtain staff approval. Failure to follow these procedures will result in disciplinary action.

Missouri Academy students cannot sign-out on their Yellow Cards to ride in a motorized vehicle unless the driver is at least 20 years of age and included on their *Transportation and Visitor Permission* form or the driver is a related licensed driver. The Missouri Academy staff will ask for identification to verify that the visitor or driver is on the *Transportation and Visitor Permission* form.

Additional policies concerning Yellow Card include the following:

- If students are signing off-campus with a non-Missouri Academy staff or student, that person must be on their *Transportation and Visitor Permission* form.
- Students should stay with the individuals with whom they leave campus. It is dangerous and against Missouri Academy Policy to be alone.
- When students leave campus, they must be in groups of no fewer than two during daylight hours and no fewer than four after dark unless a Missouri Academy staff member accompanies them.
- It is recommended that students do not travel alone on campus after dark.
- Students must return and sign-in by 8:00 p.m., Sunday—Thursday, and by 10:30 p.m. Friday and Saturday.

- After 8:00 p.m. during the school week, students will not be permitted to sign-out off-campus except for school activities or special events. Parents or guardians may request authorization for students to leave campus during the week. Requests should be made to the Director of Student Development in advance of the sign-out date except in cases of emergency.
- If students will be missing any portion of an academic day, the Director of Academic Affairs must grant permission prior to the Director of Student Development.
- Students should stay in areas that are well-lit and are highly-visible to other people.
- Students should stay away from illegal activities or persons whom they know or suspect to be involved in questionable activities. Failure to do so could result in substantially negative consequences.

## **Blue Cards**

Missouri Academy students will use their Blue Card to sign-out for any of the following reasons:

- whenever they will be away from campus overnight
- whenever they leave campus for a weekend
- whenever they leave campus for academic breaks

Students signing out on their Blue Card are not under the jurisdiction of the Missouri Academy. However, students signing out on their Blue Card to attend a Missouri Academy- or Northwest-sponsored trip or event will remain under the jurisdiction and purview of the Missouri Academy. The Missouri Academy cannot guarantee the whereabouts or destinations of students after they sign out on their Blue Card with someone on their *Transportation and Visitor Permission* form.

At the time students sign-out on the Blue Card, they must indicate where they will be going, who their companions will be, their mode of transportation, and when they expect to return.

If students sign-out off-campus with a non-Missouri Academy staff or student, that person must be on their permission form.

Missouri Academy students cannot sign-out on their Blue Card to ride in a motorized vehicle unless the driver is at least 20 years of age and included on their permission form or the driver is an immediate relative. The Missouri Academy staff will ask for identification to verify that the visitor or driver is on the permission form.

Missouri Academy students may ride with a driver under 20 years of age only to the home of the Missouri Academy student. This also requires written permission from parents or guardians. Written permission may be faxed or e-mailed to the Missouri Academy and must be received prior to departure. If there are concerns regarding any of the sign-out information and a parent or guardian cannot be reached by telephone, the student may not be allowed to check-out.

Student signing out on their Blue Card may not stay in Maryville while signed out from the Missouri Academy unless they reside in Maryville or are staying with a family in Maryville with appropriate parental permission.

## **Residence Hall Policies and Services**

### **Communication**

With so many people living at the Missouri Academy and so many activities and events happening, communication is vitally important. Students must check their University e-mail and Missouri Academy mailbox on a daily basis.

Bulletin boards are located on all floors in North Complex and throughout buildings on campus. Missouri Academy students should be alert to bulletin board postings and other signage. Such information is provided because of its importance. Residential Counselors will post new information periodically. It is important to review this information carefully.

## Courtesy Hours

Courtesy Hours are in effect at all times. Students must comply promptly and politely with any courtesy hour request.

## Curfews

Each student is required to follow curfew as outline in the table below:

	Days	Time	Seniors with Privileges
In Hall	Sunday–Thursday	8:00 p.m.	10:30 p.m.
	Friday–Saturday	10:30 p.m.	11:30 p.m.
On Floor	Sunday–Thursday	10:30 p.m.	11:30 p.m.
	Friday–Saturday	11:30 p.m.	12:00 a.m.

Curfew begins at 8:00 p.m. for students without privileges and does not end until the following day. There is not a reprieve from curfew between 10:00 p.m. and 10:30 p.m. simply because study hours have concluded and students are not yet required to be on-floor.

Missouri Academy staff may take students out of North Complex after curfew for special activities or events. Students must remain with Missouri Academy staff.

## Distractions

The Missouri Academy is an academically-challenging environment. There are also many social and educational issues that most students have not encountered in their prior academic environments. For these reasons, the Missouri Academy specifically restricts many types of distractions.

These restrictions are well-intended but are not the final authority on what students may or may not bring to campus. Students' parent or guardian may provide more restrictive guidelines for their student. In addition, the Missouri Academy expects students to use reasonable judgment when bringing items to campus.

As technology advances, items which may be distracting could increase. Since the Missouri Academy is founded on Integrity and Quality, the intent of this policy should be followed. Students should be prepared to return any items to their home that could present significant distractions, even if that particular item is not listed as restricted in the handbook. The degree of distraction and whether the item may be kept will be in conference with students, their parent or guardian, and their RC.

## Housekeeping

Students are required to complete housekeeping duties which will be assigned on a rotating basis by RCs. It is important that all students do their part to keep public areas neat and clean. It is every student's responsibility to keep the lounges, computer room, restrooms, laundry room, and study rooms clear of trash and personal items. Housekeeping duties not completed in a timely fashion will most likely result in students having to complete them during leisure time.

Individuals or groups of students may lose the privilege of using an area such as the kitchen, study rooms, lounges, and game area if that area is not kept clean and orderly. Blatant disregard for housekeeping will result in disciplinary consequences beyond loss of privileges.

## Kitchen

To use the kitchen on the first floor, students need to sign for its use. It is their responsibility to follow all kitchen guidelines when using the facility. The Missouri Academy is not responsible for lost or stolen items or food left in the kitchen.

## Laundry

Washers and dryers are provided in the residence hall. Students are responsible for laundry supplies. Use of the washers and dryers is at no cost to students and is based on availability. The Missouri Academy does not provide linen services. Neither the Missouri Academy nor the University is responsible for damaged, stolen, or lost items. If a machine is out of order, it should be reported to a Missouri Academy secretary during business hours or to the RC on duty in the Residential Life Office during evenings and weekends. It is the responsibility of the Missouri Academy student community to maintain a clean and orderly laundry facility.

## Maintenance and Repair Requests

Maintenance requests or other room concerns should be reported in a timely manner to the RC on duty in the Residential Life Office. For emergency repairs, students should contact the RC on duty or their own RC if the Residential Life Office is closed. If regular repairs are not completed within two weeks, or if emergency repairs are not completed within two days, students should notify the RC on duty in the Residential Life Office or the Director of Student Development. Students should report maintenance problems early and with as much detail as possible.

## Missouri Academy Wellness

Students will learn about and actively engage in specific and various forms of wellness education and behavior. Wellness includes but is not limited to critical thinking in the areas of clarifying values; taking responsibility for personal health and wellness; psychological wellness; stress management; fitness; nutrition; drug, alcohol, and tobacco use; sexuality; and safety. Wellness is promoted in the following ways:

- **Programs and Activities:** The staff of the Missouri Academy adheres to a programming model which includes passive and active education in the topics of culture, wellness, intellect, and citizenship.
- **Seminar:** All first-year Missouri Academy students are required to enroll and participate in Seminar during the fall and spring trimesters. During Seminar, students will discuss topics including those that pertain to personal and community wellness.

The foundation of Seminar is to provide information and influence practices to lead to success at the Missouri Academy and later in life. All of the subject matter could easily be categorized as wellness. The following list includes portions of the syllabus that immediately pertains to wellness:

- Homesickness and culture shock
- Roommate relations
- Interpersonal relationships, typically with opposite sex
- Procrastination
- Stress management
- Decision-making and critical thinking
- Values exploration and identification
- Taking responsibility of personal destiny
- Self-awareness
- Alcohol and drug awareness
- Healthy relationships
- **Nutrition:** Missouri Academy students utilize the contracted food service provided by the University. ARAMARK, the University's food-service provider, is not required to meet any legislative standards, including the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966.

ARAMARK openly provides nutrition information on all of their foods. Such information can be attained at any campus dining establishment. Students will have the opportunity to actively engage in proactive decision-making regarding their diet and nutrition.

## Privilege System

Missouri Academy students have the opportunity to earn two types of privileges:

- **Senior Privileges of Merit:** Second-year students with a cumulative GPA of 2.75 or higher, in good standing with Student Development, and with parental or guardian permission may have the following privileges:
  - Exemption from 4:00–6:00 p.m. check-in
  - Have a television in their room
  - Sign-out to leave campus during daylight hours within assigned guidelines by themselves
  - Extended Friday and Saturday in-hall curfew to 11:30 p.m.
  - Extended on-floor curfew Sunday through Thursday to 11:30 p.m. and Friday and Saturday on-floor curfew to 12:00 a.m.
  - Attend staff-sponsored nighttime activities such as basketball, food runs, movies, and concerts

Second-year students must have the Senior Privileges of Merit permission form signed by their parent or guardian, RC, the Director of Student Development, and the Director of Academic Affairs.

If students are denied Senior Privileges of Merit, they may petition at the end of the trimester based on final grades.

If parents or guardians request that the privilege be terminated, the privilege causes friction between roommates that cannot be resolved, or the Director of Student Development determines that the privilege is not in the student's best interest, the privilege may be revoked. A decline in students' academic or residential life record or a request by their parent or guardian could result in the reduction or loss of privileges.

- **Study Privileges:** Students earning a GPA of 3.0 or greater are eligible to petition for the following privileges:
  - Release from required study and use of Northwest facilities up to five evenings a week, Sunday through Thursday
  - Release from required 4:00–6:00 p.m. check-in

For Study Privileges to be earned and kept, students must

- Petition for Study Privileges. First-year students may be eligible after their first trimester final grade report. Second-year students may petition at any time during the academic year.
- Petitioning students' parent or guardian, RC, the Director of Academic Affairs, and the Director of Student Development will check their academic, residential, and disciplinary records and, in conversation with students, discuss whether or not their combined record shows that they are mature and self-disciplined enough to earn Study Privileges and, if so, how many days.
- Students must have signatures from their parent or guardian, RC, the Director of Academic Affairs, and the Director of Student Development attesting that they have earned the right to Study Privileges and to what degree the privileges will be granted. If students are denied Study Privileges, they may petition at the end of the trimester based on final grades.
- A decline in students' academic or residential life records while on privileges could result in reduction or loss of privileges. Lost privileges may only be reinstated after they meet all necessary conditions after the conclusion of a University-recognized academic term.

## Quiet Hours

Quiet hours have been established to provide an atmosphere that is conducive to study and to protect the rights and needs of all students. It is expected that students will respect the rights of other Missouri Academy students to sleep or study. It is also expected that students will manage their time to ensure a healthy amount of sleep for themselves. The following quiet hours are required by all Missouri Academy students:

- Sunday—Thursday: 8:00 p.m.–8:30 a.m.
- Friday—Saturday: 12:00 a.m.–10:00 a.m.
- During Finals: 23-hour quiet hours beginning with quiet hours on Saturday at 12:00 a.m.
- During Final Exams week, the relief hour is 9:00–10:00 p.m. Though it is a relief hour, courtesy hours are always in effect.



At all times, noise should be within reasonable levels to support an atmosphere conducive to study. Musical instruments should not be played in student rooms unless it can be done without being heard outside of the room at any time. Compliance to any reasonable request to lower the noise level by a staff member or another student is expected. Stereos are not to be played loudly enough to be heard outside the student's room. Repeated offenses may result in the loss of stereo privileges.

### **Recycling**

Northwest is committed to recycling. All University housing, offices, and public areas are expected to participate. The University community has worked together to promote environmental awareness, and there are opportunities for students who share this commitment to serve in leadership positions within the community that assist others in learning and complying with the program. Receptacles are provided in the main lobbies and near the dumpsters. More information can be found at <http://www.nwmissouri.edu/services/sustainability/index.htm>.

### **Required Study Hours**

Courses at the Missouri Academy are demanding. To help students manage their time and reach their full academic potential, study time is required. It is a breach of policy to talk on the phone or play games, including computer games, during required study hours.

At the end of the first trimester, first-year students may petition to be released from one or more nights of required study, and second-year students may petition at any time during the trimester.

Required study hours are Sunday through Thursday from 8:00.–10:00 pm. Study hours will be adjusted for May Session.

During required study hours, students may study in the following areas only:

- Missouri Academy student rooms
- Missouri Academy study rooms
- University library
- Students who have study sessions or required lab hours need to speak with the RC on duty

The following areas and buildings are not designated study areas. Students may not study in these areas and buildings during required study hours:

- Missouri Academy kitchen
- Missouri Academy laundry room
- Missouri Academy main lounge
- Student Union and other buildings on campus

### **Shuttle Service**

The Missouri Academy schedules a fee-for-use shuttle service designed to assist families in transporting their students home for academic breaks and approximately once per month. The Missouri Academy vans and University buses make scheduled stops to drop off students on the first day of each scheduled shuttle service. On the final day of the shuttle service, the shuttles pick up students at the designated stops and transports them back to the Missouri Academy. Areas served by the shuttles include

- Kansas City International Airport
- Harrisonville
- Concordia/Columbia/Kingdom City

Seating is limited and is on a first-come, first-served basis. Students are frequently able to sign-up for the shuttle they prefer. Cost for the shuttle is \$60.00 for all students, regardless of which shuttle they ride or if they ride one-way or both ways. Students' accounts will be billed.

Shuttles will run as scheduled on shuttle weekends and University breaks. See the *Missouri Academy Master Calendar* for academic breaks and shuttle service dates. Shuttle services may be cancelled due to inclement weather.

Space on the shuttles is limited. Students are encouraged to limit their baggage on the shuttles. The Missouri Academy and Northwest will not be liable for damages to luggage or personal belongings.

### **Telephones/Cell Phones**

Students who own cell phones must be courteous with its usage. Parents may request that their students turn in their cell phones to their RC at approximately 10:30 p.m., Sunday through Thursday. Students should either turn their ringers to silent or turn cell phones off when an RC picks them up.

Students may work with their parents to contract with Embarq for traditional land-line phone service. Contracts will be available on campus only. Services should not be contracted through Embarq directly.

### **Transportation**

Transportation that the Missouri Academy can provide is limited. Students may be expected to walk to many in-town destinations. Regularly scheduled trips to Walmart are provided. To ensure a seat on the van, students will need to sign-up in advance. An RC may schedule excursions into Maryville and surrounding areas. To ensure van accessibility, these programs will also be planned in advance and students will sign-up if they wish to participate. Taxi services are available in Maryville. Students should abide by all sign-out/sign-in rules and regulations.

The Missouri Academy has two vans that seat eleven passengers. Only Northwest faculty and staff who have successfully completed the maxi-van training are allowed to drive University maxi-vans. All passengers must buckle seat belts when traveling in Missouri Academy or University vehicles.

Students needing transportation to destinations outside of Maryville will be charged a fee. Trips to KCI will typically cost \$60.00 and will increase with the University's vehicle rental-rate schedule.

Missouri Academy staff and Northwest faculty will transport students in personal vehicles when situations warrant. Special transportation needs must be communicated to a Missouri Academy office staff member or an RC a minimum of one calendar week in advance. Students may contact staff directly or utilize their myNorthwest account to request a ride.

Students will be transported by ambulance or other appropriate vehicles in emergencies.

### **Vending Areas**

Snack and beverage machines are located in North Complex. Bearcat Cards may be used in the machines. Please report machine malfunctions to the Missouri Academy main office or the Residential Life Office. Refunds may be requested at the ID Office in the Student Union.

### **Weekends, Breaks, and Holidays**

Breaks and holidays, as determined by the Northwest Missouri State University calendar, are observed at the Missouri Academy. The hall will close during breaks and students will not be allowed to stay on campus. To allow for home visits between traditional breaks, the Missouri Academy has other times during the school year when students may go home.

- **Academic Breaks:** designates those dates when students are not allowed to remain in North Complex

- **Shuttle Weekends:** designates those dates when students are not required to leave the Missouri Academy, but shuttle services are provided for those individuals who do wish to go home for the weekend

Students and their parent or guardian will be notified in advance of special weekend activities that would require students to stay on-campus.

## **Residence Hall Rooms**

### **Air Conditioners**

Each student room is provided with a portable air conditioner. Students are responsible for properly disposing of condensation in the sink, toilet, or shower. At no point may condensation from an air conditioner be thrown out a window. For additional comfort, students may bring fans. Under no circumstance may students provide their own air conditioner.

### **Appliances**

Refrigerators less than five cubic feet are allowed in student rooms. Electrical equipment is allowed in residence hall rooms. Because of limited space, it is advised that students wait and consult with their roommates to avoid unnecessary duplications. All electrical items should carry the approved “UL” label. Only multiple outlet strips with built-in circuit breakers are allowed.

Microwaves are allowed in student rooms. There may be only one in each room. Microwaves are to be compact and 700 watts or less. All microwaves must be plugged into a power strip extension cord that has a built-in circuit breaker. Microwave ovens are available to students in the student kitchen and in some floor lounges.

Appliances that are considered fire hazards and therefore are not allowed in student rooms include but are not limited to torch-style halogen lamps, hot plates, and toaster ovens. The Residential Life staff will confiscate non-approved items. Parents or guardians may retrieve items from the Missouri Academy office at the first available opportunity.

### **Audio Systems**

Students should not play audio systems loudly enough to be heard outside their room. Repeated offenses may result in the loss of audio system privileges. Headphones are a small investment that can alleviate potential problems regarding noise levels and music tastes.

### **Damage**

Residents are responsible for the condition of their room. Damages, malicious or not, incurred during the school year will be charged to the responsible students. Malicious damage will have disciplinary sanctions. If individual responsibility cannot be established, both roommates jointly share the financial and disciplinary responsibility of any room damage. Students should take the time to carefully note the condition of their room and furnishings on the Room Condition Report (RCR) at move-in. The RCR is also used at the end of the year to establish damage charges.

The following are measures students can take to properly maintain their room and therefore avoid the most common charges:

- Use a waterproof mattress pad
- Immediately put cold water on carpet spills and then extract the stain from the carpet with paper towels or another absorbent material
- Be careful with walls
- Do not use ceramic magnets that may leave residue

- Do not use nails
- Clean rooms on a weekly basis for inspections

### **Housing Pre-Payment**

A housing pre-payment of \$150 is due at the time students turn in their first housing and food service agreement.

### **Lofts**

All student rooms have lofted beds provided. With parental permission, students can construct lofts in their rooms. All lofts must meet the following guidelines:

- All lofts must be free-standing. The loft cannot be fastened to any part of the floor, walls, or ceiling of the room for structural support.
- Personally-owned lofts must be completely removed from the room prior to move-out following the May Session. A removal fee will be charged to residents who abandon lofts in the room or hallway.
- Any damages resulting from the construction, existence, or removal of the loft will be billed to students.
- Due to variations in room size and other restrictions, students are encouraged to construct their lofts only after arrival on campus. It is also suggested that they discuss building a loft with their roommate.
- Lofts are not to be placed in front of windows, exits, heating units, smoke detectors, telephone or computer receptacles, or other items needing periodic maintenance.
- A loft must be able to support the student's weight.
- In the construction of lofts, green lumber should not be used. Posts or lumber designed for outdoor use are not permitted. The loft must not include any materials of a particularly hazardous or flammable nature.
- Painting or staining of lumber must be done outside of the residence hall prior to assembly of the loft in the room.
- There must be at least two feet from the top of the mattress to the ceiling to help prevent head injuries and to minimize danger in case of a fire.
- University- or Missouri Academy-owned furniture or equipment may not be removed from the room.
- Northwest and the Missouri Academy are not responsible for any injury resulting from the construction or use of lofts or other student construction.
- When the structure is completed, students should contact their RC to arrange for inspection. If the structure is not approved, it must be corrected or removed within 48 hours.

### **Reassignment and Consolidation**

The Director of Student Development reserves the right to assign a second student to a room in which only one student is living. The right is also reserved to assign or reassign rooms in any way that will best utilize the facilities available. For this purpose, or for other reasonable causes, the Director of Student Development may change room assignments at any time during the year.

If students are in a room by themselves and no roommate is available, they may pay an additional fee or accept a roommate should the need arise. Single rooms are not encouraged, and students are not guaranteed that the room will remain a single for the entire year.

### **Room Condition**

Students are expected to keep their room in a clean and orderly state. RCs will conduct weekly room inspections to affirm that basic cleanliness and safety standards are met.

Before leaving for a closed weekend or break, students are expected to have their room clean and ready for inspection. A standard form will be used for these inspections. RCs will be in and out of student rooms on a regular basis to check on their continued well-being. If at any time their rooms are not clean, their RC will

explain what needs to be done and give them an adequate amount of time in which to clean it. Any breach of Missouri Academy policy noted during inspections or routine visits to rooms will be addressed through disciplinary procedures. Failure to maintain rooms in a clean, healthy, and orderly fashion may result in disciplinary consequences.

### **Room Decorations**

Students are not allowed to decorate their rooms in a manner that will damage or deface Missouri Academy or Northwest property or will be in breach of fire code.

Residents are not permitted to paint their rooms. University-coordinated painters using only University-approved materials paint rooms as needed.

The Residential Life staff has the right to determine the appropriate decoration of rooms, doors, and hallways. No poster, picture, or text can be displayed in rooms, on room doors, or on windows that entice or promote the use of tobacco, alcohol, illegal or inappropriate drugs, sexual activity, suicide, or violence. All people in posters or pictures must have on non-transparent clothing. The use of vulgarity, obscenity, and profanity in any form is not acceptable at the Missouri Academy. The final decision to determine what may be publicly displayed lies with the Director of Student Development.

All Missouri Academy furniture must remain in the room, and lounge furnishings may not be moved from the lounge areas. RCs will answer any questions regarding these parameters.

For fire, safety, and maintenance reasons, furnishings must be positioned in such a way that

- They do not block the heating unit
- The door can open completely and without interference
- A direct path is clear from the doorway to the window
- Clear visibility of the entire room is accomplished when standing at the door

These guidelines are not intended to limit the personalization of student rooms but are necessary to ensure the safety of occupants and emergency personnel and to maintain Missouri Academy property.

If students decorate their rooms or floors for holidays, these guidelines must be followed:

- All materials used must be flame-resistant.
- Trees and other greenery must be artificial.
- Lights must be UL-approved and of low wattage.
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, and exit signs must not be covered and exits must not be blocked.
- All decorations must be removed within one week following the holiday or prior to the last day of the trimester, whichever occurs first.
- No candles or open flames may be used in any floor or room decoration.

### **Roommate Selection and Choice**

New students are assigned rooms during the summer based on information provided on the roommate preference forms. Race, color, national origin, religion, creed, age, or handicap is not criteria used for room assignments nor will they be considered a basis for a room change. Roommates are matched according to similar interests, lifestyles, and personal requests.

Returning students make their requests during the previous spring term. Only mutual roommate requests are matched. Returning students not having mutual requests are matched in much the same manner as incoming students.

An important part of the Missouri Academy experience is learning how to live with a roommate. This involves patience, compromise, mutual respect, and common courtesy. Room changes will only be approved when all other avenues have been exhausted. In the unlikely event that a solution cannot be reached and agreed upon by

all involved parties (students and RCs), the Director of Student Development or designee will set forth the most amicable compromise available. There will be a period of acclimation at the beginning of the school year during which room changes will be strongly discouraged. Students experiencing roommate conflicts should, after attempting resolution, contact their RC.

### **Storage**

Storage is not available. All furniture should remain in the room. Summer storage is not available. All items, including personal lofts, must be removed prior to end-of-year check-out. Missouri Academy and Northwest Missouri State University staff members are not responsible for transporting student items.

## **Student Life**

### **Community Service**

Throughout the school year there will be opportunities for students to participate in voluntary service projects for the Missouri Academy, Northwest, and the Maryville community. All students are encouraged to participate in community service activities throughout the year.

At the Missouri Academy, the notion of community service is central to Student Development and student engagement because it prepares students to contribute to society in ethical and meaningful ways. Community service is an outreach activity—a learning experience that is potentially transforming for the students.

A definition of community service, taken from the *Higher Education Act of 1965*, as amended by the *Higher Education Amendments of 1992* and the *Higher Education Technical Amendments of 1993*, is rather persuasive and reads as follows:

“... services which are identified by an institution of higher education, through formal or informal consultation with local nonprofit, governmental, and community-based organizations, as designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs, including:

- such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement;
- work in service opportunities or youth corps as defined in the National and Community Service Act of 1990;
- support services to students with disabilities; and
- activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities; and counseling, including career counseling.”

Any activity designed to help the Missouri Academy community is called Academy Service and includes washing food chairs, cleaning Missouri Academy vans, cleaning common areas, and helping custodial staff.

### **Equipment Checkout**

Equipment available at the Residential Life Office includes study guides for physics and calculus, cooking utensils, games, table tennis, pool table equipment, brooms and dust pans, and vacuum cleaners. Telephone directories are available for reference only. Parents and guardians, students, and guests use Missouri Academy equipment at their own risk. The Missouri Academy and Northwest will not be liable for any damages or injuries resulting from the use of Missouri Academy equipment.

To check-out equipment, students must leave their Bearcat Card at the Residential Life Office. Failure to return items in a timely manner may result in loss of equipment privileges. Students will be required to replace items they return either partially or fully damaged at full cost.

### **Intramurals and Wellness Activities**

Intramural and wellness activities are offered as part of University and Missouri Academy programming and may include activities such as basketball, billiards, chess, card and other table games, golf, soccer, table tennis, volleyball, tennis, a 5K run, and Frisbee. Other events may be added as student interest indicates. The Student Recreation Center is available for all students to utilize during open hours. Some activities available are basketball, volleyball, walleyball, racquetball, and walking or jogging on a suspended track. The University Fitness Center is available to students who choose to purchase a student membership.

### **Organizations and Clubs**

Students will be permitted to form and join groups of common purposes that are consistent with the philosophy, rules, and regulations of the Missouri Academy and that are open to all members of the Missouri Academy student body. Students have a responsibility to conduct the activities of the organization in a manner that reflects compatibility with the curriculum of the Missouri Academy. All clubs and organizations are expected to follow the regulations listed below:

- Each club and organization must register with the Student Government Association (SGA) to be approved by the Director of Student Development.
- Each club must have a faculty or staff sponsor.
- Each organization must have a faculty or staff advisor.
- Each organization must have a constitution on file with SGA; this is optional for clubs.
- Clubs may raise funds for philanthropic causes with approval from the Director of Student Development. Cash may not be collected or managed by students at any time.

Students will also have access to membership in many Northwest campus organizations. A Student Development staff member must approve membership in a Northwest organization. Missouri Academy staff may limit involvement in clubs and organizations if students are not in good academic or Student Development standing.

Missouri Academy students cannot join fraternities or sororities nor attend their functions. The National Collegiate Athletic Association (NCAA) regulations negate Missouri Academy students from joining Northwest athletic teams. In addition, the Missouri State High School Activities Association (MSHSAA) does not permit Missouri Academy students to participate in state-sanctioned high school athletics.

### **Student Activities**

In addition to those planned by the University, the RCs and other members of the Student Development team will provide activities to enhance the Missouri Academy experience. These programs will include small and large group activities addressing social, recreational, physical, cultural, and service needs.

### **Student Government Association**

All Missouri Academy students are members of the Missouri Academy Student Government Association (SGA). Council members, selected by the student body, provide student leadership for a positive, successful student experience for all Missouri Academy students. The SGA council works directly with the Director of Student Development, who also serves as SGA advisor. Several standing committees chaired by SGA officers contribute in very meaningful ways to the Missouri Academy Community:

- **The Student Activities Committee** works directly with an assigned RC to provide student input in planning and implementing Missouri Academy programs.
- **The Residential Life Committee** works with an assigned RC regarding matters related to Student Development and residential life.
- **Community Leaders (CLs)** are selected through an application and interview process and work closely with the RC and Director of Student Development during the Bridge Program, plan wing activities, and

help students on their wings throughout the school year. CLs also work with the Director of Enrollment during Preview Days and other special events throughout the school year.

## Student Safety

### Guests

Missouri Academy students of the same gender may visit each other's rooms. **Students of the opposite gender may visit only in designated co-ed common areas.** All non-Missouri Academy guests must be listed on the student's Parent Permission form, signed in, and accompanied by their student host at all times.

Guests are not permitted in residence hall rooms without the students. Parents or guardians may add and remove names on the permission form by written addendum that should be mailed, faxed, or e-mailed to the Director of Student Development's office.

All Missouri Academy guests are expected to adhere to the following guidelines:

- Visitors must sign-in through the Student Development Secretary (8:00–4:00 p.m., Monday through Friday) or the RC in the Residential Life Office.
- Guests with a vehicle must surrender their keys upon arrival to the Missouri Academy. Keys will be returned to guests when they leave.
- Visitors of the opposite gender are not allowed in students' rooms, floors, or wings.
- The University insurance policy does not allow guests to ride in a Missouri Academy or University vehicle. Special arrangements should be made with RCs regarding transportation options for guests.
- Students serving as hosts are responsible for the actions of their guests.
- The number of visitors may be limited based on weekend staffing or scheduled activities.
- Missouri Academy staff reserves the right to deny any visitor access to North Complex.

Parents or guardians of students are welcome to visit. An opposite gender parent or guardian may visit in students' rooms, but the RC on duty must be notified at their sign-in and students must accompany and announce them on the floor. Siblings, extended family members, and friends may only visit during non-academic hours.

If the student's roommate agrees, permission for an overnight visit (weekends only) may be granted for a friend or sibling over the age of 12, under the age of 21, and of the same gender as the student. Permission from a roommate's parent or guardian and the student's parent or guardian must be given. All rules that apply to Missouri Academy students apply to their guests. Each student may host only one guest at a time. The Missouri Academy staff reserves the right to restrict the number of guests in Missouri Academy facilities or deny guest access to any visitors.

The Missouri Academy is not able to accommodate overnight stays in student rooms by parents or guardians. Wings or floors may choose to have a mother/daughter or father/son sleep-over for an activity. The Director of Student Development will make the final decision on all guest requests.

### Identification Card

Northwest Missouri State University will issue each student a photo identification card, called a Bearcat Card, that must be carried at all times and presented to Missouri Academy or University officials upon request. Students are not allowed to loan their Bearcat Card or borrow another person's Bearcat Card.

Bearcat Cards can be used for buying food at the Student Union and for ordering pizza from Pizza Hut and Domino's with student meal plans.

If students have a US Bank account, their Bearcat Card can also be an ATM card and a debit card with a PIN to use at local businesses. Additionally, the cards may be used to transfer money from their US Bank account to



their Bearcat Card and may be used for vending on campus. Students should visit the Northwest Missouri State University ID office in the Student Union or US Bank for more details.

Lost Bearcat Cards must be replaced for a fee through the ID Office located in the Student Affairs Complex in the Student Union. Contact the ID Office for specific fees and policies.

### **Keys and Fobs**

A fob, room key, and mail box key is issued to students upon arrival. If any of these items are lost, students will be charged a fee for replacement. Missing keys should be reported to an RC or the Residential Life Office immediately. Students failing to return their keys at the time of check-out will also be charged a replacement fee.

Students are cautioned to lock their room door every time it is not occupied and to keep their keys and fob with them at all times. For the safety of all students, when any key or fob is lost, students should immediately inform their RC or the staff member on duty in the Residential Life Office. Should students fail to notify a Missouri Academy official that they have lost any of their keys or their fob within 24 hours, they may be subjected to disciplinary action. Students are responsible for paying for the replacement of the fob or keys or for a lock change.

There are two types of lock-outs. Students may check-out a room key for 24 hours if they locked themselves out of their room or if they are certain they lost their keys in their room. Students may check-out a room key and fob for 5 days if they left their keys at home. Lost keys on campus will result in a lock change that is billed to the student.

### **Lost and Found**

The Missouri Academy strives to be a clean and orderly community. In doing so, public areas—any space that is not a residence hall room—should be freed of personal items nightly. Any personal items left behind will be stored for a short period of time. Items found in or around the Missouri Academy should be turned in to the Residential Life Office. Lost or stolen items should be reported to RCs and the University Police. Items not claimed will be taken to the Materials Distribution Center or other appropriate locations approximately twice per month.

### **Operation I.D.**

The Missouri Academy recommends that recorded serial numbers or full names be engraved on personal items. University Police will numerically mark property for students free of charge. It is recommended that all bicycles be marked in this manner. Bicycles should be registered with University Police.

### **Parental/Guardian Permission**

At the beginning of the school year parents, are asked to fill out the *Transportation and Visitor Permission Form* for their Missouri Academy student. Parents or guardians should list those who may transport their student, visit their student, and stay overnight with their student.

Parents or guardians may make additions and subtractions to the permission list by contacting a Missouri Academy staff member. Changes need to be made in writing by letter, fax, or e-mail. The Missouri Academy will send the permission list to parents or guardians periodically throughout the year to verify.

The Missouri Academy is a reasonably secure environment. However, the staff cannot guarantee the whereabouts or destination of students after they sign-out on their Blue Card with someone on their permission list.

### **Personal Property and Insurance**

Neither the Missouri Academy nor Northwest insures the personal property of students, faculty, or staff against theft, loss, or damage of any kind, either on- or off-campus. Therefore, all property brought on-campus is at

students' own risk. It is strongly recommended that parents or guardians make certain that all valuables are adequately insured through their homeowner's policy.

### **Privacy, Searches, and Inspection**

Privacy is respected at the Missouri Academy. However, the right to privacy is twofold. While the right of privacy of individuals is always respected, the Missouri Academy has a responsibility to maintain standards that are reflected in its regulations, policies, and local, state, and federal statutes. Therefore, in certain circumstances, representatives of the Missouri Academy or the University may conduct inspections or searches of students or their property without their permission. In cases involving allegations of criminal activity, the rules and procedures relating to authorization for searches will be followed. Apart from the criminal context, however, representatives of the Missouri Academy and the University may also conduct inspections for purposes of maintaining the health, safety, and general welfare of students and their property and Missouri Academy or University personnel and property. The following guidelines are intended to protect the rights of students in these circumstances:

- **Residence Hall Room Entry and Search or Inspection:** In cases involving a search or authorized inspection of students' residences, at least two adults shall be present and students shall be present if possible. Those conducting the search or inspection will first knock on the door of the room in question and then identify themselves. If they are not immediately admitted, a passkey may be used to gain entry. When the room is occupied, the staff members entering the room announce the purpose of the visit and indicate that proper authorization to conduct a room search or inspection has been obtained. Staff will use reasonable measures to locate students whose rooms are being searched or inspected.
- **Confiscated Items:** When any contraband or suspected contraband is found, it is confiscated. A report listing all confiscated items is filed with the appropriate University official within 24 hours.
- **Personal Search:** An adult witness shall be present when a personal search is conducted. A university official of the same gender shall do a pat down of the student's person.
- **Law Enforcement Officials:** Students are advised that law enforcement agencies may be notified of student criminal misconduct. For certain violations, including drug and weapons, it is a legal requirement that the Missouri Academy notify law enforcement agencies of the student's misconduct.

The Director of Student Development should be contacted upon law enforcement arrival. Law enforcement officials wishing to contact students at the Missouri Academy for any reason should be directed to the Director of Student Development during the school week and to the University Police officer on duty during weekends. When law enforcement officers present duly authorized warrants which justify a search, they will be allowed to search a student's room. A Missouri Academy staff member should accompany the officers.

## **University Services**

### **Dining on Campus**

Missouri Academy students are required to purchase a meal plan. Meal plans offer the freedom to eat at any campus dining location. Food services are provided in the Student Union. Students can visit The Station or have food delivered from the local Domino's or Pizza Hut locations. The Bearcat Card functions as a meal card and must be presented at each meal. With all these choices, campus dining offers something to suit everyone's taste. Students should budget their Bearcat Card money as they would a checking account. Once the purchased meal plan money is gone each trimester, students and their parents or guardians are responsible for food costs.

Here are some helpful hints:

- Students should always carry their Bearcat Card.
- Students must wear shirts and shoes in all eating areas.
- Students should bus their own dirty dishes.
- No shouting, yelling, or foul language will be tolerated.

- If students lose their Bearcat Card, they should call the ID office at 660.562.1430.
- Students should be courteous to those standing in line.

Students have the option of getting the Aladine Light, Aladine, or Super Aladine meal plan. Students wishing to change their meal plan must go to the ID office in the Student Union and complete the proper paperwork. Students may view their dining account by logging on to <http://www.campusdish.com/en-US/CSMW/NorthwestMissouri>.

A registered dietician is available on campus for dietary information and counseling. Students requiring special diets should contact the dietician at 660.562.1252 to make arrangements. For additional information, see the *Northwest Student Handbook*.

## **Library**

The B.D. Owens Library provides a variety of materials to support the academic curriculum, foster learning, and encourage personal enrichment. Collections total over one million items. Supplementing these holdings is the Interlibrary Loan Service that obtains books and journal articles held by other libraries. For additional information, please refer to the *Northwest Student Handbook*.

## **Mail Service**

Mail and packages sent through the US Postal Service are delivered to each residence hall, Monday through Friday. There is no mail delivery during weekends and breaks. When checking out of the residence hall, students should leave a forwarding address on the Room Condition Report. Postage stamps are available for purchase at the Mail and Copy Center.

Address packages as follows:

<Student name>

Missouri Academy

Northwest Missouri State University

800 University Drive

Maryville, MO 64468

## **Money and Banking**

It is not advisable for students to carry large sums of cash with them or in their rooms. Bearcat Cards should be protected as cash. Personal checks with a maximum of \$100.00 may be cashed at the Student Services Center. ATMs that accept most ATM cards are available in the Student Union and in The Station. There are also several banks within walking distance of campus that will allow students to open checking accounts and utilize ATMs.

The Missouri Academy does not assume responsibility for monitoring students' financial practices and is not responsible for theft. All students are urged to lock their room when it is not occupied.

## **Photocopies and Fax Machines**

Individuals and organizations can request large quantities of copies for a fee at the Mail and Copy Center but are encouraged to make single copies at the library.

Missouri Academy copiers and fax machines are available for general student use on a fee-for-use basis. Students may also go to the Student Services desk in the Administration Building to send or receive faxes. Student accounts will be charged for fax services.

## **Restricted Activities**

### **Attire**

Students represent the Missouri Academy both on- and off-campus. As students represent not only themselves but also the Missouri Academy and Northwest, appropriate clothing must be worn and appropriate behavior is expected at all times. For example, students must wear appropriate shoes, sandals, or similar attire whenever they leave their wing or floor, including all common areas of the Missouri Academy, Missouri Academy offices, and Northwest facilities. If staff members believe students are dressed inappropriately, they need to change their clothes upon request. If there is disagreement regarding the request, the Director of Student Development will make the final decision. If the Director of Student Development is not available, students need to change clothes as requested and, if still concerned, talk to the Director of Student Development at the next available opportunity.

### **Fundraising**

Fundraising projects may be conducted for philanthropic purposes only. Missouri Academy organizations must submit a project plan, and it must be approved by the Director of Student Development. Handling of cash for any purpose must be done by staff only and must also be included in the proposal along with full justification.

### **Indoor Recreational Activities**

Activities and games designed for indoor play are welcome in North Complex unless the activity or game is a modified version of an outdoor game. For safety reasons, games or activities traditionally played outdoors or in gymnasiums are not to be played in the hall. Examples of prohibited activities and games include but are not limited to running in the hallway, roller-blading, skateboarding, having water fights, throwing water balloons or snow balls, wrestling, and playing football, basketball, Frisbee, or hacky sack. Free weights cannot be left unattended in any public space in the hall.

### **Movies and Video Games**

The Missouri Academy staff strives to create a positive atmosphere free of profanity and negative images. A positive environment is consistent with the principles of Integrity and Quality and is also conducive to learning. The use of movies and video games inconsistent with these general values is undesirable and discouraged.

Students bringing personal or rented videos into the residence hall must get staff approval before showing any material in the main lounge or floor lounges. Restrictions include the following:

- R-rated movies may not be shown in the main lounge, floor lounges, or public areas.
- Students 17 and older may have R-rated movies in their rooms unless restricted by their parent or guardian.
- NC17 and X-rated movies are not allowed in the Missouri Academy.

Missouri Academy staff and Northwest staff or faculty may show R-rated movies in the context of an educational experience. Students bringing personal or rented video games into the residence hall must get staff approval before playing video games in the Missouri Academy main or floor lounges.

### **Musical Instruments**

Students playing instruments that can be heard outside of their room must comply with courtesy and quiet hour policies. Practice rooms are available in the Fine Arts Building.

## **Personal Computers**

The University offers one notebook computer to each Missouri Academy student. Students are allowed to bring their own personal computer to campus. Recreational use of personal computers should not take precedence over or interfere with academics. If non-academic use of computers is deemed to be interfering, students could be restricted from their use. **Networking capabilities, including Internet access through Northwest, will be curtailed at 12:00 a.m. and resume at 6:00 a.m., Sunday through Thursday. Networking will remain on Friday and Saturday nights.**

Students, faculty, and staff members at Northwest are responsible for their personal, non-University owned computers and computing equipment utilizing the Northwest network including but not limited to maintenance, security enforcement, and anti-virus software. Anti-virus software and definitions must be kept current and up-to-date. Personal computers that have access to the Northwest network and Internet must be kept secure. Use of a personal computer to create or launch a virus or negatively interfere with normal network operations is subject to disciplinary or criminal action. Furthermore, the port in question will be turned off or the machine unplugged until the problem is solved.

The Computing Services department reserves the right to discontinue or deny service without notice to students it determines are abusing the computing system. Abuse includes but is not limited to physically damaging equipment, harassing other users, wasting computing resources, using unauthorized user names or passwords, bypassing accounting mechanisms, intentionally disrupting the computer system by the launching of computer viruses, copying or duplicating software without authorization from the copyright holder, duplicating system data files or programs equivalent to the system services, or participating in chain letter distribution. Upon discontinuance of service, the incident will be documented and forwarded to the Director of Student Development for appropriate disciplinary action.

Software support may result in formatting of the hard disk, reloading of the standard software configuration, or exchanging one notebook computer for another. Personal files and programs stored on the hard disk are not secure. Backup copies of all personal files and programs should be kept.

Northwest has licensed all the software installed on its computers. It is illegal to duplicate or copy the software. Do not load any software without owning the license. Do not load any other operating system on the computer.

Enabling the share option on hard disk files will permit anyone connected to the Internet to read and possibly modify the computer's data. Any e-mail downloaded to or files stored on the hard disk cannot be kept private.

Residence hall networks are designed to support multiple client applications. The use of residence hall network ports for server applications such as web servers, chat servers, or networked games that impact the operation or performance of the network will result in the disabling of the network port. The use of static IP addresses in the residence halls is considered abuse. Running servers of any type is prohibited in residence hall rooms. Using "sniffer" software is also considered network abuse. Any network abuse will result in disabling of the network port and could result in disciplinary or legal action.

Computer repairs may result in service charges. Abuse of the network, the removal of a hard disk, or the opening of the computer case or wall jack will be subject to disciplinary action and possibly fines.

Refer to Northwest Missouri State University's *Electronic Campus Users Guide* for complete policies and guidelines.

## **Pets**

The only pets students are allowed to have in North Complex are fish. There are no exceptions.

## **Televisions**

Students have access to televisions in their floor lounges or the first floor common area. The students and RCs on each floor must establish guidelines for lounge use. Parameters for floor guidelines must include the need for the environment to be conducive to study, comply with Missouri Academy established study and quiet hours, and be mutually agreed upon by the students and RCs. Televisions should not be used during study hours.

Televisions are not allowed in first-year students' rooms. With permission from both roommates' parents or guardians, second-year students with Senior Privileges of Merit may have a television in their residence hall room.

## **Prohibited Activities**

### **Alcohol, Drugs, and Drug Paraphernalia**

The Missouri Academy is a drug-free environment. Students cannot possess, use, or be under the influence of intoxicating substances such as alcohol, drugs, prescription drugs, over-the-counter medications, or other substances which when introduced into a body cause a disturbance of mental or physical capacities. Possession of drug paraphernalia or empty alcoholic beverage cans or bottles is expressly prohibited.

### **Automobiles and Other Motorized Vehicles**

For reasons of safety and liability, students are not allowed to have possession of or access to automobiles and other motorized vehicles while under the jurisdiction of the Missouri Academy. This includes the storage of vehicles in the Maryville area. Exceptions to this regulation are very rare, require proper paperwork and parental signatures, and need authorization from the Director of Student Development. Exceptions will not be made to make traveling home more convenient.

### **Disruptive and Threatening Behavior**

Disruptive or threatening behavior is that which puts at risk the safety or health of one or more people, including the individual engaged in such behavior. This behavior includes but is not limited to unruly conduct, menacing gestures, suicidal ideation, loss of emotional control, emotional trauma, physical threats, eating disorders, untreated physical conditions such as injuries, illnesses or pregnancy, or some other physical anomaly. In those situations where disruptive behavior is exhibited by individual students or a group of students, the Director of Student Development will take immediate action to determine if they may remain on campus and, if so, under what conditions. All incidents of disruptive behavior should be reported to an RC, University Police, or the Director of Student Development. In determining the outcome of these situations, the Director of Student Development may require students to undergo a wellness assessment by a licensed mental or physical health professional. The assessment will be performed utilizing consent given by the parent or guardian on the *Permission to Treat* form.

Individuals experiencing any threats to personal safety or disruptive behavior are expected to inform any of the aforementioned Missouri Academy or Northwest personnel. Failure to disclose information about these or any similar events or circumstances may result in disciplinary action.

### **Employment**

Students may not work on-campus or be employed while under the jurisdiction of the Missouri Academy. The academic program is rigorous and should be the first priority and primary focus of all Missouri Academy students.

### **Fire Hazards**

For health and safety reasons, students may not have open flames, halogen or other lamps shown to be fire hazards, pets (except fish), archery, darts, martial arts equipment, or weapons in resident rooms or common areas. All students must be aware of the impact of their behavior on the safety of all students and staff.

It is imperative that the elevator, fire, safety, or security equipment is never modified or made dysfunctional. Tampering with fire equipment or setting off a false alarm is a misdemeanor under state law. Fire equipment includes but is not limited to in-room smoke detectors, fire extinguishers, annunciator panels, and alert system

equipment. Disciplinary action will be taken against students found tampering with fire protection equipment or setting off the fire alarm under false pretense.

Flammable liquids, commercial-use toxic materials, and explosives (fireworks) are not permitted in the residence hall at any time.

### **Inappropriate Behavior**

Students who are taking classes, doing research, or working at Northwest or any partner campus during the summer months need to be aware of the special conditions that pertain. Although the Missouri Academy residential program does not operate in the same capacity during the summer months as it does in the academic year, students are still part of the Missouri Academy and their behavior needs to be consistent with the principles of Integrity and Quality. Disciplinary action will be taken for any serious policy violations. Summer policy violations of any kind may affect students' Missouri Academy standing for the fall semester.

In addition to policy expectations while classes are in session, violations of any University or Missouri Academy regulations or any local, state, or federal law during weekends away, holidays, school breaks, and the summer when students may not be attending school functions will be grounds for disciplinary action including but not limited to dismissal. Discipline is administered according to the discipline system described in this handbook.

### **Inappropriate Display of Affection**

Missouri Academy students are expected to conduct themselves in a manner that a reasonable adult would find inoffensive. Handholding, a brief kiss, or a friendly hug is acceptable. Students are expected to be respectful of others and to comply promptly and politely with any request that they cease an Inappropriate Display of Affection (IDA). Not being in a dating relationship or being of the same gender does not alter IDA restrictions. Students will be subject to a disciplinary response if they and another person are observed in behaviors including but not limited to the following:

- Lying next to one another and touching in any way
- Sitting or lying on top of one another
- Sitting on or laying one's head in the lap of another
- Interacting in a way that a staff member determines to be inappropriate

Missouri Academy students may not engage in IDA while on campus or under the jurisdiction of the Missouri Academy. All Missouri Academy staff have the responsibility to use their judgment in asking students to cease any behavior they determine to be IDA. Failure to respond to such a request will immediately escalate the situation to a more serious disciplinary matter. The disciplinary procedure will correspond to the gravity of the IDA situation and current disciplinary record.

### **Restricted Areas**

Missouri Academy students are not permitted to enter any other residence hall on campus. At no time shall a Missouri Academy student visit a Northwest student's room, off-campus apartment or house, or Greek letter house. Students may enter other residences when accompanied by a Missouri Academy staff member or University employee who has appropriate permission or with specific parental permission.

### **Sexual Assault**

Sexual assault, sexual abuse, and rape will not be tolerated at Northwest. The University is in compliance with the Higher Education Amendments of 1998. For additional information, please refer to the *Northwest Student Handbook*.

## **Sexual Harassment**

Sexual harassment and sexual intimidation have absolutely no place in an academic environment, will not be tolerated, and are expressly prohibited. It shall be a violation of this policy for anyone in the Missouri Academy community to harass or intimidate another person through conduct or communication of a sexual nature. See the *Northwest Student Handbook* for further information. Students who feel aggrieved because of sexual harassment or sexual intimidation should report their complaints promptly to a faculty member, RC, or any administrator. The person receiving the complaint shall immediately inform the Director of Student Development, who shall take appropriate action as necessary.

## **Tobacco Use/Smoking**

The Missouri Academy is a smoke-free and tobacco-free environment. Possession of tobacco products by Missouri Academy students under the jurisdiction of the Missouri Academy is prohibited. Missouri Academy staff members are prohibited from the use of tobacco products when in a supervisory role and when transporting students. The use of tobacco products in Missouri Academy vehicles is prohibited at all times.

# **Student Grievance Procedure**

This procedure is designed to help solve issues that individuals cannot mutually resolve. Individuals will occasionally disagree about decisions made by Missouri Academy staff members. A mature and professional method of conflict resolution must exist.

If a conflict arises with students, parents, or guardians regarding a decision or policy made by a staff member, it is expected that they make every effort to resolve the conflict through direct verbal and written communication with the staff member. If students are uncomfortable with confronting the staff member, they should contact another Missouri Academy staff member to act as intermediary. If students, parents, or guardians feel that their concerns are not being addressed adequately or professionally, they may further their resolution process by contacting the Director of Student Development.

The Director of Student Development acts as facilitator and mediator in conflict resolutions. It is important to remember that some issues may not be resolved with complete agreement by all parties involved. It is hoped that both parties will be open to suggestions that will help to replace the conflict with an amicable solution. Missouri Academy staff believes that to reach this point, parents, guardians, students, teachers, staff, and the administration must be willing to enter into positive dialogue.

# **Missouri Academy Disciplinary Code**

## **Philosophy**

All students selected for the Missouri Academy are expected to practice self-discipline and accept shared responsibility for the promotion and development of a living and learning community. The disciplinary code is designed to help ensure the health, safety, and well-being of each member of the Missouri Academy community. Responsibility to maintain a safe and orderly community supersedes an individual's desires to behave outside the boundaries of acceptable behavior. This disciplinary code is written to articulate clear boundaries for student behavior, identify examples of behaviors for which disciplinary action is possible, and set forth the disciplinary process.

Enrolling in the Missouri Academy is a privilege, not a right. All students are expected to contribute to the well-being of the community and to accept personal responsibility for their own actions. Expectations for ethical behavior parallel those for high academic achievement. Ultimately, the Missouri Academy expects high levels of Integrity and Quality from all members of the community.

When implementing the Disciplinary Code, the Missouri Academy will attempt to do the following:



- Set high standards for student behavior
- Help students learn and grow
- Balance individual and community rights
- Operate within due process
- Apply policy and procedures fairly and equitably

The Missouri Academy recognizes that there may be occasions when some students will act irresponsibly and immaturely, will violate the standards of acceptable behavior, will breach policies and expectations, and will make poor decisions. When students display irresponsible behavior, they will be subject to disciplinary action. Depending upon the degree of irresponsibility and the number of incidents in which they have been involved, students may receive penalties ranging from the limitation of social privileges to dismissal from the Missouri Academy. Students who engage in gross misconduct, multiple violations in one incident, or a pattern of violations will likely be dismissed from the Missouri Academy. In the event that students are allowed to remain a member of the community, they should expect to serve the Missouri Academy and meet the highest expectations for behavior.

The parameters of this handbook do not exclude or limit the administration's ability to make rules for the governing of the operations of the Missouri Academy or to usurp the authority of other staff members to make such rules as are necessary for their respective areas of responsibility. School officials will determine what constitutes a violation of school policy as outlined by this handbook.

## Discipline versus Punishment

Discipline is a means of fostering the growth of students toward responsibility to themselves and the community. The primary objective of the Missouri Academy's disciplinary code is to maintain a responsible and orderly environment in which student success can be maximized. Disciplinary action taken by the Missouri Academy has both correction and consequences of behavior as its goals.

Discipline results in making students responsible for their own behavior. It is a process in which the inappropriate behavior is identified and acceptable standards of behavior are determined. In discipline, it is important to strive to change the behavior, not personal characteristics.

Punishment is often the most direct response to inappropriate behavior, but it is rarely the most effective. Punishment concentrates on negative consequences of inappropriate behavior rather than explaining how the behavior affects the entire wing, floor, or hall community. The pain of punishment often results in individuals feeling that their self-worth has been attacked. This in turn leads to resentment and the desire to avoid getting caught. Many times a contest of wills develops between students and staff members. Additional negative responses appear that are a defiant escalation of the original undesirable behavior.

The differences between discipline and punishment are outlined in the table below:

<b>Discipline</b>	<b>vs.</b>	<b>Punishment</b>
Agreement that the problem exists		Denial of the problem
Responsibility for behavior lies with individual		Responsibility lies with staff
Adult-to-adult interactions		Adult-to-child interactions
Strive to change inappropriate behavior		Punitive action taken for inappropriate behavior
Calm		Emotional
Collaborative		Authoritative
Dignity left intact		Humiliating
Conveys to students how their actions affect the community		Concentrates on the negative action

Our goal is to help students realize their responsibility for their own actions and how their actions may affect others. We are then trying to teach students what is appropriate and inappropriate behavior. Our goal is not to punish a student for a minor rule violation, though punitive sanctions may be an element of the overall sanction.

## General Student Responsibilities

The Missouri Academy expects students to conduct themselves responsibly and maturely, to respect the rights and property of others, and to fully participate in the unique experiences that the Missouri Academy offers. Students are required to meet the following expectations:

- To respect the rights of students, staff members, and visitors to the Missouri Academy
- To not say or write any defamatory or obscene remarks or make statements damaging or harassing others
- To behave in ways that do not interfere with the education of others and that do not interfere with the educational process of the Missouri Academy
- To know and follow the applicable policies and expectations of the Missouri Academy as set forth in this handbook and by Missouri Academy staff
- To know and follow the applicable policies and expectations of Northwest Missouri State University
- To abide by all federal, state, and local laws or ordinances
- To respect themselves and others and to behave in a manner that acknowledges the privilege of attending the Missouri Academy
- To maintain the highest level of success in all aspects of Missouri Academy life
- To uphold all tenets of Integrity and Quality

## Violations

Specific examples of inappropriate behavior and misconduct for which students may be disciplined include participating in, encouraging others to participate in, or aiding and abetting any of the following:

- Behavior that threatens or compromises the health, safety, and well-being of themselves
  - Violation of the Chemical Possession and Use Policy
  - Breach of visitation regulations
  - Breach of curfew
  - Breach of check-out/check-in expectations
  - Breach of sign-out/sign-in expectations
  - Inability to adjust to the demands of the Missouri Academy as evidenced by a continuing pattern of misconduct and breach of Missouri Academy regulations
  - Breach of continued enrollment contract or probationary conditions
  - Inappropriate Displays of Affection
- Behavior that threatens or compromises the health, safety, and well-being of others
  - Coercive behavior
  - Unauthorized possession or use of Missouri Academy keys or fobs or keys or fobs that resemble Missouri Academy or Northwest keys or fobs; attempted break-in, actual break-in, or unauthorized entry into Missouri Academy offices or other off-limit areas
  - Sale, possession, creation, or use of weapons including but not limited to firearms, ammunition, knives, blackjacks, chains, chemicals, chemical sprays, explosives (including fireworks), other objects used as weapons, or “look alike” weapons
  - Speech or action clearly inciting to immediate physical violence; rude and disrespectful behavior toward any student, faculty member, or staff member; and the use of vulgar or obscene language, either oral or written, including but not limited to demeaning or harassing statements related to race, gender, sexual orientation, ethnic origin, religion, or disability
  - Sexual intimacy with another person while under the jurisdiction of the Missouri Academy
  - Physical altercation or threat of harm to another person
  - Participating in or encouraging hazing on- or off-campus

- Tampering with fire, safety, and security alarms or equipment; loitering in stairwells; and blocking emergency routes or exits
- Participation in any unauthorized club or gang activity including but not limited to the display or possession of gang symbols; soliciting others for membership; requesting the payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; or inciting others to participate in any form of physical violence involving persons or property
- Behavior that obstructs, disrupts, or interferes with the rights, responsibilities, or obligations of others
  - Theft of or damage to property owned by the Missouri Academy or any member of the Missouri Academy community including unauthorized moving of Missouri Academy property from one location to another
  - Malicious or harmful pranks to persons or actions that misuse, abuse, or vandalize individual or Missouri Academy property
- Behavior that obstructs or disrupts the orderly educational or administrative operation of the Missouri Academy
  - Disorderly, obscene, violent, or excessively noisy behavior
  - Refusal or failure to comply with the reasonable instructions or directives of any Missouri Academy or Northwest personnel in the performance of their duties including but not limited to attending individual or group meetings as requested by Missouri Academy staff or other Northwest employees
  - Knowingly furnishing false verbal, written, or electronic information to a Missouri Academy or University faculty or staff member
  - Forgery or alteration as well as the use, receipt, or possession of Missouri Academy or University documents without proper authority
  - Engagement in academic dishonesty including but not limited to plagiarism, giving or receiving help during an examination, or obtaining copies of tests or scoring devices prior to an examination
  - Knowingly making a false fire alarm or any other false and disruptive rumor or report
  - Intentional misuse of Missouri Academy equipment including telephones, cable television systems, or computers
  - Unauthorized possession or use of automobiles while under the jurisdiction of the Missouri Academy
  - Violation of rules for the use of the library, computer labs, or network
  - Disruptive use of cell phones or the possession of a pager
- Violation of any local, state, or federal law
- Violation of any expectation, rule, or regulation that may be established by Student Development staff, faculty, administration, or other supervisory personnel

Students breaching any of the violations noted above will be subject to disciplinary action up to and including restitution, disciplinary warning, disciplinary probation, or dismissal from the Missouri Academy. Students and their parents or guardians are advised that law enforcement agencies may be notified of students' misconduct. For certain violations, including drug and weapons violations, it is a legal requirement that the Missouri Academy notify law enforcement agencies.

## **Chemical Possession and Use**

The following consequences regarding chemical possession and use by Missouri Academy students will be imposed with the sole intent of providing a healthier, safer environment for students:

- Wearing of clothing or displaying materials such as posters that promote or advertise tobacco, alcohol, or other illegal or inappropriate chemical substances will result in students being asked to change or remove the inappropriate item. Failure to cooperate will result in additional disciplinary action.

- The purchase, possession, use, sale, or distribution of tobacco products or smoking materials on University property or when under the jurisdiction of the Missouri Academy may result in a disciplinary warning, disciplinary probation, or academic dismissal.
  - “Possession” includes the use of the student’s person, clothing, and supplies as well as Missouri Academy property including the student’s room for the storage of smoking materials.
  - “Smoking materials” include cigarettes, cigars, chewing or dipping tobacco, pipes, and filters.
- The possession, use, distribution, sale, or intent to distribute or sell alcohol or other illegal or inappropriate chemical substances or paraphernalia for drug use will result in dismissal from the Missouri Academy.
  - “Use” means consumption of or being under the influence of alcohol or other illegal or inappropriate chemical substances while under the jurisdiction of the Missouri Academy.
  - “Alcohol or other illegal, inappropriate chemical substances” are defined to include all alcoholic liquor; all controlled substances under the Controlled Substance Act (except when prescribed for the student by a licensed physician, registered with and administered by health care professionals on campus); all cannabis under the Cannabis Control Act; any “look-alike” substance; inhalants; mood-altering chemicals; or over-the-counter medications taken in dosages beyond the recommended amount or in combination with other medications.
  - “Possession” includes the use of the student’s person, clothing, and supplies as well as Missouri Academy property including the student’s room for the storage of alcohol or other illegal or inappropriate chemical substances. The production of or attempted production of alcohol or illegal or inappropriate chemical substances is also considered possession.
  - “Paraphernalia” includes empty alcohol bottles or cans and drug articles including pipes, papers, or other materials for drug use, storage, or disguise.

## **Disciplinary Action**

Disciplinary action is used to help bring positive changes in behavior, to help teach responsibility and accountability, to promote respect for the rights of others, and to protect students or other members of the Missouri Academy community. In taking disciplinary action, staff members shall exercise their best professional judgment and shall be fair and non-discriminatory. Missouri Academy personnel will determine appropriate discipline that may include actions ranging from warnings, conferences, telephone calls home, loss of privileges, referral, community service, probation, dismissal, or any combination thereof. Multiple offenses occurring in a single incident will be viewed more seriously. Dismissal from the Missouri Academy is possible for first offenses, even for students with good prior records. Parents or guardians of students who have repeated violations may consider returning students to their home school before a recommendation for dismissal becomes necessary.

When students’ presence on campus proposes a danger to themselves, others, or to property or poses an ongoing threat or disruption to the educational process, they may be suspended until such time as the investigation is conducted or a hearing is held and a decision is finalized. The decision to suspend students will be made by the Director of Student Development or designee.

On occasion, Missouri Academy students engage in behavior that is outside of the agreed parameters of Integrity and Quality. In some instances, these behaviors are illegal or against University policy. In these instances, University Police may be involved. University Police may interview under-age students if they are thought to be a witness to a policy violation or crime. If at any point students are believed to have been active participants, the interview must be terminated.

Law enforcement officials on the campus and in the Maryville community may not question a person younger than 17 years of age without the involvement of the Juvenile Officer. In most cases, it is a matter of procedure versus prosecution. However, should Missouri Academy students engage in significant illegal activity that ultimately involves the Juvenile Officer, legal adjudication may be enacted.

## **Classes of Policy Violations**

- Class One: Maintaining a Positive Living and Learning Community

- In the course of successfully fulfilling their responsibilities, RCs and other Missouri Academy staff may need to correct behavior that is contrary to community standards. Assuring the immediate community needs have been met, staff will have a conversation with the students involved and will ensure their discontinuance of the behavior. By fulfilling their duties as a hearing officer as designated by the Director of Student Development, staff members have the option of assigning Class One sanctions.
- Class Two: Informal Discipline
  - When staff members address behavior and determine that disciplinary action less than probation is appropriate, informal disciplinary procedures will be followed. Staff members will assign sanctions to students as part of a counseling session. The goal of the conversation and sanction is to correct and modify unacceptable behavior and to help students accept accountability for their actions.
  - Class Two violations may also include repeated Class One violations or multiple Class One violations.
  - By fulfilling their duties as a hearing officer as designated by the Director of Student Development, staff members have the option of assigning Class Two sanctions.
- Class Three: Formal Discipline
  - When more serious infractions occur and it is determined that probation or dismissal may be the appropriate action for the incident in question, the Missouri Academy shall follow formal disciplinary procedures.
  - Class Three violations may also include repeated Class Two violations or multiple Class Two violations.
  - Sanctions for formal discipline are included in Class Three. Parents or guardians will be informed of all formal disciplinary incidents prior to the hearing and due process will be followed.

## Sanctions

Class Three sanctions include but are not limited to

- Verbal warning and conversation
- Written warning
- Limitation or loss of privileges
- In-room suspension
- Restriction of visitors
- Assigned service

Class Two sanctions include all sanctions in Class One and include but are not limited to

- Writing and reflection assignments
- Restitution
- Program presentation or bulletin board

Class Three sanctions include all sanctions in Class Two and include but are not limited to

- Disciplinary Warning
- Disciplinary Probation
- Dismissal from the Missouri Academy
  - When a student's presence on campus proposes a danger to self, others, or to property or proposes an ongoing threat or disruption to the educational process, the student may be suspended until such time as the investigation or hearing is held and a decision is finalized.
    - The decision to suspend a student will be made by the Director of Student Development or designee and a hearing will follow as soon as possible.
    - A parent or guardian is required to attend the dismissal hearing.

- If the sanction of the hearing is dismissal and the condition above does not apply, the student may be allowed to remain enrolled in classes and live in North Complex until the appeal hearing, if an appeal is requested and granted.
- Students may, with or without support of their parent or guardian, at any time during the investigation up to the time at which the dismissal letter is mailed, request permission to officially withdraw from the Missouri Academy. Request for withdrawal does not guarantee withdrawal status.

## Hearing Procedures

In all disciplinary settings, due process will be followed. In each circumstance, students will

- Have an opportunity to hear the charges
- Choose to have a hearing or have the case adjudicated administratively
- Have an opportunity to be informed of the disciplinary sanctions
- Have an opportunity to appeal disciplinary sanctions

During the response to any circumstance, students will abide by the principles of Integrity and Quality. If students choose a hearing, they will continue to abide by principles of Integrity and Quality until such time as the hearing takes place.

## Formal Disciplinary Hearing

The Missouri Academy will afford students the following rights and due process regarding conduct probationary status:

- The Director of Academic Affairs, Director of Student Development, or designee shall advise the students in question of the particular misconduct of which they are accused as well as the basis for the accusation. A parent or guardian is encouraged to attend the hearing either in person or via telephone.
- Students shall be given an opportunity at that time to explain their version of the facts to the hearing officer and to bring forward any evidence or witnesses.
- The hearing officer may invite any staff member deemed appropriate for the hearing, may have legal counsel, and may call witnesses. Students shall be given an explanation of the evidence against them, an opportunity to present their version of the incident, and
  - Have the right to legal counsel at their own expense; however, as a discipline hearing is not a court of law, legal counsel does not have the right to cross-examine witnesses, introduce evidence, or make opening or closing statements
  - Have the right to make a statement or present witnesses on their behalf
  - Have the right to review the documents being used as part of the decision for dismissal

As soon as possible following the decision, the parent or guardian will be telephoned with the results of the hearing. Written notice of the disciplinary sanctions and conditions and notice of the right to appeal shall be given to students and mailed to their parent or guardian within three business days following completion of the investigation and hearing. The parent or guardian shall have the right to appeal the sanction to the hearing officer's immediate supervisor, the Dean of the Missouri Academy.

## General Appeals Procedures

If students, with or without the assistance of their parent or guardian, wish to appeal a decision, intent to appeal must be given to the Dean of the Missouri Academy within 24 hours following written notification of the sanction. The appeal process will begin only upon the written notification of the intent to appeal which must be presented to the Dean no more than 72 hours following written notification of the sanction.

An appeal hearing is not a rehearing of the entire case. The letter of appeal written by students must state a detailed account of basis for appeal. An appeal hearing is held for only the following reasons:

- To determine whether the investigation verified the violation
- To determine whether the consequences are appropriate for the violation, including a consideration of precedent
- To verify that the decision was consistent with the weight of the evidence
- To verify that due process was upheld during the investigation and subsequent hearing
- To consider new information that has surfaced that could have direct bearing on the case

Appeal decisions are final.

### **Dismissal Appeals Procedures**

All appeal procedures for General Appeals apply with the following exceptions:

- Upon receipt of the appeal, the Dean shall appoint an appeals committee comprised of a minimum of three Northwest faculty or staff members who are not involved in the disciplinary situation at hand. A Missouri Academy staff member will contact the students and their parent or guardian regarding the date, time, and location of the appeal hearing.
- At the appeals hearing, the Director of Student Development, Director of Academic Affairs, or designee will present the reason for the dismissal decision to the appeals committee. Students will have an opportunity to make a statement regarding their appeal. The appeals committee may seek additional input in their deliberations from Missouri Academy staff or students.

The decision of the committee is final.

In the event that the dismissal and preceding suspension are reversed entirely, the Missouri Academy will

- Support students' reasonable requests to faculty to make up academic work
- Provide students with reasonable accommodations to make-up missed work
- Provide services to students consistent with services provided to other students

Requirements of students' behavior may include but are not limited to

- Mandatory tutoring
- Removal or restriction of privileges
- Required assigned service

## **Wellness and Counseling**

### **Overview**

There may be times when social or emotional issues interfere with the adjustment to the Missouri Academy's academic or residential program. These issues may include homesickness, anxiety, depression, the inability to concentrate, family crises, stress, relationship difficulties, low self-esteem, and possibly self-destructive behaviors such as drug and alcohol use, purging, bingeing, self-starvation, self-mutilation, or eating disorders.

The Missouri Academy counselor is available to provide personal assistance to students and consultation to parents and staff. Students may refer themselves to the Missouri Academy counselor simply by walking into the counseling office or signing-up for an appointment. At other times, a concerned RC, staff member, or parent may refer a student. Referrals to professionals outside the Missouri Academy may be made in consultation with students and their parent or guardian when deemed appropriate.

All communication between students and the Missouri Academy counselor are confidential. No disclosure of information shared by students will be made without their consent. This may include conversations about alcohol or drug abuse, sexual activity, and outside doctor recommendations. The only exception to confidentiality is when the counselor believes that there is clear and imminent danger to the student or others and must act to protect the safety of the student or another person by taking reasonable action or by informing the appropriate authorities. At times, the Missouri Academy counselor may talk with students' RCs, parents, or

teachers. If parental contact is to be made, the counselor will, if possible, inform students prior to making contact. In some circumstances, it may be preferable for parent conferences to occur with students present.

The Missouri Academy counselor will discuss students' progress in general terms when the request is made by parents or staff members but will not disclose any specific information shared by students in confidence without their permission or knowledge.

## Statement of Confidentiality

The following statement is given to students upon entering counseling:

*I am happy to work with you as a counselor while you are attending the Missouri Academy, but before we begin, there are some things you should know about confidentiality. Like most agreements, there are some limits. I agree to keep our conversations confidential unless one of the following problems arises.*

*You tell me you have been physically or sexually abused.*

*You tell me that your parents have left you alone without adult supervision for long periods of time and continue to do so.*

*You tell me that you have an eating disorder.*

*You express thoughts about hurting yourself or someone else, or you have made an attempt to hurt yourself or someone else.*

*You tell me you have an alcohol or drug problem.*

*You have broken the law.*

*You tell me you are pregnant.*

*In each of these cases, I will contact your parents and other appropriate authorities. At age 18, by law, you are considered responsible for the choices you make and I am not required to contact your parents regarding these counseling-related issues. However, when your welfare is at risk, in most instances the Missouri Academy mental health counselor will contact and inform your parents. I realize the limits of confidentiality may dampen your interest and willingness to participate in counseling. However, life is sometimes difficult and until you confront the issues before you, you are likely to continue to suffer from the same problems throughout your life. Therefore, I encourage you to discuss your problems and concerns openly, so that you can deal with them and find solutions to them now and have a future of more freedom and less stress.*

## Data Collection

To remain on the cutting edge of continuous quality improvement in education, the Missouri Academy is implementing a long-term study to provide Missouri Academy students, parents, and faculty; Northwest; and Missouri Academy administrators with information on students' academic performance and campus experience.

The study will be beneficial to the Missouri Academy by providing data that answers questions pertaining to student satisfaction with academic experience, meeting student needs via programs and co-curricular education, academic performance of students at the Missouri Academy and cohort schools, and non-academic engagement of Missouri Academy students compared with similar cohorts. The data collected from the study will also provide a means of accountability for the Missouri Academy, justify the continued existence of Missouri Academy, and support the underlying philosophy for serving the needs of high performing students.

Signing this handbook serves as permission to the Missouri Academy to allow students to participate in these studies. All collected data will be strictly confidential. Information that would be beneficial to students, such as career or student development profiles, will be reviewed with individuals. Data from the research will be published in professional journals and shared with national science, mathematics, and technology consortium schools. All non-academic measures are voluntary and students can choose not to participate. Instruments used for research may include the following:

- The Student Developmental Task and Lifestyle Assessment (SDTLA) is given to first-year students (pre-test) in August and to second-year students (post-test) in May



- The College Adjustment Scale is given to all newly-enrolling students in August during the Bridge Program
- The High School Survey of Student Engagement (HSSSE) is given to all first-year students in August and second-year students in September
- Student development and satisfaction surveys

## **Health Services**

### **Health Services at the Wellness Center**

The University Wellness Center is located on the west side of campus. The staff is committed to quality outpatient care. They focus on wellness not only as a prevention of disease but also as a philosophy of life. This philosophy emphasizes self-responsibility and taking an active role in maintaining personal health. Presentations on a variety of health topics are offered to students.

The Wellness Center staff provides health care in a clinic setting to all students. Nurses, a woman's health nurse practitioner, and a medical doctor staff the clinic. The Wellness Center hours are 8:00 a.m.–5:00 p.m., Monday through Friday, and, except for emergencies, patients are seen by appointment only. Contact 660.562.1348 with any questions or concerns.

Students are required to complete the *Health History* form and comply with all required vaccinations prior to moving-in to North Complex or earlier as communicated.

St. Francis Hospital provides 24-hour emergency service, x-ray and specialty clinics.

### **Health Insurance**

It is beneficial for all students to have health coverage. Students not covered by their parent's policy may wish to subscribe to a student insurance policy. Applications and claim forms can be obtained from the University Wellness Center or at Northwest Cashiering. The premium is minimal for adequate coverage for full-time students.

### **Self-Administration of Medications Policy**

Prescribed medications may be managed and self-administered by students with the signed consent of their parent or guardian. This is more specifically defined in Option 1 of the Self-Administration of Medication Policy.

A parent or guardian may indicate their preference to have the University Wellness Center staff administer their student's medication. This is more specifically defined in Option 2 of the Self-Administration of Medication Policy.

Parents, guardians, or students who choose to have medications dispensed by the University Wellness Center must register the prescription medications at the University Wellness Center and none may be self-administered without the appropriate permission form on file. Medications must be in the original, appropriately-labeled container and a physician's order must accompany each prescription. Students in violation of this policy are also in violation of the Chemical Possession and Use Policy and will be subject to disciplinary action.

Medications that require medical supervision will be distributed at the University Health Center. Weekly dosages will be given to students on Mondays. If, in the opinion of the University physician, dispensing weekly doses to students creates a risk to the student or other students, special arrangements will be made. University Health Services does not observe therapy. The Missouri Academy expects that students will adhere to doctor's orders and take medications regularly.

# University Police

## Overview

The University Police staff provides 24-hour campus security coverage and offers comprehensive safety programs designed to promote a safe environment. University Police will take whatever steps reasonable to ensure the safety and well-being of the Missouri Academy and University community. They will also develop and maintain programs and lines of communication with the community to ensure individual protection as well as that of Missouri Academy and Northwest property and assets. The department enforces federal, state, and local laws and Missouri Academy and University regulations.

Located in the Support Services Building on the east side of campus, the University Police Department is staffed with state-certified, trained, and commissioned University Police officers with the same authority to maintain order, preserve peace, investigate crimes, and make arrests as held by other state-certified peace officers.

**Unauthorized visitors and unsafe or suspicious conditions should be reported immediately to RCs or University Police at 660.562.1254. Emergency calls from the residence hall for fire, police, or ambulance assistance should be directed, if time permits, through the Residence Hall Staff on duty. For extreme emergencies, call 911.**

The following are some safety precautions students should keep in mind:

- Keep room doors locked at all times
- Never leave keys or fobs unattended
- Never leave large sums of money in residence hall rooms
- Permanently label all personal belongings
- Do not lend room keys or fobs to anyone
- Do not leave purses, bags, or backpacks unattended
- Do not walk alone at night or off campus
- At night, travel in groups of at least four when off-campus, two when on-campus
- Walk on public walkways that are well-lit
- Be aware of surrounding activity when outdoors
- Report persons acting in a suspicious manner to staff
- Never prop doors open

Other information regarding University Police can be found in the *Northwest Student Handbook*.

## Earthquake Procedures

In the event of an earthquake, residents and guests are encouraged to follow these general guidelines:

- Stay indoors if already there
- Take cover under sturdy furniture and stay close to the interior of the building
- Stay away from the outside of building
- Stay as near to the center of a building as possible; an interior corner is best
- Protect head and neck
- Stay away from glass windows and exterior doors
- Do not run through shaking buildings where debris is falling
- If outside, stay in an open area away from buildings and utility wires
- Follow all directions from authorized personnel following the quake

## **Fire Procedures**

In the event of fire, fire drill, or any other emergency situation, students should immediately follow the approved evacuation routes out of the building when the alarm sounds. If a fire alarm is activated in the residence hall, the following will occur:

- Staff will evacuate students according to predetermined emergency exit routes
- Students will not be permitted to enter the building until an all-clear signal is given by University Police or relayed to Missouri Academy students by a Missouri Academy staff member

Keep the following procedures in mind in the event of a fire:

- Walk; do not run
- Be particularly careful in staircases
- Do not use elevators
- Wear shoes
- Proceed directly to the assigned place of safety
- Do not attempt to salvage personal belongings
- Close doors and windows
- Before opening a closed door, feel it; if it is hot, attempt to find another exit route
- A towel or blanket soaked in water can be helpful in combating smoke inhalation
- At all times, follow the instructions of personnel authorized to take charge at the scene of the emergency

## **Shelter in Place/Lock Down/Active Shooter**

Several recent and very tragic shootings in public spaces around the country have heightened the public's concern and awareness about what steps to take if ever confronted with a similar situation. The University Police Department of Northwest Missouri State University offers the following recommendations.

If someone has entered the area and started shooting, the following are a list of actions that are recommended:

- Exit the building immediately
- Notify others to exit the building immediately
- Notify the University Police Department at 911 or 660.562.1254
- Give the dispatcher the following information: name, personal location, number of shooters if known, specific location of the even, and the number of persons who may be involved

If exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office
- Close and lock the door
- Cover the door windows
- Keep quiet and act as if no one is in the room
- Do not answer the door
- Notify the University Police Department at 911 or 660.562.1254
- Give the dispatcher the following information: name, personal location, number of shooters if known, identification of shooter if known, and the number of persons who may be involved
- Wait for University Police officers to assist in exiting the building

If an alert sounds inside a building, the following actions are recommended:

- Go to the nearest room or office
- Close and lock the door
- Cover the door windows
- Keep quiet and act as if no one is in the room

- Notify the University Police Department at 911 or 660.562.1254
- Wait for University Police officers to discontinue the alarm and give further direction

## **Tornado and Severe Weather Procedures**

When a tornado or other severe weather is reported, residents are to follow the procedures as articulated by the Residential Life staff:

- Do not open windows
- Take a blanket or a pillow
- Close the door
- Evacuate the floor and proceed to the designated area in the hall (females in the hallway by the kitchen and males in the hallway by the laundry room)
- Sit on the floor and assume storm position if necessary: head down and tucked between knees
- Students will remain in the designated area until staff gives all-clear signal
- University Police will continue to monitor weather conditions until no longer necessary

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**Missouri Academy of Science, Mathematics, and Computing**  
**2012-2013 Student-Parent Handbook**  
**Acceptance Form**

We hereby certify that we have received a copy of the *Missouri Academy of Science, Mathematics, and Computing Student-Parent Handbook*. While there will be opportunities during summer orientation and the Missouri Academy Bridge Program to have rules and regulations articulated and clarified by Missouri Academy staff, it is our responsibility to read and seek understanding of the handbook. As members of the Missouri Academy community, we agree to abide by the policies, procedures, and codes set out by Missouri Academy and Northwest Missouri State University.

We further understand and agree that acceptance into the Missouri Academy is for a one-year academic period only. Subsequent acceptance for the second year is subject to review.

<b>Student Name (print):</b> _____	
_____ <b>Student Signature</b>	_____ <b>Date</b>
_____ <b>Parent/Guardian Signature</b>	_____ <b>Date</b>