

RULES AND POLICIES

UMKC is an energized campus full of positive experiences: the following policies are in place to help keep it that way by ensuring the safety and well-being of our students. Students should consult the UMKC General Catalog for official information about academic policies and regulations. Policies may vary according to the different schools. Be sure to consult the section specific to the school in which you are a student. All students receive one free copy of the UMKC General Catalog, available at the Welcome Center. The catalog may also be accessed through the UMKC Web site at www.umkc.edu/catalog (see also the entry under "Getting Started").

**Acceptable Use Policy
(University of Missouri)**

110.005 UM Collected Rules and Regulations

This policy applies to all users including faculty, staff, students and guest users of University of Missouri computer networks, equipment or connecting resources.

A. UNIVERSITY INSPECTION OF PERSONAL ELECTRONIC INFORMATION - Electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information is subject to examination by the University where:

1. It is necessary to maintain or improve the functioning of University computing resources
2. Where there is a suspicion of misconduct under University policies, or suspicion of violation of Federal or State laws
3. It is necessary to comply with or verify compliance with Federal or State law

B. ACCEPTABLE USE GUIDELINES

1. Responsibilities of Users of University Computer Resources:
 - a. Respect the intellectual property rights of authors, contributors and publishers in all media.
 - b. Protect user ID, password and system from unauthorized use.
 - c. Adhere to the terms of software licenses and other contracts. Persons loading software on any University computer must adhere to all licensing requirements for the software. Except where allowed by University site licenses, copying software licensed for University use for personal use is a violation of this policy.
 - d. Adhere to other University and campus policies, including the Collected Rules and Regulations of the University of Missouri, and, if applicable, the University Business Policy Manual, Human Resources Manual and policies established for a specific resource.
 - e. Adhere to data access policies of the University or those established by law.

- f. Use University computer resources in a manner that is compliant with University policies and state and federal law.
2. Prohibited Uses of University Computer Resources:
 - a. Unauthorized or excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks. (Employees additionally may be subject to discipline for unauthorized or excessive personal use of computer resources.)
 - b. Uses that interfere with the proper functioning of the University's information technology resources.
 - c. Uses that unreasonably interfere with the ability of others to make use of University computer resources.
 - d. Attempting to gain or gaining unauthorized access to the computer system or files of another.
 - e. Use of University computer resources to infringe the intellectual property rights of others.
 - f. Use of University computer resources for personal profit, except as permitted under the University's conflict of interest policy.

C. ENFORCEMENT OF ACCEPTABLE USE POLICY

Violation of the Acceptable Use Policy may result in a denial of access to University computer resources, and those disciplinary actions provided or authorized by the Collected Rules and Regulations of the University of Missouri.

Students who violate these guidelines will be subject to sanctions as outlined in section 200.010 of the Student Conduct Code. All such cases will be forwarded to the Primary Administrative Officer in the Student Life Office for appropriate action. Violations of some of the above guidelines may constitute a criminal offense. Individuals using UMKC computing resources are urged to review the University Policy Manual, Computer Crimes Bill passed by the Missouri State Legislature and the MOREnet Acceptable Use Policy, all of which are stored online for easy access at www.umkc.edu/is/cio

AIDS Policy

The following is excerpted from the University of Missouri's AIDS policy statement:

"Current knowledge indicates that college and university students or employees with AIDS, ARC or a positive HIV antibody blood test do not pose a health risk to either students or employees in a usual academic or residential setting. The policy of the University of Missouri is to permit students and employees with AIDS to continue to engage in as many of their normal pursuits as their condition allows. Students will be allowed to continue their enrollment and activities (including continued residency in student housing) as long as they continue to meet academic standards and medical evidence indicates their

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conditions are not a threat to themselves or others.” The UMKC AIDS policy document includes questions and answers regarding AIDS as well as a Kansas City resource directory. The document is available from the Office of the Vice Chancellor for Student Affairs, Room 336, Administrative Center. Students with questions about AIDS, or those with AIDS or HIV infection needing support services, can contact the University Counseling, Health and Testing Center at 816-235-1635. Inquiries will be treated in a private and confidential manner. Faculty, staff and students should be aware that discrimination on the basis of race, color, religion, national origin, ancestry, sex, sexual orientation, age, Vietnam-era veteran status and disability (to include AIDS) is prohibited by state law. All are expected to conduct their University-related activities without such discrimination. Failure to fulfill these obligations may subject faculty, staff and students to disciplinary action. Such action shall be taken in accordance with the following University of Missouri procedures: Rules of Procedure in Student Disciplinary Matters and the Dismissal for Cause Procedure. Those who feel they may have been discriminated against may use the grievance procedure for administrative, service and support Staff; discrimination grievance procedure for students; and academic grievance procedures. The above statement is based on the recommendations of the Missouri Commission on Human Rights and is in accordance with the statement of professional responsibility and codes of ethics of the American Dental Association, the National League of Nursing and the Americans with Disabilities Act.

Alcohol Policy

The use or possession of any alcoholic beverage is strictly prohibited on all University property except where appropriate University approval is given, subject to legal requirements. Guidelines for alcohol use are available at the Student Life Office, located on the ground floor of the University Center. To request the use of alcoholic beverages, individuals should inquire at the Office of Student Auxiliary Services.

Social Event Policy for Functions with Alcohol Present

Policies Derived from State Statutes

No UMKC organized student organization shall knowingly violate any of the policies listed below:

1. Persons defined as underage (under 21 years of age) by Missouri are not permitted to possess or consume alcohol within the borders of the state.
2. Official identification is required to verify that a person has attained the legal age for possessing or consuming alcohol.
3. Persons of legal drinking age may not provide alcohol to underage persons.
4. It is not permitted to serve alcohol to any person who is bordering upon intoxication or who is obviously already intoxicated.

5. Hosts of a social function involving alcoholic beverages will be held accountable for the actions of their guests.

Policies Affecting All UMKC-Recognized Student Organizations

1. On an annual basis, organizations planning to sponsor alcohol-related events must send a representative to a one-hour risk-management program sponsored by the Student Life Office and the Student Government Association (the program will be offered several times at the beginning of each semester).
2. Organizations sponsoring an off-campus event, in which alcoholic beverages may or will be present, must complete an Alcohol Social Event Registration Form and turn it into the Student Life Office at least 72 hours (3 working days) prior to the date of the event.
3. Organizations sponsoring an alcohol-related event on campus must register the function at least 2 weeks in advance. Copies of the University alcohol policy are available by contacting the University Center Reservations Office or Administrative Offices.
4. No advertising which implies or acknowledges alcohol-related events (i.e., BYOB) will be permitted on campus.
5. No UMKC student fees will be used to pay for alcoholic beverages.

All organizations knowingly violating these policies will be referred to the Student Life Office and the Student Conduct Code for appropriate disciplinary sanctions. Copies of the Student Conduct Code guidelines are available by contacting the Student Life Office, located on the ground floor of the University Center.

Assessment — Undergraduate

All undergraduates at UMKC are required to participate in assessment activities to help determine the effectiveness of University programs. All students after completing 80 credit hours are eligible to take the required Academic Profile exam and graduating seniors take the major-field exit exam in their last semester. Such testing is required by the University's governing bodies and accrediting agencies. Other components of assessment include the Written English Proficiency Test and surveys of alumni and undergraduates. This information provides a basis for reviewing and evaluating UMKC's programs and services.

Bulletin Board Policy

The Student Life Office reviews the requests of student organizations, individuals and outside agencies for posting materials on campus. Stop by the Student Life Office on the ground floor of the University Center for a complete set of regulations and a listing of bulletin boards on campus, or call 816-235-1407.

Business Interruption Policy

For the University of Missouri-Kansas City Business Interruption Policy, contact the UMKC HelpLine at 816-235-2222.

Cancellation of Classes Due to Inclement Weather

See the Business Interruption Policy above.

Conduct Standards for Students

Section 200.010 UM Collected Rules and Regulations, Office of the Vice Chancellor for Student Affairs, 816-235-1141.

Conduct for which students are subject to sanctions falls into the following categories:

1. Academic dishonesty, such as cheating, plagiarism or sabotage. The Board of Curators recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. In all cases of academic dishonesty, the instructor shall make an academic judgment about the student's grade on that work and in that course. The instructor shall report the alleged academic dishonesty to the Primary Administrative Officer.

a. The term cheating includes, but is not limited to:

(i) use of any unauthorized assistance in taking quizzes, tests or examinations;

(ii) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;

(iii) acquisition or possession without permission of tests or other academic material belonging to a member of the University faculty or staff; or

(iv) knowingly providing any unauthorized assistance to another student on quizzes, tests or examinations.

b. The term plagiarism includes, but is not limited to:

(i) use by paraphrase or direct quotation of the published or unpublished work of another person without fully and properly crediting the author with footnotes, citations or bibliographical reference;

(ii) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; or

(iii) unacknowledged use of original work/material that has been produced through collaboration with others without release in writing from collaborators.

c. The term sabotage includes, but is not limited to, the unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University community.

2. Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.

3. Obstruction or disruption of teaching, research, administration, conduct proceedings or other University

activities, including its public service functions on- or off-campus.

4. Physical abuse or other conduct which threatens or endangers the health or safety of any person.

5. Attempted or actual theft of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.

6. Unauthorized possession, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.

7. Violation of University policies, rules or regulations or of campus regulations including, but not limited to, those governing residence in University-provided housing, or the use of University facilities, or the time, place and manner of public expression.

8. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.

9. Disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression.

10. Failure to comply with directions of University officials acting in the performance of their duties.

11. The illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals.

12. Misuse in accordance with University policy of computing resources including, but not limited to:

a. Actual or attempted theft or other abuse.

b. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.

c. Unauthorized transfer of a file.

d. Unauthorized use of another individual's identification and password.

e. Use of computing facilities to interfere with the work of another student, faculty member, or University official.

f. Use of computing facilities to interfere with normal operation of the University computing system.

g. Knowingly causing a computer virus to become installed in a computer system or file.

For a complete copy of the University of Missouri "Student Conduct Code and Rules of Procedure in Student Disciplinary Matters," please see the current UMKC General Catalog, access the University Web site, or contact the Student Life Office.

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Decorations and Clean-up of University Facilities

Immediately following a campus event, all debris must be removed from buildings and grounds by the sponsoring organization. In cases where the University must provide extra cleaning, the cost of the work will be paid by the organization. Any damage to a building or loss of University-owned material or equipment resulting from the use of a building will also be charged to the responsible organization.

Distribution of Literature on Campus

Recognized student organizations may distribute literature on campus with prior authorization from the Student Life Office. Please note that it is against University policy to place literature on automobile windows parked in designated University parking areas. Visit the Student Life Office on the ground floor of the University Center for more information or call 816-235-1407.

Drug and Alcohol Prevention Program

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, the University of Missouri is required to establish a drug-and-alcohol-prevention program for its students and employees. The University of Missouri program is described below.

Standards of Conduct University of Missouri regulations prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs by University students and employees on University-owned or -controlled property and at University-sponsored or -supervised activities.

Legal Sanctions Local, state and federal laws also prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to life.

Health Risks Specific serious health risks are associated with the use of illicit drugs and alcohol. Some of the major risks are listed below:

Alcohol and other depressants (barbiturates, sedatives and tranquilizers) Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

Marijuana Addiction; panic reaction; impaired short-term memory; increased risk of lung cancer and emphysema, particularly in cigarette smokers; impairment of driving ability.

Cocaine Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed or uppers.

Hallucinogens (acid, LSD, PCP, MDMA, etc.) Unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions and coma.

Narcotics (heroin, Demerol, Morphine, Codeine, etc.) Addiction, accidental overdose, risk of hepatitis

and AIDS from contaminated needles.

Inhalants (gas, aerosols, glue, nitrites, etc.) Loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds and impaired judgment.

Resources A variety of resources exist for drug and alcohol counseling, treatment and rehabilitation programs. For detailed information concerning these resources available from the University and community agencies, students can contact the University Counseling, Health and Testing Center at 816-235-1635, and employees can contact the Department of Human Resources at 816-235-1621. Such referrals will be confidential.

University Discipline Violation of these University of Missouri regulations can result in disciplinary action up to and including expulsion for students and discharge for employees.

E-mail - Student Policy

UMKC provides e-mail for student use and encourages the appropriate use of e-mail by students to further their educational goals. As a condition of access, all use of UMKC resources must accord with all laws, University policy, University contract, and any policies specific to a resource utilized.

Each student, upon being admitted, is issued a UMKC e-mail account with an address on the umkc.edu domain. This is the account used for University business and official University communications to students via e-mail. Students are expected to regularly check their UMKC account for University communications and are responsible for communications sent to this account. Students may use their UMKC e-mail account at their discretion for personal use as long as the usage is in compliance with the University's Acceptable Use Policy.

Forwarding e-mail to a personal account is at the student's discretion. Students must keep in mind that UMKC e-mail may be more secure than another e-mail system and for security purposes, the University will only identify a student's UMKC e-mail account when communicating information to a student.

If a student withdraws completely from all coursework, their e-mail account will be disabled, providing that the student is not registered for a future term. Student e-mail accounts are routinely disabled 30 days after the last day of the term in which the student was registered if the student is not registered for the current or any future term. Prior to a student e-mail account being disabled, an e-mail will be sent to the account informing the student that the account is to be disabled. Students who desire to have their account access extended due to extenuating circumstances (study abroad, medical leave, etc.) may request an extension by replying to the e-mail. Exceptions to e-mail account discontinuation is granted on a case-by-case basis.

Facilities Use

Written permits for the temporary use of University grounds, buildings or rooms for any purpose other than regularly scheduled classroom work must be secured in advance from the vice chancellor for administrative affairs, in accordance with the rules set forth by the chancellor. For specific regulations and reservations contact the Student Life Office, 816- 235-1407, located in the University Center.

Grievances

It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability or Vietnam-era veteran status. Sexual harassment shall be considered a form of discrimination. To ensure compliance with this policy, all University of Missouri prospective or enrolled students will have available to them this student-discrimination grievance procedure for resolving complaints and/or grievances regarding alleged discrimination. This grievance procedure neither supersedes nor takes precedence over established University procedures of due process for any and all matters related to academic dishonesty, grade appeals, traffic appeals, disciplinary appeals or other specific campus procedures that are authorized by the Board of Curators and that deal with faculty and staff responsibilities. These proceedings may be terminated at any time by the mutual agreement of the parties involved. NOTE: A grievance concerning specific incidents filed under this discrimination grievance procedure will not be processed on behalf of any student who elects to use another University grievance procedure. In addition, the filing of a grievance under these procedures precludes the subsequent use of other University grievance or appeals procedures for the same incident.

Definitions of Grievances A complaint is an informal claim of discriminatory treatment. A complaint may, but need not, constitute a grievance. Complaints are processed through informal procedures. A grievance is the written allegation of discrimination that is related to:

- Recruitment and admission to UMKC
- Admission to, and treatment while enrolled in, an educational program
- Employment as a student employee on campus
- Other matters of significance relating to campus living or student life, including, but not limited to, assignment of roommates in residence halls, actions of fraternities and sororities, memberships in or admission to clubs or organizations, student health services and financial-aid awards

A student with an informal complaint will be provided a copy of the appropriate policy and procedure on student complaints and grievances, and the vice chancellor for

student affairs' designee, the director of Student Life, and the Office of Equal Opportunity/Affirmative Action will be available to help the student understand the opportunities afforded through such policies and procedures. The director of Student Life is located in room G-6 of the University Center. The Equal Opportunity/Affirmative Action office is located in room 223, on the second floor of the Administrative Center.

Hazing

Hazing is strictly prohibited in the State of Missouri and by the University. Hazing is defined as any willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization. Acts of hazing include, but are not limited to:

- Any activity that recklessly endangers the physical health or safety of the student or prospective member, including but not limited to physical brutality, whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug or other substance.
- Any activity that endangers the mental health of the student or prospective member, including but not limited to sleep deprivation, physical confinement, or other extreme stress-inducing activity.
- Any activity that requires the student or prospective member to perform a duty or task which involves a violation of the criminal laws of this state or any political subdivision in this state.

Hazing is a class C Felony.

Immunization Requirements

In order to adequately protect its students at risk for communicable diseases, the University of Missouri-Kansas City requires a variety of immunizations for students identified as high risk (i.e., residence hall students, international students and students enrolled in the schools of medicine, dentistry, pharmacy and nursing). These students will be notified by the appropriate campus office of specific immunization requirements. UMKC strongly encourages all of its students to review and update their immunization records, particularly in regard to measles and meningitis. The American College Health Association (ACHA) recommends that all college students born after 1956 should receive two doses of measles vaccine and that all residence hall students should be immunized against meningitis. A new Missouri law requires that all residence hall students receive information about the meningitis vaccine and sign a form stating the student has been informed and/or immunized against meningitis. Further information about ACHA

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recommended vaccines are available on the Student Health and Wellness Web site at www.umkc.edu/chtch/health. Most of the vaccines are available at Student Health.

All UMKC students are encouraged to file health care provider-signed documentation of immunization with the Registrar's Office. In the case of a measles outbreak, students who do not have documentation on file may be asked to leave campus.

Exemptions from immunizations are permitted for health and/or religious reasons. Students who exempt themselves from immunization for either of the above reasons must sign a University of Missouri exemption form (parents must sign for students under age 18). For medical exemptions, the exemption form must be completed by a physician. The exemption form should be presented in lieu of actual immunization records to the office making the request. These records will be kept in the appropriate office with actual immunization records. For their own protection, students who have an exemption may be required to leave campus in case of an outbreak.

For further information or questions, contact the Office of the Vice Chancellor for Student Affairs at 816-235-1141.

Open Campus Statement

The "open campus" has long been a traditional policy at UMKC. During formal sessions or in informal settings, the entire academic community, students, faculty and staff, have the right to hear and express varying viewpoints. These discussions often center on such areas as educational, research or service functions and objectives of the University. In addition, the freedom to demonstrate in an orderly fashion as a means of presenting views is recognized by the University. However, UMKC does not condone demonstrations that interfere with the freedom of decision and action of other students, or that prevent the free movement of students to or from classes, lectures, seminars or employment interviews. When such demonstrations occur, the institution and academic community must take action, even if such action protects the rights of just one student. Freedom of expression is one of the hallmarks of a democratic society. While orderly demonstrations are not to be interpreted as infractions of University rules, disorderly demonstrations that disrupt the normal life on campus are considered violations. In these cases, individuals who are responsible will be dealt with through the established disciplinary procedures and policies.

Parking

Students with motor vehicles need the minimum amount of liability insurance required by state law. There is no free parking at UMKC, day or night. Students must park and pay at the meters or purchase a parking permit. Metered areas are located throughout the campus and the current rate for metered parking is 75 cents per hour. Anytime

a vehicle is parked in a metered space the meter MUST be paid, even if a University parking permit has been purchased and is displayed on the vehicle. UMKC meter parkcards (meter debit cards) are also available. The card is \$25 for an initial \$20 worth of time. Cards may be purchased and additional time may be added to the card in the Parking Operations Office.

Day Student Permit Parking Day student permits are valid 24 hours a day in the student lots: On Volker campus, the parking structures located at 52nd & Rockhill (Area 32S) and 50th and Cherry (Area 32N) and Area 32E - first three rows closest to Troost by the Bio-Chem complex and 32W - located by the School of Education. On the Hospital Hill Campus, Areas 66, 67 and 68.

Night Student Permit Parking Faculty/staff and student permit lots will be restricted until 4:15 p.m. daily. After 4:15 p.m. most permit lots are available to students who purchase day or night student parking permits. A list of restrictions is available on the UMKC Parking Web site and in the Parking Operations Office.

Permits are available on a single semester basis, or multi-semester basis. Permits may be purchased at the Parking Operations Office or through the Parking Operations Web site www.umkc.edu/parking. Permit charges will be added to your student fees.

Individuals who require disability parking should contact the Parking Operations Office at 816-235-5256 for information. The Parking Operations Office is located in Room 221 of the Administrative Center. Office hours are 8 a.m. - 1 p.m. and 2 p.m. to 5 p.m., Monday through Friday.

Policy on Maintaining a Positive Work and Learning Environment

1. The University of Missouri is committed to providing a positive work and learning environment where all individuals are treated fairly and with respect, regardless of their status. Intimidation and harassment have no place in a university community. To honor the dignity and inherent worth of every individual -- student, employee, or applicant for employment or admission -- is a goal to which every member of the university community should aspire and to which officials of the university should direct attention and resources.

2. With respect to students, it is the university's special responsibility to provide a positive climate in which students can learn. Chancellors are expected to provide educational programs and otherwise direct resources to creative and serious measures designed to improve interpersonal relationships, to help develop healthy attitudes toward different kinds of people, and to foster a climate in which students are treated as individuals rather than as members of a particular category of people.

3. With respect to employees, the strength we have as a university is directly related to maintaining a positive work environment throughout the institution. The university should provide a positive recruiting and work environment focused on the duties and skills of the work to be performed. It is the expectation of the university that all employees and potential employees will be treated on the basis of their contribution or potential contribution without regard to personal characteristics not related to competence, demonstrated ability, performance, or the advancement of the legitimate interests of the university. The General Officers are expected to provide training programs for supervisors to assist in achieving this objective.

4. With respect to violations of the policy, faculty, staff and students may utilize their respective grievance procedures approved by the Board of Curators. The approved grievance procedures are as follows: Grievance procedure in Section 370.010 for faculty; grievance procedure in Section 380.010 for staff; and grievance procedure in Section 390.010 for students, and each such procedure shall be deemed as amended to include grievances filed under this policy. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations, or military organizations associated with the Armed Forces of the United States of America.

Relay Missouri

Individuals with speech or hearing impairments may contact the University by using Relay Missouri at 800-735-2966 (TT) or 800-735-2466 (voice).

Residential Life Policies

For a complete listing of the policies of Residential Life facilities, contact the Residence Hall office at 816-235-2801, the Twin Oaks office at 816-235-8946 or visit our Web site at www.umkc.edu/housing.

Sale Policy

The sale of anything, the soliciting of subscriptions, or the collection of dues is prohibited in University buildings and on University grounds without prior authorization from the vice chancellor for administrative affairs or the chancellor. A "Permit to Sell" form can be picked up in the Student Life Office, G6 University Center or you can visit www.umkc.edu/stulife to obtain the form online. The form must be completed along with a "Facilities Request" form at least three weeks before the event. If recognized student organizations want to hold a bake sale, all sanitation guidelines and health regulations must be followed completely.

Sexual Harassment

330.060 UM Collected Rules and Regulations
The University of Missouri uses information, education and guidance to increase awareness of the problem of sexual harassment.

1. Policy Statement - It is the policy of the University of Missouri, in accord with providing a positive, discrimination-free environment, that sexual harassment in the work place or the educational environment is unacceptable conduct. Sexual harassment is subject to discipline, up to and including separation from the institution.

2. Definition - Sexual harassment is defined for this policy as either:
- o Unwelcome sexual advances or requests for sexual activity by a University employee in a position of power or authority to a University employee or a member of the student body.
 - o Other unwelcome verbal or physical conduct of a sexual nature by a University employee or a member of the student body to a University employee or a member of the student body. This happens when: Submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions. The purpose or effect of such conduct is to interfere unreasonably with the work or academic performance of the person being harassed. The purpose or effect of such conduct to a reasonable person is to create an intimidating, hostile or offensive environment.

3. Non-retaliation - This policy also prohibits retaliation against any person who brings an accusation of discrimination or sexual harassment or who assists with the investigation or resolution of sexual harassment. Notwithstanding this provision, the University may discipline an employee or student who has been determined to have brought an accusation of sexual harassment in bad faith.

4. Redress Procedures - Members of the University community who believe they have been sexually harassed may seek redress, using the following options:

- o Pursue appropriate informal resolution procedures as defined by the individual campuses. These procedures are available from the campus equal opportunity/affirmative action officer.

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- o Initiate a complaint or grievance within the time prescribed by the applicable grievance procedure. Faculty are referred to Section 370.010, "Academic Grievance Procedures;" staff to Section 380.010, "Grievance Procedure for Administrative, Service and Support Staff;" and students to Section 390.010, "Discrimination Grievance Procedure for Students." Pursuing a complaint or informal resolution procedure does not compromise one's rights to initiate a grievance or seek redress under state or federal laws.
5. Discipline - Upon receiving an accusation of sexual harassment against a member of the faculty, staff or student body, the University will investigate, and if the accusation is substantiated, will initiate the appropriate disciplinary procedures. There is a five-year limitation period from the date of occurrence for filing a charge that may lead to discipline. An individual who makes an accusation of sexual harassment will be informed:
- o At the close of the investigation, whether or not disciplinary procedures will be initiated.
 - o And at the end of any disciplinary procedures, of the discipline imposed, if any.

UMKC Police Department Office, room 213, 4825 Troost, or via the Web site: www.umkc.edu/police.

Traffic Violations

Tickets or traffic-violation notices are issued whenever someone fails to abide by UMKC's traffic regulations. Detailed information on exact regulations is available in booklet form at the Parking Operations office. Traffic violation fees should be paid at the Cashier's Office in person or by mail within 10 days of receiving violation notification. A \$5 penalty will be assessed 10 days from notification. Records and transcripts will be encumbered until all fees are paid. To appeal a traffic violation notice, students must report to UMKC Parking Operations, Room 221 of the Administrative Center, and file a written exception to the assessment within five days of receiving the violation notice.

Statement of Human Rights

The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. The Equal Opportunity and Affirmative Action Office, 223 Administrative Center, 5115 Oak St., is responsible for all relevant programs. Call 816-235-1323 for information or go to www.umkc.edu/adminfinance/eoaa.

Student Records

(See UMKC General Catalog, Appendices, Policy on Student Records or on the Web site at <http://www.umkc.edu/catalog>.)

Students' Right-to-Know Statement

In accordance with Public Law 101-542, UMKC reports 72 percent of its first-time full-time degree-seeking freshmen return the second year. The UMKC Police Department publishes an annual campus report on personal safety and crime statistics. The report is available at the UMKC Police Department, Room 213, 4825 Troost Building or via the