

Missouri Baptist University

University Policies:

All students are responsible for the knowledge of and compliance with all university policies as stated in the university catalog, graduate bulletin, and student handbook including but not limited to grade appeal, computer use, copyright laws, and academic honesty and integrity.

Attendance: Attendance is mandatory for every exercise of a course in which a student is enrolled. For students eligible for financial assistance, documented attendance is necessary before the initial disbursement of funds to their student accounts. Documented attendance in online classes will be determined by the completion of weekly class assignments. Students failing to complete any required assignments in an online class during a given week may be counted as absent for that week. Absence from class prevents a student from receiving the full benefit of the course, and often detracts from the learning process for other students in the class. Unless an absence is unavoidable, an absence may result in lower grades due to missed examinations, assignments, exercises, and the failure to enter into the classroom learning process. Unavoidable absences that qualify as excused absences, such as debilitating illness/injury, university-sanctioned events, and personal emergencies, are defined in the university catalog.

In the case of an unavoidable (excused) absence, a student may make up missed examinations and assignments. It is the student's responsibility to make arrangements with the instructor to complete missed work in a timely fashion. Students are responsible for turning work in on time, even if the student has an excused absence. Assignments turned in after two class periods may not receive credit. In all other cases of absence, instructors are not required to allow students to make up the missed work. Instructors may establish additional guidelines for their courses as long as they are in accordance with division and official university attendance policies. After two weeks of absences, students who incur any unexcused absences may have their final grades lowered commensurately, which may include failure of the course. If students believe they have received a course grade that is not reflective of the quality of their work, or their class attendance, they should refer to the MBU Grade Appeal Policy in the MBU Undergraduate Catalog or the MBU Graduate Bulletin.

Diversity: *Missouri Baptist University is committed to maintaining a community that recognizes and values the inherent worth and dignity of every person. Missouri Baptist University affirms that an important part of the integration of faith and learning is the recognition that all people are created in the image of God and worthy of respect and dignity. We seek to ensure that all students have full access to the educational, social, and spiritual growth opportunities that the University provides to ensure that students understand and appreciate one of the University's core values which is "social change through service and leadership."*

Through its curricula and classroom experiences, the university seeks to develop and nurture diversity because it strengthens the organization, promotes creative problem solving, and enriches us all.

The goal is to present materials and activities that are respectful of diverse groups including, but not limited to, race, gender, color, national or ethnic origin, age, qualified disability, military service, learning differences, or socioeconomic status.

Disability Accommodations: Missouri Baptist University, in accordance with the Americans with Disabilities Act of 1990, will provide reasonable accommodations for eligible students with disabilities (physical disability, learning disability, psychological disability). If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please contact the Office of Disability Services at disabilityservices@mobap.edu or by calling 314.744.5312. The Office of Student Disability Services is located in Spartan Village Suite 503 in 301A. Students with a disability must register with the Office of Student Disability Services for disability verification and for determination of reasonable academic accommodations. You are responsible for initiating arrangements for accommodations for tests and other assignments in collaboration with the Office of Student Disability Services and the faculty.

Student Use of Email: In accordance with Missouri Baptist University (MBU) policy, every student is required to have and to maintain an official MBU e-mail address. Some students may elect to forward their e-mail to an address different from their official MBU email account. Any student who elects to forward MBU e-mail to a different e-mail address assumes full responsibility for reading e-mail at the forwarded location. Students are expected to check their University e-mail account, or the account to which their University e-mail is forwarded, at least twice a week. See Spartan Virtues (Student Handbook) for additional information.

Credit Hour Policy: Missouri Baptist University requires this policy to be practiced by all faculty, full-time and part-time. All definitions and standards apply equally to courses offered both on and off campus.

The federally-approved regulation for a credit hour has been defined in two ways:

§ 600.2(1): The credit hour value of a standard or more traditional course must be calculated as follows: A clock hour of instructional time is the equivalent of (a) 50 minutes of class time or (b) 60 minutes of independent-study work or some measures of clinical time; and (2) a minimum of two hours of out-of- class work is expected for every hour (50 minutes) of instructional time.

§ 600.2(2): If the credit hour value for an academic activity (including but not limited to “laboratory work, internships, practica, and studio work”) cannot be calculated using the information cited in § 600.2(1) (above), that academic activity can be found to have met the federal definition by documenting that it involves “at least an equivalent amount of work” as the criteria cited in § 600.2(1).

For example 1 credit hour equals 45 clock hours, 2 credit hours equal 90 clock hours, 3 credit hours equal 135 clock hours, 4 credit hours equals 180 clock hours.

MBU Policy Concerning Clery Act and Title IX: Missouri Baptist University (“Missouri

Baptist” or “the University”) does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, the University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual harassment as defined in Title IX regulation. The Title IX policy, procedure, and detailed information can be found at: <https://www.mobap.edu/title-ix/>

Student Success Center - Writing Lab: In the Writing Lab, we believe you are a writer, and we treat your work as meaningful scholarship. We utilize a writing-as-thinking approach and will provide you with different perspectives in supporting your writing process. The Student Success Center’s Writing Lab provides one-on-one sessions with a writing coach to have a conversation about your writing at any part of your writing process and from any discipline. This process improves the student as a scholar, learner, and writer by receiving feedback on brainstorming, organization, critical thinking, grammar and formatting choices, or anything related to your writing assignment!

How to Make a Writing Lab Appointment (Main Campus Students)

The Writing Lab now accepts walk-ins, but we encourage you to make an appointment to guarantee a time slot. Appointments can be scheduled for 30 minutes or 1 hour. Visit <http://mobap.mywconline.com/> to schedule an appointment online. You can also call 314-392-2364, e-mail writing@mobap.edu, or stop by the ASC in FLD 117/119.

MBU Online Writing Lab (Regional Learning Center and Distance Learning Students)

If you are a distance learning or extension site student, you are welcome to schedule a face-to-face appointment, but you also have the opportunity to submit your paper online to receive feedback from a writing coach.

Your essay does not have to be complete to send to the Writing Lab. We will respond to paper ideas, paragraphs, half of a draft, or a full draft.

Visit <http://www.mobap.edu/student-life/success/writing-lab/> and submit your paper by using the online submission form. Depending on your paper’s length and the availability of our writing coaches, your paper may take up to 72 hours (or 3 business days) to return to you with feedback. You will receive an email with your paper attached as a Word document. Additional questions should be directed to writing@mobap.edu or (314) 392-2364.

Additional Writing Lab services include workshops, The Portable Writing Lab in the Perk on Fridays from 1 - 3 p.m., and The Writing Space at <http://thembuwritingspace.wordpress.com/>.

Please contact the Writing Lab for additional information on our resources and hours.

Academic Honesty and Integrity: In keeping with school policy and our Christian heritage, academic honesty is strictly enforced. Unless an assignment is specifically designated as a group project, all assignments are to be the student's own work. In this course, academic dishonesty includes (but is not limited to) cheating, fabrication, plagiarism, multiple submissions, obtaining an unfair advantage, aiding and abetting, unauthorized access, sabotage, and any other form of fraud or dishonesty in coursework or co-curricular requirements for graduation. Academic dishonesty of any nature will result in disciplinary action. Additional information including definitions of the aforementioned academic dishonesty violations, adjudication procedures, and potential sanctions are available in the Spartan Virtues located at <https://www.mobap.edu/student-life/dean-of-students-office/>.

UNICHECK: Major assignments are submitted through Unicheck. By submitting your assignments, you agree to have Unicheck software check the originality and intellectual integrity of your work. You acknowledge and understand that upon submission, your paper will be added to the Missouri Baptist University database and compared against a global database of submitted papers. You further recognize that the determination of academic dishonesty rests with the instructor of this course and that plagiarism will be dealt with according to the policy set forth in the MBU Academic Catalog.

Student Health Services:

MBU cares about the whole student including the student's physical and mental well-being. MBU offers Mercy Clinic located on Spartan Village Row, Building 503. Mercy Clinic has in-clinic visits Monday 1 p.m. – 5 p.m. and Wednesday from 8 a.m. – 12 p.m. Virtual visits may be available also. You may contact Mercy Clinic by calling 314.364.3970 or by visiting [https://www.mobap.edu/student-life/support services/student health services/mercy clinic](https://www.mobap.edu/student-life/support/services/student%20health%20services/mercy%20clinic). If you have life-threatening symptoms, you should call 911 immediately.

MBU also offers MBU Counseling Services which is located on Spartan Row, Building 503. MBU Counseling Team is led by a licensed psychologist. They treat a wide range of mental health conditions and services are free to students. MBU Counseling Services provides both on campus and virtual visits. They may be contacted at counselingservices@mobap.edu or by calling (314)392-2347.