

University Attendance Policy

Missouri Baptist University's mission and vision embrace the importance of transformational learning opportunities in both the curricular and co-curricular realms. It is inevitable conflicts will arise between those curricular and co-curricular experiences. As such, the university expects students to attend all classes, yet recognizes co-curricular opportunities could lead to occasional class absences. Faculty, students, and staff are responsible for supporting an environment that upholds the integrity of the education and students' ability to experience a diversity of educational experiences. However, 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. Additionally, for students eligible for financial aid, documented attendance is necessary before the initial disbursement of funds to their student accounts. Absences may result in lower grades due to missed examinations, assignments, exercises, and the failure to actively engage in the classroom learning experience. Excused absences are defined by MBU as:

- Participation in an approved university-sanctioned event;
- Extenuating circumstances that make it impossible for a student to be present in class (e.g., jury duty, military duty, severe injury or acute/chronic illness). In the event of an extenuating circumstance, a student should submit relevant documentation (jury summons, doctor's note, etc.), in advance when possible or within three school days of an unexpected event, to the Dean of Students office. The office will validate the circumstances of the absence and, if the absence is approved as excused, provide notification of excused absence to the student's instructors.

Students are responsible for turning work in on time, even if the student has an excused absence. In the case of an excused absence, it is the student's responsibility to make arrangements with the instructor to complete missed work in advance when possible or within 24 hours of an unexpected event. All other absences are subject to individual instructor syllabus attendance policies. Students who incur absences in excess of 25% of the total class meetings may have their final grades lowered, up to and including failure of the course. Instructors may establish additional attendance guidelines for their courses in accordance with the official university attendance policy as stated in the academic catalog. Note: For programs leading to certification or licensure (e.g., teacher education or nursing), individual course attendance policies may out of necessity be more strict as the students are required to complete a specified number of hours of clinical or classroom experience to satisfy licensure/certification requirements.

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 Academic Catalog.

For students enrolled in hybrid or online courses, course attendance may be defined differently. For asynchronous online courses, documented attendance will be determined by the completion of weekly class assignments. Students failing to complete at least one academic activity, such as assignments, quizzes, exams, or discussions in an online class during a given week will be counted as absent for that week. For students enrolled in hybrid or synchronous online courses, attendance during the in-person hybrid class sessions and synchronous online sessions will be determined by the student's physical presence during the specified course meetings. Attendance in the online portion of a hybrid course will

be determined by completion of class assignments in the same manner as for asynchronous online courses.

In accordance with Title IX of the Educational Amendments of 1972, Missouri Baptist University shall treat pregnancy and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student's physician. Requests for excused absence related to pregnancy should be directed to the Dean of Students Office; questions about Title IX should be directed to the University Title IX Coordinator.

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 is committed to creating a learning environment that meets the needs of its diverse student body. In the event you encounter any barrier(s) to full participation in this course due to the impact of a documented disability or a temporary medical condition, please contact the Office of Student Disability Services about meeting with you to discuss the barriers you are experiencing and explain the eligibility process for establishing academic accommodations. You may contact MBU's Office of Student Disability Services by email at disabilityservices@mobap.edu or by calling (314) 744-5312. Please visit their website for additional information at [Student Disability Services website](#).

If you have been approved for accommodations that will be needed during this class, please be sure to share your signed VISA (verification of individual student accommodations) with me so we may implement your accommodations.

Student Use of Email

In accordance with Missouri Baptist University (MBU) policy, every student is required to have and to maintain an official MBU email address. Though some students may elect to forward their email to an address different from their official MBU email account, students should be aware that only email

coming from official MBU email accounts are considered acceptable forms of email communication to MBU faculty or staff. Additionally, any student who elects to forward MBU email to a different email address assumes full responsibility for reading email at the forwarded location. Students are expected to check their university email account, or the account to which their University email 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/>.

The use of any AI language processing tool (including but not limited to ChatGPT or other similar tools) to create coursework, unless explicitly stated in the assignment instructions and on the syllabus, is prohibited at Missouri Baptist University. Using AI language processing tools without explicit instructor permission is academic misconduct that will result in disciplinary action.

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.

LockDown Browser – Respondus

Some courses require assessments to be taken with Respondus Lockdown Browser. Instructions for downloading this browser are available in the applicable Canvas courses.

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 visit <https://www.mobap.edu/student-life/support-services/studenthealthservices/mercyclinic/>. 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.