

## X. APPENDIX

### Assistance for Students With Disabilities

This policy statement relating to otherwise qualified persons with disabilities outlines the roles and responsibilities of students, faculty, staff and the Coordinator of Disability Support Services (Coordinator) in making the University of Missouri-Rolla (UMR) programs and services available to all persons. The University places specific emphasis on accommodating the needs of matriculated students with a disability, providing related services, and ensuring the academic integrity of UMR. This policy statement is in accordance with Section 240.040 E, Policy Related to Students with Disabilities, Collected Rules and Regulations of the University of Missouri, the Missouri Human Rights Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

#### I. Confidentiality

- A)** In accordance with the requirements of the Family Educational Rights and Privacy Act, medical information concerning a disability will be treated with utmost confidentiality. It will be:
- 1)** treated like other medical information,
  - 2)** maintained in secure files under the jurisdiction of the Coordinator, and
  - 3)** released only on a need-to-know basis within the university community.

#### II. Responsibilities of the Student

- A)** All disabled students seeking reasonable accommodations and provision of disability-related services must:
- 1)** identify himself or herself to the Coordinator as desiring accommodations
  - 2)** provide current and adequate documentation of his/her disability and of appropriate accommodations to the Coordinator, and
  - 3)** request needed classroom accommodations and related services of the Coordinator.
- B)** All of the above requirements must be met by the student in a timely manner to ensure full resolution of accommodations and related services prior to the Student's entrance into the program or course of study. The student should provide the necessary documentation at least six weeks prior to the first semester for which accommodations are being requested and should provide the Coordinator with a copy of his/her class schedule as soon as it is available for each semester during which s/he is seeking accommodations. Waiver of these deadlines may be made by the Coordinator on a case by case basis. Failure to meet the specified deadlines and requirements may result in a denial of accommodations.

#### III. Documentation Procedure

- A)** Documentation of a specific disability provided to the Coordinator must be adequate and up to date. Diagnosis and evaluation costs shall not be the responsibility of the university.
- 1)** Current medical or other diagnostic documentation of a disability must be provided by a qualified physician or other qualified diagnostician.
  - 2)** Current documentation of the need for reasonable accommodations and related services must also be provided to the Coordinator.
  - 3)** If existing documentation is incomplete or outdated, the Coordinator may require the student to provide additional documentation at the student's expense.

#### IV. Collaborative Responsibilities of the Coordinator, Faculty, and Staff

- A)** The Coordinator shall review the documentation provided by the student and discuss the accommodation and related services requested.
- B)** The Coordinator shall make an initial determination as to whether requested accommodations and related services are required.
- C)** The Coordinator shall provide the student with a letter describing recommended accommodations and related services.
- D)** The faculty or staff member responsible for a specific class, program, or service shall then determine accommodations of the disability and provision of related services in consultation with the Coordinator if necessary.
- E)** Any disagreement relating to accommodations shall be described in writing and submitted to the Chancellor or his/her designee for resolution in a prompt manner. This appeal must specify why the accommodation request is considered unreasonable or unworkable.
- F)** In any disagreement related to IV.3, the Chancellor shall take into consideration all relevant factors including but not limited to:
- 1)** current documentation of the specific disability,
  - 2)** the need for the requested services or accommodations,
  - 3)** the essential elements of the academic program or course of study being pursued, and,
  - 4)** the fact that no applicable law requires UMR to substantially alter essential elements of its academic program or course of study or to otherwise compromise its academic standards.
- G)** The written judgement of the Chancellor or his/her designee shall be presented to the faculty member or department administrator within ten working days following receipt of the written notice of disagreement.

## V. Specific Responsibilities of the Faculty

- A) It is the responsibility of the faculty to:
- 1) establish curriculum requirements and uphold the academic standards of UMR,
  - 2) determine that the essential elements of these curricula, as well as those of an individual course are being fulfilled,
  - 3) work with the Coordinator to determine the provision of reasonable accommodations and related services for disabled students when requested by the Coordinator and,
  - 4) follow applicable rules with respect to individual privacy and confidentiality. related services for disabled students when requested by the Coordinator and,
- B) If the faculty member concerned opposes the determination made by the Coordinator, s/he should proceed as follows:
- 1) S/he initiates a review of this determination with the Coordinator.
  - 2) If after this review the faculty member or department administrator still does not agree with the Coordinator's determination, s/he may have recourse to the procedures outlined by Section IV, subsections D and E.

## VI. Grievance & Complaint Process

- A) A student who believes that the determination of the Coordinator for the provision of reasonable accommodations and related services is not being fulfilled by a faculty or staff member must contact the coordinator in a timely manner to discuss the concerns.
- B) A student who is not satisfied with the accommodation plan or the initial determination of the Coordinator may file a grievance under the University of Missouri Discrimination Grievance Procedure for Students (Section 370.010). A copy of this policy can be obtained from the following sources:

The UM system web page at <http://www.system.missouri.edu:80/uminfo/rules/grievance/390010.htm> and

- 1) The Affirmative Action/EEO office in 106 Harris Hall (573) 341-6314
- 2) Office of the Vice Chancellor for Student Affairs (106 Norwood).

### Contact Information

Coordinator of Disability Support Services:  
Office of the Vice Chancellor of Student Affairs  
106 Norwood Hall  
Phone: (573) 341-4292 TTY: (573) 341-6645  
FAX: (573) 341-6333  
Email: [stu-aff@umr.edu](mailto:stu-aff@umr.edu)

## Career Opportunities Center

The Career Opportunities Center (COC), located on the third floor of Norwood Hall, provides many services to assist University of Missouri-Rolla students and grad-

uates in their job search for professional Full-time, Summer and Co-op employment.

The COC is an effective link between UMR students and employers and its goals are two-fold: first, to PREPARE students for conducting a successful job search and second to PROVIDE opportunities for employment:

## I. JOB SEARCH PREPARATION

[www.umr.edu/~career](http://www.umr.edu/~career)

The COC WebPage is accessible on the Internet and contains information on services, staff, events, on-campus interviews, job listings as well as on-line copies of the COC Manual and CAREER newsletter.

### Individual Advising

30 minute appointments are available with Career Advisors who work one-on-one with students to review their resume and cover letter and to discuss job search concerns.

### Workshops

Workshops on Resume and Letter Writing, Career Fair Strategies, Interviewing Skills, Plant Trips and Salaries & Benefits are presented both semesters at convenient times for students. A five-course Etiquette Dinner is provided to seniors and graduate students to review manners expected in the professional world.

### Practice Interviews

Practice Interviews are available for students who would like to improve their interviewing skills. Students are videotaped in a mock interview by a Career Advisor who will review and critique the interview with them.

### Resource Library

The Career Opportunities Center contains references and handouts on many job search topics including company directories.

## II. JOB SEARCH OPPORTUNITIES

### Career Fairs

Two Career Fairs are sponsored each year by the Career Opportunities Center to provide students direct access to hundreds of company representatives. Students have the opportunity to meet face-to-face with recruiters, use their interviewing skills, hand out resumes and collect company information. These contacts often lead to Full-time, Summer and Co-op interviews and jobs.

### On-Campus Interviews

Full-time, Summer and Co-op interviews are conducted by companies in the COC's professional interview suite. Students must be registered in the Career Opportunities Center to enter their resume into the data bank to participate in on-campus interviews. Students check the system daily for information about companies coming to interview, job requirements and important dates. They are then responsible for submitting their re-

sume electronically and for signing up for interviews by the stated deadlines.

## Resume Referrals

The COC forwards resumes to requesting companies who are interested in hiring UMR students but are not coming to campus to interview. Students must register with the COC and will be contacted directly by the company if it is interested.

## Job Listings

Companies list their job opportunities for UMR students through the Internet on MONSTERTRAK.

## International Students

International Students are required to register at the COC in order to be legally eligible to obtain work authorization. **This applies to all positions whether a co-op, internship or full-time job.** International Students must complete paperwork with the International and Cultural Affairs Office first and then with the Career Opportunities Center. After completion and approval of paperwork, International Students will receive work authorization and the necessary documentation to provide to their employer.

## Alumni Job Listings and Alumni Resume Referrals

UMR Alumni may subscribe to [www.monstertrak.com](http://www.monstertrak.com) job listings on the Internet on MONSTERTRAK with a password through the COC. In addition, resumes in the COC alumni data bank that match the specified qualifications will be sent to requesting employers.

## The Counseling Center and Academic Support Programs

### The Counseling Center

The Counseling Center offers a variety of services to the UMR campus including individual and group counseling, consultation for academic success, organizational development, programming on many topics, the Van Matre Resource Center and the Faculty/Staff Assistance Program.

Personal, academic and career counseling is provided to UMR students, faculty and staff on a time-limited basis. Services are free, confidential, and provided by professionally trained counselors and/or psychologists. Concerns commonly addressed in personal counseling include self-exploration, family issues, college adjustment, feelings of depression and anxiety, interpersonal issues, self-esteem, and childhood abuse. Clients also can learn relaxation and coping strategies to deal with the many stressors of daily living.

Persons wondering about their majors and career options can seek career counseling. Typically, clients in career counseling explore personal and professional goals and how to achieve them. Academic counseling involves assistance with study skills, test anxiety, time

management, and other skills related to success at UMR.

Group counseling is an interactive, supportive, and interpersonal form of therapy. The Counseling Center offers several groups based on campus need and interest. Some current and past groups are Family Issues, Sexual Abuse Survivors, Self-Esteem Enhancement, Career, and Student Success.

The Counseling Center actively promotes student learning and professional development through its learning enhancement and outreach programming services. The staff offers programs to campus groups on topics such as teamwork, stress management, academic success, test anxiety, conflict resolution, and time management. The Center offers Student Success Seminars designed to assist students to develop academic success strategies, locate educational resources, and discover opportunities to develop professionally.

The Van Matre Resource Center, a self-help library, contains excellent audio, video and reading materials. Topics range from communication skills to parenting, career exploration issues to dealing with depression, anxiety, and abuse. Materials are available for checkout.

The Faculty Staff Assistance Program (FSAP) is based on the Employee Assistance Program (EAP) model and offers a variety of services such as counseling, consultation, organizational development, and training to faculty and staff. For more information contact The Counseling Center, 207 Norwood Hall, 341-4211 or visit our web site at [www.umar.edu/~counsel/](http://www.umar.edu/~counsel/).

## Academic Support Programs

The Academic Support Programs office is located in 204 Norwood Hall and is home of the Student Learning Center.

Academic Support Programs provides a range of resources for student success. These include learning consultation, test and course review materials, learning style inventories, study skill enhancement workshops, and organization of study groups. The Academic Support Programs has a comprehensive resource web site (<http://www.umar.edu/~learn>), including links to faculty support websites, Library Electronic Reserves and virtual learning resources.

The Student Learning Center is a place (204 Norwood Hall) where students can study with others, access the Math Help Program, check out self-help resources, and use the LEAD Peer Tutoring program.

For further information about Academic Assistance, contact Academic Support Programs, 204 Norwood Hall, 341-6655, <http://www.umar.edu/~learn>.

## Co-Curricula Activities Academic Department Groups

American Association of Petroleum Geologists/C.L. Dake Society, American Ceramic Society, American Concrete Institute, American Foundryman's Society, American Indian Science and Engineering Society, American Institute of Aeronautics & Astronautics, American Institute of Chemical Engineers, American Nuclear Society, American Society for Engineering Management, Ameri-

can Society of Civil Engineers, American Society of Mechanical Engineers, American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE), Associated General Contractors, Association for Computing Machinery, Association of Engineering Geologists, Economics Student Professional Organization (ESPO), Earthquake Engineering Research Institute, El club de Espanol, French Club, HELIX Biological Sciences Club, History Club, Institute of Electrical & Electronic Engineers, Institute of Transportation Engineers, International Society for Explosives Engineers, Iron and Steel Society, Living Poets Society, Mathematical Association of America, National Society of Black Engineers, Psi Club, Society of American Military Engineers, Society of Automotive Engineers, Society of Exploration Geophysicists, Society of Hispanic Professional Engineers, Society of Manufacturing Engineers, Society of Metallurgical Engineers, Society of Mining Engineers, Society of Petroleum Engineers, Society of Physics Students, Society of Plastics Engineers, Student Association of Management Systems, Student Missouri State Teachers Association, Water Environment Federation, W.T.Schrenk Society.

### **Honor and Professional Groups**

Alpha Chi Sigma, Alpha Iota Delta, Alpha Nu Sigma, Alpha Sigma Mu, Blue Key, Chi Epsilon, Eta Kappa Nu, Kappa Kappa Psi, Kappa Mu Epsilon, Keramos, National Residence Hall Honorary, Omega Chi Epsilon, Order of Omega, Phi Alpha theta, Phi Eta Sigma, Phi Sigma Biological Honor Society, Pi Epsilon Tau, Pi Tau Sigma, Psi Chi, Sigma Gamma Epsilon, Sigma Gamma Tau, Sigma Pi Sigma, Sigma Tau Delta, Society of Women Engineers, Tau Beta Pi, Tau Beta Sigma and Upsilon Pi Epsilon.

### **Inter-cultural Groups**

African Student Association, Arab Student Club, Association of Black Students, Chinese Students Association, Chinese Students & Scholars, India Association, International Student Club, Korean Students Association, Malaysian Students Organization, Thai Student Association, Turkish Students Association and Vietnamese Students Association.

### **Media and Publications Groups**

KMNR Radio Station, Missouri Miner, Rollamo and Southwinds

### **Programming and Governing**

ASUM, Council of Graduate Student, Interfraternity Council, Panhellenic Council, Residence Hall Association (RHA), Student Council, Student Union Board.

### **Recreation and Sports Groups**

Aikido Club, Ballroom Dancing, Chess Team, Cycling Club, Fencing Club, Gaming Association, In-Line Roller Hockey Club, Intramural Managers Association, Juggling Club, Lacrosse Club, Majapanit Martial Arts Group, Pershing Rifles, Racquetball Club, Rugby Club, Spelunkers

Club, Taekwondo Club, Trap and Skeet Club, Ultimate Club.

### **Religious Groups**

Baptist Student Union, Campus Crusade for Christ, Christian Campus Fellowship, Christian Science Organization, Fellowship of Christian Athletes, Koinonia (Student Fellowship of Church of Christ), Latter Day Saint Student Association, Lutheran Student Center, Muslim Student Association, Catholic Newman Center, Society of all Paths, Vine, Voices of Inspiration and Wesley House.

### **Residence Halls Groups**

Quadrangle Hall Association (QHA), and Thomas Jefferson Hall Association (TJHA).

### **Service Groups**

Alpha Phi Omega, Circle K Club, Gamma Alpha Delta, Habitat for Humanity, Intercollegiate Knights, Lambda Sigma Pi, Omega Sigma, and Up' til Dawn.

### **Social and Special Interest Groups**

Academic Competition Team, Advanced Aero-Vehicle Team, Arnold Air Society, Association of United States Army, Blue Sabres, Collegiate Eagle Scott Association, Concrete Canoe Team, DaVinci Society, Delta Omicron Lambda, Formula SAE, Human Powered Vehicle Team, IAESTE-Int. Assoc. for the Exch of Students in Tech. & Eng., Independents, Libertarians, M-Club, Photography Club, Radio Club (Amateur), Raiders, Robotics Competition Team, Rotaract, Show Me Anime, Society of Phenomenal Women, Solar Car Team, Student co-Operative Education Association, Student Environmental Action Coalition, theta Tau Omega and Toastmasters.

## **Computing at UMR**

### **Getting Started**

Computing and Information Services (CIS) provides you with a variety of computing tools and resources to assist with the academic and administrative work done at UMR.

Most faculty, staff and students use computers daily to help with their tasks such as these: to register for classes, communicate with friends using electronic mail (e-mail), collaborate on group projects and research, publish web pages, write reports, find course schedules, and many other tasks.

### **Your Computer Account**

Your computer account is used to access various computing resources at UMR, such as the network and the computers and software on your office desktop or in a Computer Learning Center (CLC). Most UMR computer systems require you to use an authorized user id and password to gain access. These services are available through your computer account.

**Electronic Mail** using Outlook, Mutt, or other pop/imap aware applications.

**File storage space** for storing your personal documents and files.

**General purpose software**, such as Microsoft Word, Excel, PowerPoint, Internet Explorer, and Maple to assist in your academic or administrative work.

**Remote access** to the computer facilities through dial-up, residence halls or Greek housing.

## Setting up your account

**New Students:** New computer accounts are set up for new students a few days after they are admitted. You may activate your computer account through the HelpDesk web page at [www.umn.edu/helpdesk](http://www.umn.edu/helpdesk) by selecting the "Welcome New Students" link.

**New faculty and staff:** Have your department contact the Helpdesk at 341-HELP or submit a request online at [help.umn.edu](http://help.umn.edu) to request your account be created.

## When you leave UMR

Your computer account remains active and available for use continuously until you are no longer enrolled or employed by the university. Accounts are deleted several weeks after the start of the Spring and Fall Semesters. Details concerning account maintenance may be found at [www.umn.edu/~cis/policies.html](http://www.umn.edu/~cis/policies.html) by selecting the "User ID Maintenance" link.

Before you leave UMR, you should copy documents you wish to save and remove these files from your account. Also, forward your e-mail to your new address. An e-mail notification will be sent several weeks before your account is to be deleted.

## Systems and Software

UMR provides a wide variety of computing and networking facilities in order to promote and support academic pursuits. Some of the different types of computer systems and software available at UMR are described below.

**Personal computers running windows NT** and a standard set of software are the most common computer systems on campus. They are used primarily for general purpose computing. These systems are widely available on the office desktop or in the Computer Learning Centers. You can use them to send e-mail, create spreadsheets, browse the WorldWide Web, write papers, read newsgroups, and connect to other computers.

## PC software available

Word processing.....MS Word  
Networking.....Ktelnet, WS\_FTP, Xwin  
Math.....MathCAD, Maple  
Spreadsheet.....MS Excel  
Presentation.....MS PowerPoint  
Web browsing.....MS Internet Explorer  
Email.....Outlook

**Macintosh** computers are less common but they are also used for general purpose computing.

## Macintosh software available

Word processing.....MS Word  
Networking.....Telnet, Fetch (ftp)  
Math.....Mathematica, Maple  
Spreadsheet.....MS Excel  
Web browsing.....Internet Explorer, Netscape  
Email.....Eudora

**Unix workstations** are also less common on desktops and in Computer Learning Centers. These high function, engineering workstations are used for engineering design and analysis.

## Unix software available

Editors.....VI, pico  
Networking.....Telnet, tin, ftp  
Math.....Matlab, Maple  
Statistics.....SAS  
CAD.....Ideas, Ansys, Pro Engineer  
Compilers.....FORTRAN90, C++  
Web browsing.....Netscape  
Email.....mutt

**Servers** play a significant role in campus computing. A complex of servers provides general purpose instructional computing and numerically intensive computing (NIC) for research and discipline-specific projects. Other server-based services include:

- **Email/information** using an Exchange server for Miner Mail accounts to allow access to email, calendars and other information.
- **File storage** using AFS, allows for backups and document sharing.
- **Print services** using shared, networked printers.
- **Web server**, which is AFS-based, allows for personal and department home pages.
- **Computational servers** facilitate a variety of tasks including general purpose computing, numerically intensive computing and specialty software

## Computer Learning Centers

Computer Learning Centers (CLC's) are computing sites provided to support academic computing. More than 40 CLC's are located in various buildings around the campus. Use of computers in these locations is restricted to UMR faculty, staff and students only. Public use is prohibited.

A host department manages its own CLC, therefore, hours of operation and specialized software will vary. A list of the CLC locations, hours of operation, and equipment is available online at [www.umn.edu/helpdesk/resources/clcs/](http://www.umn.edu/helpdesk/resources/clcs/)

## Privileges and Responsibilities

UMR provides access to computing, networking, and information resources in support of teaching, research, and other official duties of the university. Your access to the computing resources and facilities is a privilege, not a right, of your association with UMR. The **"UMR Computing and Network Facilities Accept-**

**able Use Policy”** pamphlet describes your ethical and legal responsibilities regarding computing resources.

You do not have the freedom to impose yourself on others, to access private files (even if those files are unprotected), to attempt to breach the security of any system, to illegally copy software, or to use computing supplies or facilities frivolously. Misuse of university computing facilities may result in access restrictions or other disciplinary action.

Other computing policies and procedures, including the University of Missouri policies, can be found at [www.UMR.edu/~cis/policies.html](http://www.UMR.edu/~cis/policies.html)

## Your Computer

Whether you’re a student or an employee, you are not required to own your own computer. However, many people find it more convenient and timesaving. The Computing Standards document, [www.UMR.edu/~cis/policy/ComputingStandards](http://www.UMR.edu/~cis/policy/ComputingStandards), provides the guidelines you should follow when purchasing computing systems and software.

Software for your computer may be purchased at the UMR bookstore. UMR has a license agreement with Microsoft for university owned machines. If you need to obtain Microsoft software for a university owned machine, you should check the Printing and Mail Services web page at [www.UMR.edu/~pmumr](http://www.UMR.edu/~pmumr). A limited number of Internet applications may be downloaded from the HelpDesk software archive which can be found at [www.UMR.edu/helpdesk/ware/software](http://www.UMR.edu/helpdesk/ware/software).

**University owned machines**, either on an office desktop or in a CLC, are available for faculty, staff, and students to use. Purchases for desktop machines by faculty and staff should be directed through the appropriate department representative. A standard software configuration, detailed in the “Systems and Software” section, will be installed upon request through the HelpDesk. Information about university volume purchase agreements can be found at [www.UMR.edu/~cis/purchasing/](http://www.UMR.edu/~cis/purchasing/)

## Connecting to the Network

Computers in campus offices, residence halls, and fraternities or sororities can connect to the network through an Ethernet connection. CIS provides the required software for the supported operating systems while Ethernet cards and cables may be purchased at the bookstore.

The dial-up facilities may be used to connect computers to the network from home through a telephone line. The dial-up telephone numbers are listed later in this document.

Detailed instructions on connecting to the network using either the dial-up or Ethernet is available on the HelpDesk web page. Special usage policies apply to dial-up and network connections, see the “Policies and Procedures” section at [www.UMR.edu/~cis](http://www.UMR.edu/~cis).

## Training

CIS offers free computer courses to UMR faculty, staff and students. These courses are structured training sessions that combine lecture and hands-on prac-

tice, focusing on personal, academic, and office productivity. They are from one to three hours long and cover topics such as, MS Word, Excel, PowerPoint, Outlook, Unix Basics, and creating web pages. Course schedules, descriptions, and sign-up information are on line at the training web page, which can be found at [www.UMR.edu/~training](http://www.UMR.edu/~training)

If instructor led classes do not fit into your schedule or style, you can learn on your own and at your own pace using Xtreme Learning web based training. There are over 700 free courses that cover a variety of topics including Windows operating systems, the Microsoft Office suite, visual C++, Database/Oracle, Dreamweaver/HTML/Java, and much more including certification tracks. Xtreme Learning can be accessed from the training web page referenced above.

## Getting Help

The UMR CIS HelpDesk is available to assist the students, faculty, and staff of UMR in using the different computing systems on campus. Help is available on a wide range of items from the Windows-based PC’s, Macintoshes, and UNIX workstations to the supported software on these systems. Select the “HelpDesk Request System” link on the HelpDesk home page, [www.UMR.edu/helpdesk](http://www.UMR.edu/helpdesk) to request help (or use [help.UMR.edu](http://help.UMR.edu).)

**Location:** Computer Science 101  
**Phone:** 573-341-help (4357)  
**Hours:** Posted each semester  
**Web page:** [www.UMR.edu/helpdesk](http://www.UMR.edu/helpdesk)

## Important Phone Numbers

All phone numbers are area code 573 and prefix 341 unless otherwise specified. All room numbers are in the Computer Science building.

HelpDesk	General computer support 101 CS HELP (4357)
CIS main office	General information 104 CS 4841
Personal computer Repair	Computer & printer repair 107C CS 6482

## Dial-up Facilities

Rolla	6222
St. Louis/EEC	(314) 516-6872

## Internet Resources

HelpDesk Request Tracking System (for contacting CIS)	<a href="http://help.UMR.edu">help.UMR.edu</a>
UMR home page	<a href="http://www.UMR.edu">www.UMR.edu</a>
HelpDesk page	<a href="http://www.UMR.edu/HelpDesk">www.UMR.edu/HelpDesk</a>
Computing and Information Services	<a href="http://www.UMR.edu/~cis">www.UMR.edu/~cis</a>
CIS Online	
Reference Center	<a href="http://www.UMR.edu/~refcntr">www.UMR.edu/~refcntr</a>
Campus Library	<a href="http://www.UMR.edu/~library">www.UMR.edu/~library</a>
UMR Training Resources	<a href="http://www.UMR.edu/~training">www.UMR.edu/~training</a>
STAR-student access to records	<a href="http://www.UMR.edu/~regwww/star.html">www.UMR.edu/~regwww/star.html</a>

**University of Missouri-Rolla**  
**Computing and Information Services**  
 1870 Miner Circle  
 Rolla, MO 65409-0360  
 573-341-4841  
[www.UMR.edu/~cis](http://www.UMR.edu/~cis)

## **Curtis Laws Wilson Library** **UMR's Information Gateway**

As the primary learning resource center for the UMR Campus, Wilson Library provides services and materials to support and reinforce the University's academic programs. In addition to providing students with access to materials and resources, the library is a place where students can develop the information seeking and management skills that are necessary to excel in an information-based society.

UMR is known as Missouri's Technological University and Wilson Library is equally well known for its strong science and technology collection. In addition, the humanities and social science collections have grown to support programs in these areas. The base print collection consists of approximately 450,000 volumes and subscriptions to over 1,500 scholarly and popular journals. Print resources are supplemented by a variety of other materials, including videos, tapes, and CD-ROMs. Numerous online resources are also available via the Internet from the library home page.

Wilson Library makes every effort to provide UMR students with access to state of the art library technologies. In 1983, UMR was the first campus in the University of Missouri system to implement an online public access catalog. This catalog has evolved into the MERLIN Gateway, an online system that includes the library catalog and access to a number of electronic indexes and full text journals. The library catalog not only lets students look at UMR's holdings, but also allows them to view and borrow from the collections at the three other University of Missouri campuses and the St. Louis University libraries. In addition to the MERLIN Library Catalog, patrons can access MOBIUS (Missouri Bibliographic Information User System), in which they are able to browse and borrow from over 50 other Missouri libraries. The catalogs are complemented by databases that cover a wide range of subject areas and are available via the Internet or in the library on CD-ROM.

In the library's Multimedia Center, made possible by a grant from the Emerson Electric Company, the library ceases to be just a repository for information and becomes a laboratory where students are active participants in the creation and manipulation of information. Students have access to state of the art technologies, including non-linear video editing, scanners, illustration packages, slide scanning and exposure facilities, and graphics manipulation programs.

UMR is a partial depository for United States and Missouri government documents. The library receives a wide selection of print, microform, and electronic materials from the Government Printing Office and other agencies. Many government documents are now acces-

sible via the Internet, and links to most of these documents can be found on the library's government publications home page.

Through Interlibrary Loan, the UMR collection is supplemented by materials owned by other libraries throughout the United States. Wilson Library is able to borrow materials or receive photocopies from other libraries for most items needed by students to support their research. A daily courier service links all MOBIUS libraries and speeds the exchange of materials within the consortium.

Yesterday's library was a collection of books, and the information universe was fairly static. Today's library has become a dynamic resource center, where books and journals coexist with CD-ROMs, computers, and Web-based resources and where the information universe is no longer limited to UMR's physical campus. As the need for information skills becomes more universal, Wilson Library will continue to be UMR's gateway to the ever expanding world of information. With advances in technology, the library's doors are always open, and people are encouraged to explore the library's home page at <http://www.UMR.edu/~library>.

## **Minority and Women in Engineering and Science Programs (MEP/WIES)**

The MEP and WIES programs are designed to promote and support underrepresented minority (African American, Hispanic American, and Native American) and women students who are pursuing engineering or science degrees. The MEP/WIES office manages a select number of graduate fellowship opportunities (\$1,000-\$15,500) as made available through corporate, university, and/or governmental grants:

*CSEMS (Computer Science, Engineering, Mathematics, and Science)-- A NSF funded program for M.S. and Ph.D. candidates: \$3,000 fellowships awarded*

*MGE (UM Doctoral Studies in Life and Physical Sciences, Mathematics and Engineering Program) - A NSF funded program for Ph.D candidates: \$10,000 - \$15,300 fellowships and an estimated amount of \$8,000 in tuition/fees/books awarded up to five years (terms vary slightly during years 1-5 of the academic program).*

*Corporate: Based on the availability of funds*

In addition to financial support, the fellowship programs also include professional development activities, networking events, and opportunities to participate in regional and national conferences. UMR is also a member of the National Consortium for Graduate Degrees for Minorities in Engineering and Science, Inc. (GEM). To learn details about these opportunities contact: Floyd Harris, Director, Minority and Women in Engineering and Science Programs, 212 ERL, 573-341-4212, [mep@UMR.edu](mailto:mep@UMR.edu), [www.UMR.edu/~mep](http://www.UMR.edu/~mep) or [www.UMR.edu/~women](http://www.UMR.edu/~women).

## Nuclear Reactor

The UMR nuclear reactor is a 200 kilowatt pool-type reactor that is primarily used to support the Nuclear Engineering program by providing laboratory and research support. The reactor is fueled with enriched U-235 and is cooled by natural convection of the pool water. The reactor pool is 27 feet deep and contains approximately 32,000 gallons of water. The reactor generates a brilliant blue glow (Cerenkov radiation) when at power.

The open pool design allows students easy access to the reactor core where experiments can be positioned to study various reactor and radiation phenomena. The facility is equipped with several experimental facilities including pneumatic sample irradiation facilities, a neutron beam port that provides collimated neutron beams, a thermal column that provides a diffuse thermal neutron source, gamma, neutron and alpha spectroscopy systems, and computer data acquisition and control systems. Radiation levels at the facility are well monitored and kept very low to ensure a safe environment for the students.

## Oak Ridge Associated Universities (ORAU)

Since 1981, students and faculty of the University of Missouri-Rolla have benefited from its membership in Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 85 colleges and universities and a contractor for the U.S. Department of Energy (DOE) located in Oak Ridge, Tennessee. ORAU works with its member institutions to help their students and faculty gain access to federal research facilities throughout the country; to keep its members informed about opportunity for fellowship, scholarship, and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education, the DOE facility that ORAU operates, undergraduates, graduates, postgraduates, as well as faculty enjoy access to a multitude of opportunities for study and research. Students can participate in programs covering a wide variety of disciplines including business, earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry, and mathematics. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the numbers of underrepresented minority students pursuing degrees in science- and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines, and details on locations and benefits can be found in the ORISE Catalog of Education and Training Programs, which is available at

<http://www.ornl.gov/orise/resgd/htm> or by calling either of the contacts below.

ORAU's Office of Partnership Development seeks opportunities for partnerships and alliances among ORAU's members, private industry, and major federal

facilities. Activities include faculty development programs, such as the Ralph E. Powe Junior Faculty Enhancement Awards, the Visiting Industrial Scholars Program, consortium research funding initiatives, faculty research, and support programs as well as services to chief research officers.

For more information about ORAU and its programs, contact: Y. T. Shah, Provost, Academic Affairs, ORAU Councilor for University of Missouri-Rolla (573) 341-4138; Monnie E. Champion, ORAU Corporate Secretary (865) 576-3306; or visit the ORAU Home Page (<http://www.ornl.gov>).

## Office of the Registrar

### Absence from Class

Work missed due to absence from class must be made up to the satisfaction of the instructor concerned. Excessive absences from class may result in the student being dropped from the course at the request of his or her instructor.

### Application for Graduation

Students planning on graduating must do the following:

- Fill out an Application for Graduation form at the Registrar's office.
- Submit to Registrar's Office for processing.
- Check application deadlines for semester in which you are applying for graduation.

### Certification of Enrollment Status

Certifications of enrollment status to lending agencies should be made through the Registrar's Office, 103 Parker Hall. Certification of full-time or half time status is based upon the number of credit hours scheduled by the student and includes courses in which the student is enrolled as a hearer. For undergraduate students, full-time is based on at least 12 credit hours; half-time is at least 6 credit hours during a normal fall and winter term. For the summer session: full-time is 6 semester hours and half time is at least 3 credit hours.

### UMR Grade Reports on the Web and Telephone System

Final grade reports are no longer mailed to the student's home address. Since 1997 students have been able to obtain their grades on the Web through STAR or on the telephone system at 341-6000. Students that desire a paper copy of their grade report should contact the Registrar's office. All four campuses of the UM system have discontinued mailing grade reports.



## Grading System

The following system of grades is used:

A-Excellent.....	4 Grade Points per Credit Hour
B-Superior.....	3 Grade Points per Credit Hour
C-Medium.....	2 Grade Points per Credit Hour
F-Failure.....	0 Grade Points per Credit Hour
I-Incomplete	

**S-Satisfactory** (Indicates credit has been earned for course scheduled)

**U-Unsatisfactory** (Indicates credit has not been earned for course scheduled)

Grades of "S" and "U" are used for research (490), internship (491) and continuous registration (495). For ongoing research, a delayed grade (DL), can be used. Grades of S and U are also permitted for special problems (300 and 400) and seminar (310 and 410).

Graduate students can not take courses with pass/fail grading option. "D" grades are not permitted for graduate students.

Effective Winter of 2001 the incomplete grade time limit will require the student to complete the course work in which they are deficient within one calendar year from the close of the semester in which the "I" grade was recorded. Incomplete grades recorded prior to Winter Semester 2001 must be removed by the tenth week (five weeks of summer school) of the next term enrolled or they will be changed to "F" grades by the Registrar's Office.

## Schedule of Classes

The most current information regarding the Schedule of Classes is located at [www.umar.edu/~regwww](http://www.umar.edu/~regwww). All courses offered during a specified term will have current course descriptions and prerequisites. Refer to this site for added features.

## Confidentiality Policy The Family Educational Rights and Privacy Act of 1974

These statements are set forth as guidelines and procedures to implement the University of Missouri Policy on student records developed from The Family Educational Rights of Privacy Act 1974.

The University of Missouri-Rolla as charged in the Act will annually inform its eligible students by including in the Manual of Information and the General Catalog the following information:

- 1) "Educational Records" are those records, files, documents, and other materials which contain information directly related to a student and are maintained by the university. Those records made available under The Family Educational Rights and Privacy Act of 1974 are student financial aid, the student's of mutative advisement file, student health records, disciplinary record, the admissions file and the academic record. The University of Missouri-Rolla "Educational Records" do not include:
  - A) Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereof which are in the sole pos-

session of the maker thereof and which are not accessible or revealed to any other person except a substitute.

- B) The records and documents of the University of Missouri Police Department that are maintained solely for law enforcement purposes and are not available to persons other than law enforcement officials of the same jurisdiction.
  - C) In the case of persons who are employed by the university but are not in attendance at the university, records made and maintained in the normal course of business which relate exclusively to such person and person's capacity as an employee where the records are not available for any other purpose.
  - D) All records on any university students which are created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, provided, however, that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.
- 2) The University of Missouri-Rolla recognizes "Directory Information" to be the student's name, e-mail address, address, telephone listing (including local and permanent address), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by a student, student level, and full- or part-time status. All students must inform the Registrar's Office before the end of the two-week period following the first day of classes that this information should not be released without the student's prior consent. The information listed above will become directory information as of the first day of classes following the end of the one-week period during the summer session.
  - 3) University of Missouri-Rolla students have access to the educational records identified in Paragraph 1 above. In accordance with Pub. L. 93-380, as amended, the University of Missouri-Rolla will not make available to students the following material:
    - A) Financial records of the parents of students or any information contained therein.
    - B) Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for the purpose other than those for which they were specifically intended.
    - C) Confidential recommendations respecting admission to the university, application for employment, and receipt of an honor or honorary

recognition, where the student has signed a waiver of the student's rights of access as provided in 6.0404 the University Policy on Student Records.

- 4) The director of financial aid, the appropriate academic dean, the director of the student health service, the vice chancellor for student affairs, the director of admissions, and registrar are the officials responsible for the maintenance of each type of record listed in Paragraph 1.
- 5) Any student may, upon request, review his or her records and if inaccurate information is included, may request the expunging of such information from his or her file. Such inaccurate information will then be expunged upon authorization of the official responsible for the file.
- 6) Students desiring to challenge the content of their record may request an opportunity for a hearing to challenge the content of his or her educational record in order to ensure that the record is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein and to insert into such records a written explanation respecting the content of such records.
- 7) The university official charged with custody of the records will attempt to settle informally any disputes with any student regarding the content of the university's educational records through informal meeting and discussions with the student.
- 8) Upon request of the student or the university official charged with custody of the records of the student, a formal hearing shall be conducted, as follows:
  - A) The request for a hearing shall be submitted in writing to the campus chancellor who will appoint a hearing officer of a hearing committee to conduct the hearing.
  - B) The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing. The parties shall be entitled to 10 days prior written notice of the item and place of the hearing.
  - C) The hearing shall be conducted and the decision rendered by an appointed hearing official or officials who shall not have a direct interest in the outcome of the hearing.
  - D) The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.
  - E) Either part may appeal the decision of the hearing official or officials to the campus chancellor. Appeal from the chancellor's decision is to the president is to the Board of Curators.
- 9) The University of Missouri-Rolla may permit access to or release the educational records without the written consent to a school official with legitimate educational interest. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to (a) perform appropriate tasks that are specified in his

or her position or by a contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; (d) provide a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

- 10) If any material or document in the educational record of a student includes information on more than one student, they may inspect and review only such part of such material or document as relates to him or her or to be informed of the specific information contained in such part of such material.
- 11) Students desiring reproduction of copies of educational records will be charged \$.10 per page. Official copies of transcripts are free to currently enrolled students and \$4.00 to alumni.

## Student Conduct

A student enrolling in UMR assumes an obligation to behave in a manner compatible with the university's function as an educational institution. The University's "Standard of Conduct" and "Rules of Procedures in Student Conduct Matters" are printed in the "Student Handbook" and the "Student Academic Regulations" and can be found on the Web. Other departments and organizations, such as Residential Life and Computer Services, have specific policies and standards for their residents and/or users, as well as procedures for handling violations. See: [www.umar.edu/~stu-aff/discipline.html](http://www.umar.edu/~stu-aff/discipline.html).

## Student Health Services

No student is required to patronize the Student Health Service. At their own expense, students may employ another physician. An optional student group plan of accident and sickness insurance is available to all students. Information on this plan may be obtained at the Cashier's Office.

## Measles and Rubella Immunization Policy

No incoming student born after 1956 shall be registered for classes at the University of Missouri-Rolla without documented proof of two doses of live measles vaccine. Students matriculating only in off-campus or continuing education/extension courses are excluded.

The incoming student shall present acceptable documentation of immunization before registration to the University of Missouri-Rolla is complete. Acceptable documentation shall be defined by the campus and may include a measles immunization record signed by a physician, or a health record from a high school or a branch of the military.

Students not in compliance with this policy will be notified of the need to provide acceptable documentation in order to register for classes. In addition, a hold will be placed on the records of students not in compliance.

Exemptions from immunization are permitted for medical, religious or philosophical reasons. Students who exempt themselves from immunization for religious or philosophical reasons must sign the University of Mis-

souri-Rolla measles/rubella form (parents must sign for persons under the age of 18). For medical exemptions, the University of Missouri-Rolla measles/rubella form must be signed by a physician. This form will be on file in the student health clinic or other office designated by the Chancellor. For their own protection, students who have an exemption may be required to leave campus in case of a measles or rubella outbreak.

## Other Immunizations

The following immunizations are recommended by the American College Health Association.

- Diphtheria/Tetanus (in past 10 years)
- Hepatitis B (series of 3 injections)
- Hepatitis A
- Meningococcal
- PPD (tuberculosis test-in past year)

## University Police Office Parking

All student-operated vehicles in the Rolla area shall be registered with the University Police Department and shall have either a valid campus parking permit or student registration decal affixed properly to the vehicle. UMR Parking, Security and Traffic Safety Regulations, as adopted by the Parking, Security and Traffic Safety Committee and approved by the Chancellor, provide for the payment of established fees for parking privileges and set fees for violation of those regulations. The University Police Department has the responsibility of enforcing parking regulations at UMR.

The size of the student body, faculty, and staff, coupled with the fact that a large number of students live off-campus, leads to a relatively large number of motor vehicles on and near the campus. This traffic load, in turn, complicates parking for the campus citizen and creates a hazard for vehicles and pedestrians. The Committee has prescribed the rules governing the classification and use of parking lots, the qualifications for parking on those lots, and the rules for application, issuance, and use of parking permits.

Specific information on current regulations and other details pertaining to parking can be obtained at the University Police Department, H.I.S. Building, 14th and Bishop Ave., 341-4303. The regulations may also be found at: <http://umr.edu/~police/parking/parking.htm>

## UMR Parking-Rules in Capsule Form

- 1) All vehicles shall be parked **HEADING** into appropriately marked parking spaces.
- 2) Visitors to the campus should park in the visitor's lot but may park in any lot by notifying University Police, Ext. 4300. A visitor is anyone other than an employee, student, or member of their family (Sections .02.0205, .02.206, .08.06, .10.1002.03). Employees and students lending their vehicle to a visitor will be responsible for any violations occurring on campus.
- 3) Parking Permit subscribers shall park only in lots to which the permit purchased provided access.

- 4) Students and employees without parking permits shall use only metered spaces.
- 5) Regulations pertaining to lot permits and metered parking are enforced from 7:30 a.m. to 4:30 p.m. throughout the year, except on Saturdays, Sundays, and official University holidays. Other regulations are enforced at all times as noted below.
- 6) The Chief of Police, with the concurrence of the Committee Chair, shall have the authority to suspend all or part of the parking regulations for specified periods of time.
- 7) Specially marked disabled parking, driveways, yellow curbs and zones, spaces marked for 24-hour enforcement, fire lanes, vehicle types, and areas not designated as parking areas, etc., shall be enforced at all times.
- 8) University driveways, yellow curbs and zones, and any other area not specifically designated as a parking area shall not be used at any time.
- 9) Parking at Thomas Jefferson Residence Hall shall be enforced 24-hours.

The complete set of the University of MO-Rolla parking rules and regulations can be found at: <http://www.umr.edu/~police/parking/parkrule.htm>

## Lost and Found

The University Police Department is the central "Lost and Found" repository for the campus. Any lost and found items should be turned in to University Police for reclamation purposes. If an item is lost, information should be filled out with University Police, 341-4308, in case the item is turned in at a later date.

## Campus Security

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Statement.

The University of Missouri-Rolla is committed to the safety and welfare of the campus community. This annual security report is intended to heighten awareness of crime and security on campus. Campus safety and security at UMR is a shared responsibility.

UMR's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by UMR; and on public property within the city limits of Rolla, MO. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by accessing the following web site at: [http://www.umr.edu/~police/security\\_act/report.htm](http://www.umr.edu/~police/security_act/report.htm) or by contacting one of the following UMR departments: Admissions Office, Room #106, Parker Hall, MO. 65409 Registrar's Office, Room #103, Parker Hall, MO. 65409 Human Resource Services, 1202 N. Bishop Avenue, Rolla, MO. 65409 University Police, HIS Bldg., 615 W. 14th Street, Rolla, MO. 65409

## University Police

The mission of the University Police, as a vital part of the administrative staff is to support the academic and campus community in fulfilling its commitment to teaching, research and service. The responsibilities of the University Police, as set forth in Chapter 172, Missouri Revised Statutes, are:

“To protect and preserve peace and good order in the public buildings and upon the campuses, grounds, and farms, over which they may have charge and controls.”

Chapter 172 also provides University Police with:

“The same power to maintain order, preserve the peace, and make arrests as is now held by police officers.”

Duties include, but are not limited to, crime prevention through active campus involvement, individual interactions, and public educational endeavors, preventative patrols, service to students and others in emergencies, maintenance of peace and order, special event coverage, control and supervision of traffic, the enforcement of state laws and university rules and regulations, and the investigation of crimes.

## University Police to be Notified

The University Police Department is to be notified as soon as practical of incidents involving alleged violation of state statutes that occur on campus property and other circumstances requiring police service, including health or safety emergencies.

The University Police shall be responsible for the maintenance of peace and order, and the investigation of crimes occurring on University property. To help insure that this accomplished, the campus community must report incidents in a timely manner.

The University Police Department shall attempt to monitor and record, in cooperation with local police agencies, criminal activity at off-campus student organizations with off-campus housing facilities.

The Student Affairs Division at UMR has developed a “Protocol for Responding to Survivors of Sexual Assault” for Student Affairs personnel which outlines the options for support and services available to the victim during a time of crisis caused by a sexual assault.

Reporting options include direct reporting, where the victim speaks directly with law enforcement officers, whether it be UMR Police or Rolla Police. If the victim does wish to participate in the prosecution of the offender, direct reports are required and should be made as soon as possible.

Reporting by third party involves law enforcement being contacted by someone other than the victim, such as University personnel, who reports the details of the assault. This option should only be used when the victim is unwilling to report the assault directly. However, it is unlikely any prosecution of the assault will be made unless the victim agrees later to make a direct report.

Through an anonymous report the victim contact authorities and reports the details of the assault but does not disclose her/his identity. Again, although this type of reporting may be useful in preventing addition-

al assaults on campus, it cannot be used for investigation and prosecution of the assault.

## Security of Campus

Accountability of the security of campus facilities originates with the department chair. Areas of responsibility include, but are not limited to, both interior and exterior entryways, exists, and windows, and items of value within the department. Areas not under a specific department shall be under the responsibility of the next higher level within the division.

The department chair is ultimately answerable for security problems existing within his/her area of control, but can designate a dependable and reliable individual(s) areas of security responsibility.

A particularly sensitive area in building access control is the issuance of keys by departments to faculty, staff, and students. Department key issuance and control shall comply with guidelines set forth in section 07-13, under the title, “Property & Capital Equipment, Keys To University Buildings (UMR).”

Buildings shall be secured during the evening hours at the earliest reasonable time. Any facility open for an extended period after normal operating hours for that building shall require a permit to be open for the hours specified on the permit.

During the academic year in which residence halls are open, those halls shall be secured during the evening hours according to Housing Department regulations. Faculty, staff, and students are encouraged to prevent access by unauthorized personnel, in both residence halls and other campus buildings, by verifying any door entered or exited has closed and locked.

Maintenance of campus facilities involving security problem areas, such as broken locks, windows, door, etc., shall involve reporting the security problem as soon as possible to the Physical Facilities department, who shall rectify the security breach within a timely manner.

## Notification of Agencies

Local law enforcement agencies (i.e., Rolla Police Department, Phelps County Sheriff’s Office, State Highway Patrol) are routinely notified of violations of law and other incidents occurring on campus that may appear to affect the off-campus community

The Director of University Police or his representative will act as liaison between the University and local law enforcement agencies and make the determination as to when they should be notified of an incident occurring on campus.

## Police Reports

Police reports involving criminal activity will be turned over to the County Prosecutor for his/her disposition. The Director of University Police shall review each report and make every effort to establish a procedural relationship to permit campus disciplinary procedures to be implemented for minor infractions.

Certain University officials, because of the nature of their responsibilities, will be informed in cases involving students faculty, and staff. Information concerning stu-

dent conduct not required is referred to the office of the prosecutor and will be forwarded to the University Student Conduct Officer.

### Compilation of Crime Statistics

The University Police will compile crime statistics and prepare annual reports for dissemination according to University, state, and/or federal guidelines. These annual reports shall be reviewed by the Director of Residential Life and, upon his review, be made available for public examination.

Timely reports shall be made to the campus community on crimes considered to be a threat to other students and employees. Those crimes include murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft.

### UMR Crime Statistics

The crime statistics for the University of MO-Rolla can be found at: <http://www.umar.edu/~police/securityact/report.htm> or by contacting the University Police Department, 341-4300.

### Alcohol/Illegal Drugs Policies:

#### Alcoholic Beverages

The use, or possession of any alcoholic beverage is prohibited on all University property, except in the President's residence and the Chancellors' residences, and the sale, use or possession may, by appropriate University approval be allowed in approved University Alumni Centers of Faculty Clubs, and for single events and re-occurring similar events in designated conference, meeting, or dining facilities provided by University food services, subject to all legal requirements. Further information pertaining to alcoholic beverages can be obtained from the UMR Alcohol Handbook.

#### Illegal Drugs

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 property and at University sponsored or supervised activities. Local, state, and federal laws also prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Violation of the University of Missouri regulations and federal and state laws can result in disciplinary action up to and including expulsion for students and discharge for employees.

A variety of resources exist for drug and/or alcohol counseling, treatment, or rehabilitation program. For detailed information concerning University and community resources, students and employees may contact the Substance Abuse Prevention Program, 106 Norwood Hall, 341-4292. Confidential consultation, assessment, short term counseling, and referral services are available free of charge to faculty, staff, and students. A variety of prevention of education programs are also offered.

## Sexual Assault Programs and Procedures

### Educational Programs

- Rape/sexual assault prevention
- Burglary/theft prevention
- Room or building security surveys
- Property engraving programs
- Campus watch
- Floor security programs
- Alcohol/liquor law programs
- Drug violation programs

There is no set agenda for giving these programs, but they are presented at least once a year and some of them numerous times during the school year. Any or all of them can be given upon request by any student, faculty, staff, or university related group. It is preferable that arrangements be made as far in advanced as possible to assure the program you may be interested in can be arranged at your convenience.

### Possible Sanctions For Sex Offenses

Possible sanctions for rape, acquaintance rape, or other sex offenses following an on-campus disciplinary procedure includes disciplinary probation, suspension, or expulsion. Information involving any crimes committed on campus and investigated by the University of Missouri-Rolla Police Department will be submitted to the Phelps County Prosecutor for his disposition and possible prosecution of the alleged assailant(s).

### Preserving Evidence if a Sex Offense Occurs

Receiving medical care immediately following a rape, attempted rape, or sexual assault is extremely important for the victim's well being. It is essential that the victim of the crime obtain:

- 1) emergency medical exam if the victim has serious injuries;
- 2) a general medical exam to ensure that she/he hasn't obtained injuries that she/he's unaware of or unable to determine;
- 3) a medical/legal examination for the collection of evidence if she/he thinks there is any possibility she/he will want
- 4) testing for Sexually Transmitted Diseases, AIDS, and possible pregnancy (as part of follow-up treatment).

For medical emergencies call UMR Police (341-4300) who will subsequently have an ambulance dispatched. It is strongly encourages that a report to the UMR Police be made as soon as possible after the sexual assault. A report can be made at the hospital or the police department.

Successful apprehension and/or prosecution of the offender depends greatly on a rapid and accurate report of the crime. Information about the assault can assist law enforcement authorities in providing and improving prevention strategies for the protection of the victim and others in the community.

Making a report assists the police in protecting the community. While the actual prosecution of the offend-

er is pursued by the Phelps County Prosecutor (not by the victim), prosecution is unlikely to occur without the consent and assistance of the victim. University Police services are STRICTLY CONFIDENTIAL, and in no way does contacting this support unit obligate the victim to take any further action.

If the victim is considering a medical/legal exam, the only resource in this area is the Phelps County Regional Medical Center Emergency Room. To obtain physical evidence that will be useful, the medical/legal exam must be conducted within 48 hours of the assault.

If the victim pursues this course of action the UMR Police and the Rolla Police will be contacted by Phelps County Regional Medical Center. The police will be notified by the Emergency Room personnel who will arrive at the hospital to begin their investigation upon completion of the exam. The Director of Residential Life will be contacted by UMR Police and informed of the assault and the identity of the victim. The Director of Residential Life is subsequently responsible for coordinating the University response to the assault.

Other sources of emergency medical exams for victims include UMR's Health Services, whose services are available 24 hours a day (341-4284), and Planned Parenthood, where appointments are required (364-1509).

### **Sexual Assault On-Campus Disciplinary Action Procedures**

There are two possible situations which may arise as a result of an accusation of sexual assault or rape. The policy/procedures for dealing with the situations are defined in the Collected Rules and Regulations of the University of Missouri, Section 200.020, Part C: RULES OF PROCEDURES IN STUDENT DISCIPLINARY MATTERS, approved by the Board of Curators. The situations which may arise are:

- 1) The victim has reported a rape or sexual assault to a law enforcement agency. The Director of Residential Life is then notified by the UMR Police.
- 2) The victim does not report the rape or sexual assault to a law enforcement agency, but wishes the University to take action against the alleged perpetrator under Section 200.010 of the Collected Rules and Regulations of the University of Missouri: STANDARD OF CONDUCT. The campus judicial officer will inform the victim that an investigation may take place, and that action may be taken without the victim's consent, if it is deemed in the best interest of the University community.

The accused will be contacted by the judicial officer immediately after initial information has been gathered. Both the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding, and both will be informed of the outcome of any campus disciplinary proceeding involving a sexual assault complaint.

### **Counseling, Mental Health Services For Sexual Assault Victims**

The UMR resource for crisis intervention is the UMR Center for Personal and Professional Development (341-4211). UMR counselors are trained professionals who will assist victims of rape, attempted rape, or sexual assault in coping with the trauma or long standing victimization issues. There is no cost to the student for these services. The victim has the right to decline an immediate interaction with the Center for Personal and Professional Development. These services are STRICTLY CONFIDENTIAL and contacting this support service does not obligate the victim to take any further action. Other counseling or mental health services in the community include Central Ozarks Mental Health Services, 364-7551, and the Phelps County Regional Medical Center Stress Center, 341-2350.

### **Changing Academic, Living Status After Alleged Sexual Assault**

If the accused and the victim may be in close contact with each other because of class schedules and/or living arrangements, two situations may arise:

- 1) The Director of Residential Life has the authority to give the victim and/or accused the option of changing living arrangements. If the victim and the accused refuse to change living arrangements, the Director has the authority to change the living arrangements of either person. Contact should be made with the Director of Residential Life office, 341-4218, for assistance in this area.
- 2) The judicial officer shall give the parties the option of changing class schedules to avoid contact. However, change of class schedules cannot be required until after disciplinary proceedings have concluded. Contact can be made with the judicial officer in the Student Affairs Office, 341-4292, for assistance in this area.



### Campus Map

