

A.T. Still University

Arizona School of Dentistry & Oral Health

Arizona School of Health Sciences

College of Graduate Health Studies

Kirksville College of Osteopathic Medicine

Missouri School of Dentistry & Oral Health

School of Osteopathic Medicine in Arizona

Student handbook

A.T. STILL UNIVERSITY | **ATSU**

A.T. STILL UNIVERSITY

ATSU

University Student Handbook

2018-19

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About the University Student Handbook

The A.T. Still University (ATSU) Student Handbook (Handbook) provides students with important information about policies, procedures, requirements, and services. Students are required to read, understand, and adhere to the Handbook's provisions.

An updated version of the Handbook is published each academic year. The yearly update (and any subsequent updates during the academic year) supersedes all prior editions and provides the latest rules, policies, and procedures to create the most up-to-date student reference.

The Handbook's provisions do not constitute an irrevocable contract between ATSU and its students since plans, policies, requirements, and services may be altered from time to time. Therefore, ATSU reserves the right to amend, modify, add, or delete information within the Handbook at any time without advance notice.

This version is the most up-to-date version and was last revised on June 15, 2018. Please contact Director - Student Life at studentlife@atsu.edu for questions or to submit an update.

University Mission

A.T. Still University of Health Sciences serves as a learning-centered university dedicated to preparing highly competent professionals through innovative academic programs with a commitment to continue its osteopathic heritage across all programs and focus on whole person healthcare, scholarship, community health, interprofessional education, diversity, and underserved populations.

Vice President of Student Affairs

The vice president of student affairs (VPSA) oversees student support areas and programs for the entire university community. Student Affairs is involved in all aspects of a student's life including student activities, community involvement, recreation, health, and wellness, as well as career and social development. The vice president of student affairs and associate vice president-student affairs act as ombudspersons for all students.

ATSU Student Affairs is comprised of seven functional areas: Admissions, Enrollment Services, Learning and Disability Resources, Mental Health Wellness Counseling, National Center for American Indian Health Professions (NCAIHP), Student Life, and Student Wellness.

Codes of conduct

ATSU students are expected to abide by two important codes known as the Code of Academic Conduct and Code of Behavioral Standards. These codes establish minimum student expectations and serve as professional behavior. Behavior in violation of the codes is subject to sanctions including, but not limited to, reprimand, probation, suspension, dismissal, and disciplinary consultation, as well as other sanctions deemed appropriate by the University. For detailed definitions of these sanctions, please see [Appendix A](#).

Code of Academic Conduct

Consult the [ATSU Catalog](#) for the Code of Academic Conduct.

Code of Behavioral Standards

ATSU students are expected to adhere to a behavior standard consistent with University standards. In addition, students must comply with all relevant rules and regulations of the city and state in which they are residing, as well as all federal laws.

Students are subject to the same civil laws as other citizens. University policies and regulations are designed to encourage students' intellectual and personal development. Students who violate the law may incur penalties prescribed by civil authorities. Students who violate University regulations off-campus are subject to penalties just as if the violation occurred on campus.

Violations of the Code of Behavioral Standards shall initially be investigated and handled by either the dean of the college/school, the dean's designee, or VPSA. The dean and VPSA are encouraged to consult with one another to help ensure students' interests are protected.

Students may read the Code of Behavioral Standards, in its entirety, in [Appendix B](#).

Standards and Ethics Board

ATSU shall have a standing SEB charged with the responsibility of conducting a formal hearing, when requested by a student, to determine the merits of a Code of Behavioral Standards charge and or the appropriateness of a proposed sanction.

For more information on SEB procedures including membership of the SEB, notices of hearing, hearing guidelines, recordkeeping, and appeals, please see [Appendix B](#).

Disability insurance

ATSU students enrolled in residential clinical-based programs are required to carry University-provided disability insurance coverage. ATSU has contracted with providers for the group coverage. Professional/graduate school is an expensive investment, and ATSU is dedicated to helping protect its students' financial well-being.

Disability insurance helps protect students from financial hardships if their education is disrupted. Additionally, it also provides assistance with loan repayment in the case of a complete disability event.

All residential (not online) students, currently enrolled, are covered under the disability insurance plan through graduation. Students who withdraw from ATSU or are dismissed will be un-enrolled from the coverage on the withdrawal/dismissal date.

Dress code

Please refer to the academic program for guidance on appropriate dress code.

Drug and Alcohol Abuse and Prevention Program

ATSU has a drug-free and alcohol-free awareness and prevention program (DAAPP) to inform students of the existence of ATSU's drug-free and alcohol-free policy, availability of drug and alcohol counseling, dangers of drug abuse, drug and alcohol prevention measures, and drug and alcohol abuse penalties.

In compliance with the Drug Free Schools and Communities Act of 1989, a description of ATSU's complete DAAPP may be found online. Learn more at atsu.edu/daapp.

Student Complaints

ATSU offers mechanisms for resolution of complaints arising from academic, non-academic, administrative, or behavioral concerns. Each process is designed to help ensure the safety, security, and fair treatment of all students. ATSU encourages informal resolution through direct communication with the individuals involved, whenever possible. In instances where informal resolution as described below is unsatisfactory or there is a specific complaint process, concerns are elevated to formal complaints. Students should consult with Student Affairs if they are unsure about where or how to address a concern.

Informal General Complaint Processes

Informal complaints (e.g., concerns or expressions of dissatisfaction or disagreement) should be handled through direct communication (e.g., conversation, email, letter) between the student and the individual or office involved.

- a. The majority of student complaints can be addressed through communication with the individuals involved and are issues commonly handled by a university support office (e.g., Student Affairs, Human Resources).
- b. If the issue remains unresolved, the informal complaint should be directed to the appropriate university office, academic unit, or dean for additional pursuit of resolution.

General Complaint Processes

ATSU recognizes students' rights to express general complaints and seek solutions to problems arising from complaints, disagreements with faculty/administrators, or different interpretations of ATSU policy. Concerns may involve course grades, promotion, financial concerns, etc. The procedure for expressing a general complaint that does not fall under the Code of Academic Conduct; Code of Behavioral Standards; or the Specific Complaint Processes shown below:

- Academic. Any concern academic in nature should be first discussed with the immediate instructor. If resolution cannot be reached, a student may appeal in writing to the next ranking administrator.
- Non-academic. For concerns in areas other than academic, a student should first direct their complaint in writing to the director of the specific area of concern and if resolution is not reached, then to the appropriate dean or vice president.

General complaints should include the nature of the complaint, requested outcomes, and a description of previous attempts to resolve the issue informally. Students should expect a preliminary response from the appropriate office/unit within ten (10) business days of receipt of the general complaint. The designated responder will address the general complaint as timely as possible and provide the student a final written determination including any proposed resolution.

- a. General complaints cannot be anonymous or filed on behalf of another person.
- b. Complaints handled through a different university process or procedure will be returned to the student with information on where/who to submit the complaint to for processing. See above for a list of specific complaint resources.

Students are encouraged to consult with Student Affairs if unsure about where or how to address a concern and/or complaint. To submit a report, please navigate to [atsu.edu/incident-report-form](https://www.atsu.edu/incident-report-form).

ATSU offers a fraud hotline allowing for anonymous complaints. Please see www.fraudhl.com/submit-a-report/ or call 1-855-FRAUD-HL, company ID "ATSU".

Specific Complaint Processes

There are many types of specific complaints directly addressed by policy. Specific complaints and the source for the appropriate processes are listed below.

- Discrimination, Harassment, and Retaliation. (catalog.atsu.edu; University Student Handbook)

- Title IX. (<http://www.atsu.edu/prohibition-of-discrimination-harassment-and-retaliation>)
- Work Study and Title VII. (<catalog.atsu.edu>; University Student Handbook: Professional Rights, Responsibilities, and Conduct)
- Student Records/FERPA. (<https://www.atsu.edu/department-of-student-affairs/registrar-office/#ferpa-student-privacy>)
- Disability Access and Accommodation. (<catalog.atsu.edu>; University Student Handbook: Appendix G)
- Institutional Accreditation. Any prospective or enrolled student may request a copy of ATSU's accreditation documents from the ATSU Office of Assessment and Accreditation, or copies of state approval documents from the office of the senior vice president for university planning & strategic initiatives. Complaints relating to ATSU's institutional quality may be filed with the Higher Learning Commission (<https://www.hlcommission.org/HLC-Institutions/complaints.html>).
- School and/or Program Accreditation. (<catalog.atsu.edu>; University Student Handbook; <https://www.atsu.edu/about-atsu#accreditation>. For Arizona programs, students may file a complaint with the Arizona State Board of Private Postsecondary Education (1740 W. Adams, Ste. 3008, Phoenix, AZ 85007).
- Online Programs. Students with complaints about online programs may contact the designated agency for the state in which the student resides. See State Contact Information for Online Students <https://www.atsu.edu/about-atsu#complaint-resolution>.
- Veterans Affairs. Students who are receiving VA tuition benefits may submit a complaint to the US Department of Veterans Affairs if they believe ATSU is failing to follow the VA's Principles of Excellence in education and training. Complaints may be filed online at: <https://www.benefits.va.gov/gibill/feedback.asp>
- Federal Financial Aid. Students may file a complaint with the Department of Education if they are dissatisfied with their experience in the federal student aid process or want to report suspicious activity related to federal loans. Complaints may be filed online at: <https://feedback.studentaid.ed.gov/>

On the Arizona campus

If the complaint can not be resolved after exhausting the institution's complaint procedures, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1740 W. Adams, Ste. 3008, Phoenix, AZ 85007, phone # [602-542-5709](tel:602-542-5709), website address: www.ppse.az.gov

Vice President of Student Affairs Contact
www.atsu.edu/department-of-student-affairs

Lori Haxton, MA
Vice President for Student Affairs
800 W. Jefferson St., Kirksville, MO 63501
Tinning Education Center, 2nd Floor Student Affairs Suite
E-mail: lhaxton@atsu.edu
Executive Assistant: 660.623.2236

Beth Poppre, Ed.D, M.Ed.
Associate Vice President - Student Affairs
5850 E. Still Circle, Mesa, AZ 85206
Building 5850, 1st Floor Student Affairs Suite
E-mail: bpoppre@atsu.edu
Administrative Assistant: 480.248.8137

Admissions

ATSU Admissions is dedicated to providing support for University programs by recruiting and advising highly-qualified, diverse individuals who are committed to lifelong learning, becoming competent healthcare providers, and serving underserved populations.

Student Ambassador Program

The Student Ambassador Program is ATSU's volunteer public relations organization and is represented on both the Arizona and Missouri campuses. Ambassadors play a key role in successful student recruitment and retention in a number of ways, some of which include:

- participating in admissions interview days
- contacting prospective students by e-mail, phone, and mail
- conducting campus tours for prospective students and various groups
- representing ATSU at local college/university and career fairs.
- participating in recruitment and alumni events

To learn more about ATSU's Student Ambassador Program, please stop by Admissions on either residential campus.

Students must remain in good standing to maintain active student ambassador positions. Ambassadors who are placed on academic warning and/or probation will have their ambassador duties temporarily suspended. When a student is removed from academic/disciplinary probation, and/or has successfully completed all remediation work, she/he are encouraged to contact Admissions regarding her/his status as an ambassador.

Residential re-admission

In most instances, students withdrawing from ATSU, regardless of the reason, must apply for re-admission. To apply for re-admission, the applicant should submit the Application for Re-admission (<https://www.atsu.edu/pdf/applicationforreadmission.pdf>) to the Enrollment Services Office at least one month in advance of the time the applicant wishes to re-enroll (three months preferred). The Admissions Committee will consider the applicant and may ask for letters of reference, medical documentation, etc., and will review the student's credentials on file with the ATSU Enrollment Services. The Admissions Committee has the right to conduct interviews, secure documentation, evaluate past grades/performance, etc. Since the reason each applicant left is unique, information required by the Admissions Committee may vary. The Admissions Committee has the right to reject an applicant's request for re-admission. The Admissions Committee will consult with the dean of the college/school to establish placement and academic conditions for re-admission. If a background check is required for the program of study, a new background check will be required.

Former students who have withdrawn or been dismissed from ATSU for greater than two years may be required to complete the full admission process for all new applicants.

[Admissions contact](#)

Dave Koenecke, DC, MEd
Assistant Vice President - Admissions

E-mail: dkoenecke@atsu.edu

Telephone: 660.626.2410

Arizona: 5845 E. Still Circle, 2nd Floor Admissions Suite

Missouri: Tinning Education Center, 2nd Floor Admissions Suite

Connect with Admissions

atsu.edu/learn

Diversity & Inclusion

ATSU is deeply committed to an educational and collaborative environment embracing cultural proficiency. Students striving to become the best healthcare professionals possible must understand and embrace society's diversity.

The office of Diversity & Inclusion provides resources for students including a calendar of diversity-related events, trainings and university-wide programming, and scholarships.

Principles for diversity

ATSU recognizes, values, and affirms that diversity contributes richness to the University community and enhances the quality of education and campus life for individuals and groups. Students, faculty, staff, and administrators are valued for their diversity as reflected by gender, race, national origin, age, religious beliefs, socio/economic background, sexual orientation, political beliefs, and disabilities. ATSU is committed to creating and maintaining an environment where persons may work together in an atmosphere free of all forms of abusive or demeaning communication. ATSU acknowledges the individual right of expression within the bounds of courtesy, sensitivity, and respect.

ATSU creates and supports a campus community that educates healthcare professionals who value and appreciate the importance of and have a unique perspective and outlook on diversity. ATSU seeks to improve quality of life for faculty, staff, and students by developing and implementing policies and programs supporting the University's philosophy on diversity. ATSU hopes to help students learn about different cultures in society, understand the value of diversity, and actively seek to work with clients from varied cultures and backgrounds. This diversity-rich experience at ATSU adds value to the campus community.

Contact Diversity & Inclusion

diversity@atsu.edu

Arizona: 623.251.4705

Missouri: 660.626.2210

Connect with Diversity & Inclusion

atsu.edu/diversity

facebook.com/atsudiversity

twitter.com/atsudiversity

instagram.com/atsudiversity

SnapChat: ATSUDiversity

National Center for American Indian Health Professions (NCAIHP)

The NCAIHP serves all American Indian and Alaska Native (AI/AN) students needing and seeking support to become academically and personally successful at ATSU.

The American Indian and Alaska Native communities are among the most underserved in terms of healthcare. To help address this great need and build on its long tradition of working closely with these communities, ATSU created NCAIHP to develop outreach to AI/AN high school and college students with the goal of sparking interest in healthcare careers.

The NCAIHP provides assistance with admissions applications, financial advising and more. The NCAIHP also offers a mentor program connecting high school and college students to ATSU alumni who may answer questions and help find volunteer opportunities in healthcare. Alumni are also invited back to campus as both honored speakers and guests for continuing education events.

Current AI/AN students may benefit from academic and personal support, cultural connectivity, and mentorship through NCAIHP. By working closely with each program, NCAIHP serves to provide a student with opportunities to successfully complete their education and, in turn, provide healthcare services to underserved communities.

Contact the NCAIHP

Vikki Driving-Hawk, MEd

Director, National Center for American Indian Health Professions

E-mail: vdrivinghawk@atsu.edu

Telephone: 480.219.6108

Office: 5835 E. Still Circle; 1st Floor ASHS Suite

Connect with NCAIHP

atsu.edu/american-indian

facebook.com/ATSUAmericanIndian

Enrollment Services

Enrollment Services supports the institutional mission by providing quality services to students, faculty, academic and administrative departments, and alumni. Enrollment Services is responsible for creating annual student budgets for each school, discipline, and year students are enrolled. The Enrollment Services team meets with students regularly about budgeting, debt management, and financial planning. Enrollment Services also protects the University's integrity through fair and consistent application of academic rules and regulations established by faculty, administration, and state and federal governments.

Absence Policies

Short Term Absence

Students who anticipate missing class for a scheduled medical or personal event, or experience an unexpected emergency absence of 5 consecutive class days, must work directly with the Dean's/Designated Office for approval and to make arrangements to make-up any work missed. For program specific information please refer to instructions located in the school section of the catalog.

Extended Absence - Contract Required

For students who request consideration for a longer absence (defined as a period of time from 6 to 15 consecutive class days) the Extended Absence may be considered.

This request must first be approved by the individual program's dean or designee. Please note a signed contract is required to complete the process. This contract provides structure, uniformity, and communication between student, faculty, program administration, and all Student Services departments.

The contract must be signed and approved by all parties at least 14 days prior to the anticipated absence, or within 48 hours of the onset of an emergency or unexpected circumstance. No more than one extended absence contract is allowed within a 30-day period. Multiple requests for extended absence contracts within the same academic term will require additional review by the program Dean.

Any absence that will extend beyond the 15th day will require request for approval under the Student Leave Policy. If the official Student Leave request is not approved and the student does not return within the timeframe outlined in the Extended Absence Contract, the student will be administratively withdrawn from the program and must re-apply for admission.

The Extended Absence Request Form may be found at:

<https://www.atsu.edu/pdf/extendedabsencerequestform.pdf>

Registration and Records Holds

A.T. Still University reserves the right to place a hold on registration or release of records for current or former students who have an outstanding financial obligation to the University or have

not met a particular enrollment requirement, such as providing official transcripts, maintaining health insurance coverage, completing financial aid exit interview, etc.

A registration hold will prevent you from registering for classes in current and/or future terms.

A records hold will prevent release of records such as the unofficial/official transcript, enrollment or graduation verification, etc.

Current students may determine if they have a hold on their record or registration by visiting the “My Profile >My Message Center” section of the CampusNexus Student Portal at my.atsu.edu. A hold is not removed until a student resolves the problem which caused the issuing department to place the hold on the student’s record. Holds may be initiated by a variety of University departments, including but not limited to, Finance Office, Enrollment Services, Student Affairs, etc.

Family Educational Rights and Privacy Act (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), ATSU may release personally-identifiable information from a student’s academic record if the information is deemed directory information. A.T. Still University has identified the following items as Directory Information: Name, address, telephone number, email address, dates of attendance, class, full-time/part-time status, previous institutions(s) attended, major field of study, awards, honors, degree(s) conferred (including dates), class roster, class schedule, and photographs.

These items may be released without the prior written consent of the student. However, it is our policy not to do so, unless it is deemed to be in the best interest of the student.

Students reserve the right to request in writing that directory designated items be restricted from public disclosure. If they wish to do so, students may fill out a [Nondisclosure of Directory Information Form](#) (pdf). The nondisclosure restriction will remain in effect until Enrollment Services is notified in writing by the student to remove the FERPA restriction.

A.T. Still University assumes no liability if honoring the nondisclosure request has a negative effect for the student.

To learn more about student rights under FERPA, navigate online to: <https://www.atsu.edu/departments-of-student-affairs/enrollment-services/my-academics#ferpa-student-privacy> or stop by Enrollment Services.

Federal Work-Study

Federal Work-Study provides part-time jobs for graduate students with financial need, allowing students to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study.

To learn more about the Federal Work-Study and eligibility, navigate online to: <https://www.atsu.edu/departments-of-student-affairs/enrollment-services/types-of-aid#workstudy> or stop by Enrollment Services.

Health Insurance Requirement

ATSU requires all students enrolled in a residential program maintain comprehensive health insurance coverage. Proof of adequate coverage must be presented to Enrollment Services and must be maintained throughout the duration of enrollment. Failure to maintain continuous health insurance coverage may result in disciplinary action including possible suspension and/or dismissal.

It is important students notify ATSU if there is a change in health insurance coverage within 24 hours of a change. New information will need to be added to the student record. If there is a change in health insurance coverage, a student must complete the Proof of Health Insurance Form (<https://www.atsu.edu/pdf/student-health-insurance-form.pdf>), save it, and email it to Enrollment Services at enrollmentservices@atsu.edu.

Personal Identifier

Protecting student privacy is of the utmost importance to ATSU. In an effort to protect student information and comply with FERPA, ATSU will confirm a student's identity over the phone before providing non-directory information and improve service to students.

In order for a student to utilize this service, a student will need to create a personal identifier on the student portal: <http://www.atsu.edu/department-of-student-affairs/enrollment-services/my-profile#verifying-student-identity>.

This identifier will be stored in the CampusNexus system so faculty and staff will have access to it and may request it prior to providing confidential information. If an identifier is not established, confidential information will not be released over the phone.

Contact Enrollment Services

Deanna Hunsaker, DHEd
Assistant Vice President-Enrollment Services

E-mail: dhunsaker@atsu.edu
Telephone: 660.626.2019
Arizona: 5850 E. Still Circle; 1st Floor Student Affairs Suite
Missouri: Tinning Education Center, 2nd Floor Enrollment Services Suite

Connect with Enrollment Services

www.atsu.edu/department-of-student-affairs/enrollment-services
www.facebook.com/groups/ATSUEnrollmentServices

Information Technology Services

Information Technology Services (ITS) provides technology resources used by ATSU faculty, staff, and students. As a member of the Institutional Research, Grants and Information Systems (RGIS) division, ITS provides technology and information services for all areas of the institution through five distinct service departments. Those groups include administration, network technologies, administrative systems, academic technologies, and support services. General departmental questions may be directed to 660.626.2604 while support services may be reached at 660.626.2200. Students may also enter requests for IT service by accessing the Service Desk via the my.atsu.edu portal.

Computer and network guidelines

ATSU's computer-related resources (i.e., hardware, software, and various network connections) exist to support activities consistent with the University's mission in education, instruction, research, administration, and community service. ATSU provides students access to modern information technology to support the pursuit of excellence in these areas.

Use of these resources must comply with the University's Computer and Network Use Policy (55-103). Among other things, this policy prohibits:

- violation of copyright and licensing laws, including illegal file sharing and installation of unlicensed software;
- removal of ATSU owned equipment from campus;
- installation of equipment intended to extend accessibility to the ATSU network, such as unauthorized wireless access points, hubs, or switches;
- sharing of ATSU account information;
- unauthorized access to private information, whether obtained through "hacking" or by "social engineering" methods;
- attempts to alter system configurations, degrade or disrupt system performance; and
- storing, printing or displaying any files, materials, or messages of an inappropriate nature.

To read the entire Computer and Network Use Policy (General Order 55-103), please see [Appendix E](#).

Email guidelines

To facilitate communication throughout the University, ATSU provides email accounts to all students. The primary use of ATSU electronic communication is to support the educational mission of the University and to conduct daily business.

Certain practices related to email are prohibited. ATSU email accounts should not be considered private as they are University property and as such, these email accounts may be reviewed by appropriate personnel as required.

To read the entire Email Utilization Policy, please see [Appendix F](#).

Service Desk

The ITS Customer Support Center, more commonly referred to as the service desk, is a central point of contact for problems and questions concerning ATSU technology. Service desk support staff will make every effort to resolve a student's technology issues and answer questions.

Service is available 24 hours a day, 7 days a week, 365 days a year. During normal business hours the service desk is staffed with internal technicians. After-hours, weekends, and holidays are staffed with a call center partner.

Printing

Students are provided dedicated printers for their printing needs. Students are expected to be cognizant and respectful of both the environment and institutional costs associated with printing and paper waste. There is currently no additional fee for printing. For assistance with this service, please contact the ITS Service Desk.

Contact ITS

Submit a Service Desk ticket via ATSU's Portal

Arizona: Building 5850, 1st Floor (across from Student Lounge)

Missouri: George Still Building, Ground Floor

Connect with ITS

its.atsu.edu

twitter.com/ATSU_ITSAAlerts (Used for maintenance and/or outage notifications)

facebook.com/its.atsu.edu

Learning & Disability Resources

Learning & Disability Resources (LADR) provides advising and services to ATSU students who want to enhance their learning and academic performance. In addition, LADR coordinates academic adjustments (accommodations) for ATSU students with disabilities.

LADR provides one-on-one, confidential learning advisement sessions tailored to individual learning preferences and challenges. Periodically throughout the academic year, seminars and/or workshops are offered on specific learning techniques. Guidance is also available for board exam preparation. Peer tutors are recruited and coordinated through our department as well.

We encourage every student to visit our office at least once to receive a personalized learning advisement session, and students are welcome to return as often as desired for additional support and guidance.

Academic adjustments (Accommodations)

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Amendments Act of 2008, Learning & Disability Resources supports ATSU students with disabilities by determining eligibility and providing necessary academic adjustments, while maintaining the standards of the University. Academic adjustments are provided for qualified students with disabilities, to ensure that academic requirements do not have discriminating effects.

Any student seeking academic adjustments to accommodate limitations due to a documented disability is required to register with Learning & Disability Resources. Requests for academic adjustments must be made in writing and should be submitted to disabilityresources@atsu.edu.

To read the entire Academic Adjustments Policy, please see [Appendix G](#).

Learning advisement

Individual learning advisement consultations are available to enable students to achieve academic success. Tailored to each her/his learning preferences and particular challenges, learning advisement sessions may address a variety of needs including: effective learning techniques, efficient time management, improving long-term recall, various note-taking styles, test-taking strategies, and developing a board exam study plan.

Tutoring

ATSU provides tutorial services for on-campus program students if they wish to improve their academic performance. The tutoring program provides students with the opportunity to be assigned an individual peer tutor at no cost. Tutors are selected with the recommendation and/or assistance of faculty.

Should a student want to utilize a tutor or sign-up to become a tutor, please contact or stop by Learning & Disability Resources.

Contact Learning & Disability Resources

Jennifer McNeely, MA

Director - Learning & Disability Resources

E-mail: jmcneely@atsu.edu

Telephone: 660.626.2774

Arizona: Building 5850, 1st Floor Student Affairs Suite

Missouri: Tinning Education Center (West of Centennial Commons)

Connect with Learning & Disability Resources

www.atstu.edu/ladr

Mental Health Wellness Counseling

ATSU Mental Health Wellness Counseling (MHWC) is for more than just a student's mental or emotional health. MHWC plays a critical role in maximizing a student's educational potential by helping them deal with barriers to learning stemming from emotional or personal concerns. MHWC allows students to get the most of their professional education.

Confidentiality

Information disclosed in a counseling session and even the fact a student met with a counselor is not disclosed to other persons or agencies without a student's consent within the legal and ethical limitations related to safety of the student or others. No information about counseling is made a part of a student's academic record.

MHWC staff adhere to the ethical code of the American Counseling Association.

Scheduling an appointment

Students may schedule an appointment either online (booknow.appointment-plus.com/12ecx4cm/) or by contacting the office directly.

Suicide prevention/ Mental Health First Aid

Ask/Listen/Refer (ALR)

ATSU's suicide prevention training program, Ask/Listen/Refer, was designed to help students prevent suicide by teaching students to: identify people at risk for suicide; recognize the risk factors, protective factors, and warning signs of suicide; and respond to and get help for people at risk. To take the ALR course go to: <http://www.asklistenrefer.org/atsu> and complete the self-paced online training.

Mental Health First Aid

Mental Health First Aid is an eight-hour certification training that helps people assist someone experiencing or developing a mental health or substance use-related crisis. In Mental Health First Aid, people learn risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help. To become certified in Mental Health First Aid, contact a member of the Mental Health Wellness Counseling staff.

Contact Mental Health Wellness Counseling

Arizona

Art Davalos-Matthews, MA LPC
Mental Health Wellness Counselor

E-mail: amatthews@atsu.edu
Telephone: 480.219.6170
Building 5845, 2nd Floor Suite 213

Missouri

Thom Van Vleck, MA LPC
Mental Health Wellness Counselor

E-mail: tvanvleck@atsu.edu
Telephone: 660.626.2424
ATSU Gutensohn Clinic, 3rd Floor Room 304

Sarah Thomas, MSW, LCSW
Mental Health Wellness Counselor
E-mail: snthomas@atsu.edu
Telephone: 660.626.2424
ATSU Gutensohn Clinic, 3rd Floor Room 304

Connect to MHWC
www.atsu.edu/department-of-student-affairs/counseling

Safety & Security

ATSU employs a security supervisor at both its Arizona and Missouri campuses. Security department's responsibilities are to enforce rules and regulations established through policies and procedures adopted by ATSU to ensure campus safety and security.

The security department is composed of unarmed, uniformed security officers. Arizona campus officers are equipped with security phones capable of contacting the Mesa Police Department, Mesa Fire Department, and other emergency personnel. Missouri campus officers are equipped with radios capable of contacting the Kirksville Police Department, Kirksville Fire Department, and other emergency personnel.

Annual Security & Fire Safety Reports

Annual Security Reports (ASRs) are published each year in compliance with the Higher Education Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Violence Against Women Act ("VAWA") amended and expanded the Clery Act in 2014. Since the campus at Kirksville, Missouri has student housing, the Kirksville ASR includes a Fire Safety Report, including fire statistics.

ASRs contain site-specific information and ATSU policies including safety, security, fire safety, sexual offense resources, and alcohol/drug prevention. Clery-reportable crime statistics for three previous years are contained in the ASR and may also be accessed at ope.ed.gov/campussafety/. Daily crime logs for the current year are available at Mesa and Kirksville security offices.

ASRs are emailed to all students twice a year and may be found online at atsu.edu/security. Paper copies of the ASR may be obtained from ATSU security or from Student Affairs.

Emergency procedures

ATSU's security website provides instructions for actions to be taken in emergency situations at atsu.edu/security.

Emergency operations plans have been developed for the Kirksville and Mesa campuses, copies of which are available from Student Affairs at azstudentaffairs@atsu.edu or mostudentaffairs@atsu.edu.

Emergency notifications and timely warnings

In the event of an emergency or ongoing danger to the campus community, students will receive emergency notifications and/or timely warnings by text message and/or email. The alerts will provide important information and actions to be taken.

Students must register to receive emergency alerts by text messaging. Students are strongly encouraged to register their mobile number and campus location at getrave.com/login/atsu. All students will receive emergency alerts by email. There is no need to register for email notifications.

Identification Badges

ATSU strives to provide the safest learning and working environment for students and staff. Standardized identification of ATSU community members is an essential step in the process of securing University facilities and campuses. All residential students will be issued photo ID badges when their education program begins. The photo id badge should be worn and visible at all times while on campus and at clinical sites.

The full ATSU policy on Identification (ID) Badges 95-109 can be found in [Appendix H](#).

Contact Security

Mesa Campus – ATSU Security

Dial 480.341.9075

or *7 (from on-campus landline)

Kirksville Campus – ATSU Security

Dial 660.349.9513

or 33 (from on-campus landline)

St. Louis Dental Education and Oral Health Center – Affinia Healthcare Security

Dial 314.833.2744 (on-site)

or 314.814.8568 (off-site)

Student Life

Student Life fosters academic, professional, and social development of ATSU students through intentional programming, cultivating student leaders and leadership opportunities, and supporting registered student organizations at ATSU. Student Life encourages and promotes life outside the classroom by fostering a community of collaboration, responsibility, and respect among all ATSU community members.

Student engagement

Student Life encourages students to participate in co-curricular, social, professional, and governing registered student organizations (RSO). Outside the classroom involvement enriches the overall experience of a professional health sciences student.

Student organizations

There are many avenues available to students to engage with Student Life outside the classroom, mainly through registered student organizations (RSO).

A complete list of ATSU-recognized organizations may be found online at atsu.edu/studentlife. Annually, these groups are required to register with Student Life.

Student governance

ATSU encourages every student to express her/his views on issues in policy-making operations and administration of policy at the campus and University level. Each student governing body has a nomination/election process as defined in its constitution.

ATSU has three formal avenues in which students may get involved in student governance:

University Student Association (USA)

Student Government Association – Missouri (SGA)

Organization Presidents Council – Arizona (AZOPC)

Through these organizations, student representatives serve on ATSU committees and have opportunities to provide input into the formulation and application of policies affecting academic and student affairs. Student governing bodies are authorized under the Vice President for Student Affairs.

Engagement record/transcript

Students may generate a verified record of their involvement to document experiences gained outside the classroom. This resource may provide students with speaking points for job interviews, residencies/rotations, and showcase leadership experiences.

Student Life can help a student determine if an official verified transcript, an unofficial record, or a complete involvement history is best suited for her/his needs.

Engagement guidelines

A student's involvement in outside the classroom activity is voluntary and should not interfere with her/his academic performance/standing. ATSU students may not hold an office and/or position of major responsibility in a RSO if the student:

- is on academic and/or disciplinary probation;
- has a record of poor academic performance as determined by the academic program; or
- is prohibited by a college/school's academic review committee.

If students find themselves in any of the situations listed above, they must resign from their officer position or elevated role within the RSO within seven days of notice of change of academic/behavioral status. Students are encouraged to work with the director or assistant director, Student Life, on how to effectively communicate this change with their RSO so as to protect confidential academic/behavioral status.

When a student is removed from academic/disciplinary probation and/or has successfully completed all remediation work, she/he is encouraged to meet with Student Life about re-establishing her/his original role within the RSO.

Professional and career development

Student Life is committed to assisting students with the next step of their professional career with comprehensive professional and career development resources including interview preparation, curriculum vitae/resume review, and professional etiquette.

As students begin to plan for their time after ATSU, they are encouraged to contact Student Life to ensure they are as prepared as they can be when entering the job search phase. In addition to the resources listed, Student Life also organizes career fairs in Arizona and Missouri.

Student housing

Missouri campus

Missouri campus Student Life manages on-campus housing comprised of 44 units of convenient, comfortable, and cost-efficient housing. The on-campus housing location is ideal for walking to class, the Thompson Campus Center, and downtown Kirksville.

If a student is interested in learning more about housing, she/he is are encouraged to take an online virtual tour at: www.atsu.edu/housing/kirksville/on_campus.

To learn more about availability, rates, or other features of on-campus housing, students are encouraged to stop by Student Life.

Contact Student Life

Mykel J. Estes, M.Ed.
Director - Student Life

E-mail: mestes@atsu.edu

Telephone: 480.219.6126

Arizona: 5850 E. Still Circle; 1st Floor Student Affairs Suite

Missouri: Tinning Education Center, 2nd Floor Student Life Suite

Connect with Student Life

www.atstu.edu/department-of-student-affairs/student-life

twitter.com/ATSUStuLife

Student Wellness

The overall philosophy of Student Wellness is to provide an atmosphere of health and programs, which will enable students to reach their maximum potential in mind, body, and spirit. This "holistic" approach to medicine is distinctive to ATSU's osteopathic heritage.

Arizona recreational facilities

Ross-Farnsworth East Valley YMCA

Location: 1807 South Sunview, Mesa, Arizona

Hours*: Monday through Friday, 6:30 a.m. to 11:00 p.m.; weekends, 8:00 a.m. to 10:00 p.m.

ATSU student's qualify for complimentary access to the YMCA; families may have access at a discounted, ATSU-specific rate.

Missouri campus recreational facilities

Thompson Campus Center

Location: 210 South Osteopathy, Kirksville, Missouri

Hours*: Monday through Friday, 5:30 a.m. to 9:00 p.m.; Saturday, 7:00 a.m. to 7:00 p.m.; and Sunday, 10:00 a.m. to 3:00 p.m.

ATSU student's and their partner/spouse qualify for complimentary access to the Thompson Campus Center.

* Hours subject to change.

Still-Well Student Wellness Program

The Still-Well Student Wellness Program is designed to encourage students' health and wellness throughout their educational experience enabling them to reach their maximum potential in body, mind, and spirit.

Programming focuses on the following realms of wellness: environmental, emotional, intellectual, physical, professional, spiritual, and social. Students are encouraged to take part in planning and implementation of Still-Well initiatives by joining organizing committees on their respective campus.

Student Health 101

Student Health 101 is a free, online magazine distributed to students on a monthly basis from Student Life. Student Health 101 provides information on a variety of topics in a presentation geared towards professional health sciences students.

Topics include cooking, fitness, nutrition, travel, physical activity, emotional wellness, academics, and professional development.

Access Student Health 101 at <http://atsu.readsh101.com>. Students may also elect to receive health and wellness-related information by opting into the service by texting ATSU to 40691.

Contact Student Wellness Programs

Dan Martin, MA

Director - Student Wellness Programs

E-mail: dmartin@atsu.edu

Telephone: 660.626.2213

Thompson Campus Center, 210 S. Osteopathy, Kirksville, MO

Connect with Student Wellness Programs

www.atsu.edu/departments-of-student-affairs/still-well-student-wellness-program

Appendix

Appendix A: Code of Conduct Sanctions

As an ATSU student, you are expected to abide by two important codes known as the Code of Academic Conduct and Code of Behavioral Standards. The codes establish minimal expectations of students and serve as guidelines for professional behavior. Inappropriate behavior is subject to sanctions. These sanctions include, but are not limited to, reprimand, probation, suspension, dismissal, and disciplinary consultation, as well as other sanctions deemed appropriate by the University:

Reprimand

A reprimand is a written letter to a student for misconduct found to be a minor offense. A reprimand may be issued by any faculty member through his or her department chairperson or administrator of the institution. Reprimands are reported to the dean of the college/school and the Vice President for Student Affairs or her/his designee for informational and record keeping purposes.

Probation

Disciplinary probation is a written warning a student's behavior has been judged inappropriate, and, if any further problems occur, more serious disciplinary action will be taken. A student may be placed on disciplinary probation for no longer than one calendar year. However, the University reserves the right to extend the probation if warranted. Probation status may be given to a student by the Senior Vice President for Academic Affairs, dean of the college/school, Standards and Ethics Board, or any other official so designated by ATSU's president. Conditions of probation may include a requirement the student obtain medical (including psychiatric) consultation and treatment or other requirements to remedy the misconduct and prevent its recurrence. Students are allowed to continue classes while on probation.

Suspension

Suspension is defined as a temporary and immediate separation from the institution. Duration of suspension is determined by the Senior Vice President for Academic Affairs, dean of the college/school, or the Standards and Ethics Board.

Dismissal

Dismissal is a permanent separation from the institution. Dismissal may be initiated by the president, Senior Vice President for Academic Affairs, dean of the college/school, or the Standards and Ethics Board. Dismissal may be imposed on a student with or without the right to apply for re-admission to the institution at a later date.

Consultation

Qualifying conditions may be placed upon a student's discipline by requiring satisfactory evaluation by a physician or psychiatrist appointed or approved by the University.

Appendix B: Code of Behavioral Standards

Students enrolled at A.T. Still University of Health Sciences are expected to adhere to a standard of behavior consistent with the standards of the institution. Compliance with institutional rules and regulations and city, state, and federal laws is expected.

Students are subject to the same civil laws as other citizens. University policies and regulations are designed to encourage intellectual and personal development of students. Students who violate the law may incur penalties prescribed by civil authorities. Students who violate University regulations off-campus are subject to penalties just as if the violation occurred on campus.

Violations of the Code of Behavioral Standards shall initially be investigated and handled by either the dean of the College/School, the Vice President for Student Affairs, or designee. The dean and Vice President for Student Affairs are encouraged to consult with one another to help ensure the students' best interests are protected.

It is not possible to enumerate all examples of behavior that would be considered inappropriate, unprofessional, or not consistent with the standards expected of a student. The following points include, but do not limit, examples of behavior that would constitute a violation of the Code of Behavioral Standards:

- Violation of the university's harassment and discrimination policies. *NOTE: Title IX and ATSU 90-210 violations must be reported and investigated in accordance with General Order 90-210 Prohibition of Discrimination, Harassment, and Retaliation.*
- Harm, abuse, damage, or theft to or of any person or property on ATSU property or on property owned by any hospital/clinic, affiliated institution/organization, or individual to which the student may be assigned.
- Conviction of a criminal offense other than a minor traffic offense (i.e. reckless driving, minor speeding or parking ticket).
- Failure to immediately inform the Dean's office of any criminal offense, regardless of whether or not an arrest was made (not including minor non-alcohol related traffic offenses).
- Violating the University's Student Drug and Alcohol Abuse Prevention Policy or the University's Drug-Free and Alcohol-Free Workplace policy.
- Possession, use, or storage of weapons, fireworks, or explosives on University property or at a University sponsored activity is prohibited. To avoid creating undue concerns, the use or possession of non-operational or model weapons having the appearance of actual weapons or firearms is also prohibited.
- Violating or disobeying the rules or guidelines of off-campus businesses, institutions, agencies, etc.
- Computer hacking into any website or communications system.
- Inappropriate use of email or social media including but not limited to unprofessional or abusive language.

- Using the University wordmark or a College/School's name without written permission.
- Fundraising on campus without proper approvals.

Sanctions

Inappropriate behavior is subject to sanctioning by the Dean or the Vice President for Student Affairs. These sanctions include, but are not limited to, reprimand, probation, suspension, and dismissal, as well as other sanctions deemed appropriate by the University.

Reprimand

A disciplinary reprimand is a written letter to a student for misconduct found to be a minor offense. Reprimand letters are placed on file with the respective Dean of the College/School for informational and record keeping purposes. Provided the student has no additional behavioral violations, the letter will be destroyed upon the student's graduation or separation from the University.

Probation

Disciplinary probation is a written warning a student's behavior has been judged inappropriate and, if any further problems occur, more serious disciplinary action will be taken. A student may be placed on disciplinary probation for no longer than one calendar year. However, the University reserves the right to extend the probation if warranted. Probation is an official status change on the student's record. Students on probation are not considered to be in "good standing" and are not eligible to hold a leadership position in university clubs or organizations. Conditions of probation may include a requirement the student obtain medical (including psychiatric) consultation and treatment or other requirements that will remedy the misconduct and prevent its recurrence. Students are allowed to continue classes while on probation.

Suspension

Disciplinary suspension is defined as a temporary and immediate separation from the institution. The duration of the suspension is determined by the Dean of the College/School or the Vice President for Student Affairs. Suspension is an official status change on the student's record. Students on suspension are not considered to be in "good standing" and are not allowed to participate in any academic activities or university sponsored events, clubs, or organizations. Conditions of suspension may include a requirement the student obtain medical (including psychiatric) consultation and treatment or other requirements that will remedy the misconduct and prevent its recurrence.

Dismissal

Disciplinary dismissal is a permanent separation from the institution. Dismissal may be imposed on a student with or without the right to apply for re-admission to the institution at a later date. Transcripts will reflect the dismissal status.

Reporting Violations

Anyone internal or external to ATSU may report a student for violating the Code of Behavioral Standards. A charge must be presented in writing as soon as possible after the event has taken place and directed to either the proper Dean's office or the Vice President for Student Affairs.

Status of the Accused

If the behavioral violation results in suspension or dismissal AND the student appeals the sanction, the student will be allowed to continue all academic activities without prejudice until a final decision has been made and the appeal process completed. The exception to this provision is in cases where the Dean of the College/School or Vice President for Student Affairs believes the student's presence on campus/clinical settings is disruptive or poses a threat to the campus/clinical community.

Violation Proceedings (See Appendix A: Procedure for Alleged Violations of Code of Behavioral Standards)

Alleged violations are handled by the Dean of the College/School or the Vice President for Student Affairs. The Dean of the College/School, the Vice President for Student Affairs (VPSA), or their designee will conduct an investigation to determine if the charges have merit. The investigation must include a written notification of the findings to the student being accused of the violation(s).

1. If the investigator finds the charges do not have merit, the Dean or VPSA will notify the student in writing and the complaint will be closed.
2. If the investigator finds the charges have merit, the Dean or VPSA will notify the student by letter of the findings and proposed sanction(s). The student must return the signed letter within 10 calendar days or he/she may request a hearing by the Standards and Ethics Board (SEB).
3. If the student accepts the decision, the Dean or VPSA office will forward the signed, returned letter from the student to the Enrollment Services to be placed in the student's permanent file and the sanction(s) will be imposed.
4. If the student requests a hearing by the SEB, the Dean or VPSA will refer the matter to the SEB chairperson and notify the student in writing of the referral. The SEB chairperson will notify the student in writing of the hearing date and guidelines. *NOTE: Status of the Accused: Generally, during the investigation and hearing process, the student will be allowed to actively continue in his/her program, unless, at the sole discretion of the Dean or Vice President for Student Affairs, it is determined to be the best interests of the institution to temporarily suspend a student and prohibit participation in University activities pending the outcome of the SEB hearing and any subsequent appeal. The Dean's office or VPSA must notify Campus Security and/or the Clinical Coordinator if the student is banned from campus/clinical sites.*

Standards and Ethics Board Hearing Process

The University shall have a standing SEB charged with the responsibility of conducting a formal hearing when requested by a student in order to determine the merits of a Code of Behavioral Standard's charge and/or the appropriateness of a proposed sanction.

Board Membership. The President appoints the members of the SEB for each campus. The five (5) SEB members shall consist of:

1. Two (2) campus administrators;
2. One (1) faculty member from the accused's College/School;
3. One (1) staff member from student affairs; and
4. One (1) faculty member from any other School/College (not the accused student's).

Alternates. One (1) administrator or staff member and one (1) faculty member serve as alternates for the SEB. The alternate appointees shall serve on the SEB should a member of the SEB be ineligible to serve for a certain matter due to a conflict of interest or any other reason as determined by the President.

The President shall appoint one member of the SEB to serve as chairperson. The chairperson is a voting member of the SEB and is responsible for conducting the hearing. The chairperson has the responsibility and right to make final rulings pertaining to procedures and to keep and maintain order at hearings. All decisions require a simple majority vote of a quorum of the members.

Notice of Hearing. The chairperson of the SEB shall give the student written notice of the hearing date no later than five (5) business days before the scheduled hearing date, unless a different hearing date is agreed to in writing by the SEB and student. The notice will include the time, date, and location of the hearing and a statement of the behavior which is alleged to constitute the misconduct. The notice shall state students have the right to present testimony and up to four witnesses on his or her behalf. The notice shall also state the accused, no later than two days prior to the hearing, shall reply in writing to the charges against him or her, set forth any defense, and provide a list to the SEB chairperson of any witnesses the student plans to call on his or her behalf. The hearing may be changed for good cause.

Hearing Guidelines. SEB hearings shall be conducted by the chairperson according to the following guidelines:

- Hearings normally shall be conducted in private.
- The accused student shall be allowed to attend the entire portion of the SEB hearing at which information is received (excluding deliberations). Admission of any other person shall be at the discretion of the chairperson.
- The SEB may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the accused student and/or other witnesses during the hearing by providing separate facilities, using a visual screen, and/or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the chairperson to be appropriate.
- If a violation involves more than one accused student, the chairperson, at his or her discretion, may permit each hearing conducted either separately or jointly.
- The complainant, accused student, and the SEB may arrange for witnesses to present pertinent information to the SEB. Witnesses must appear separately before the SEB and

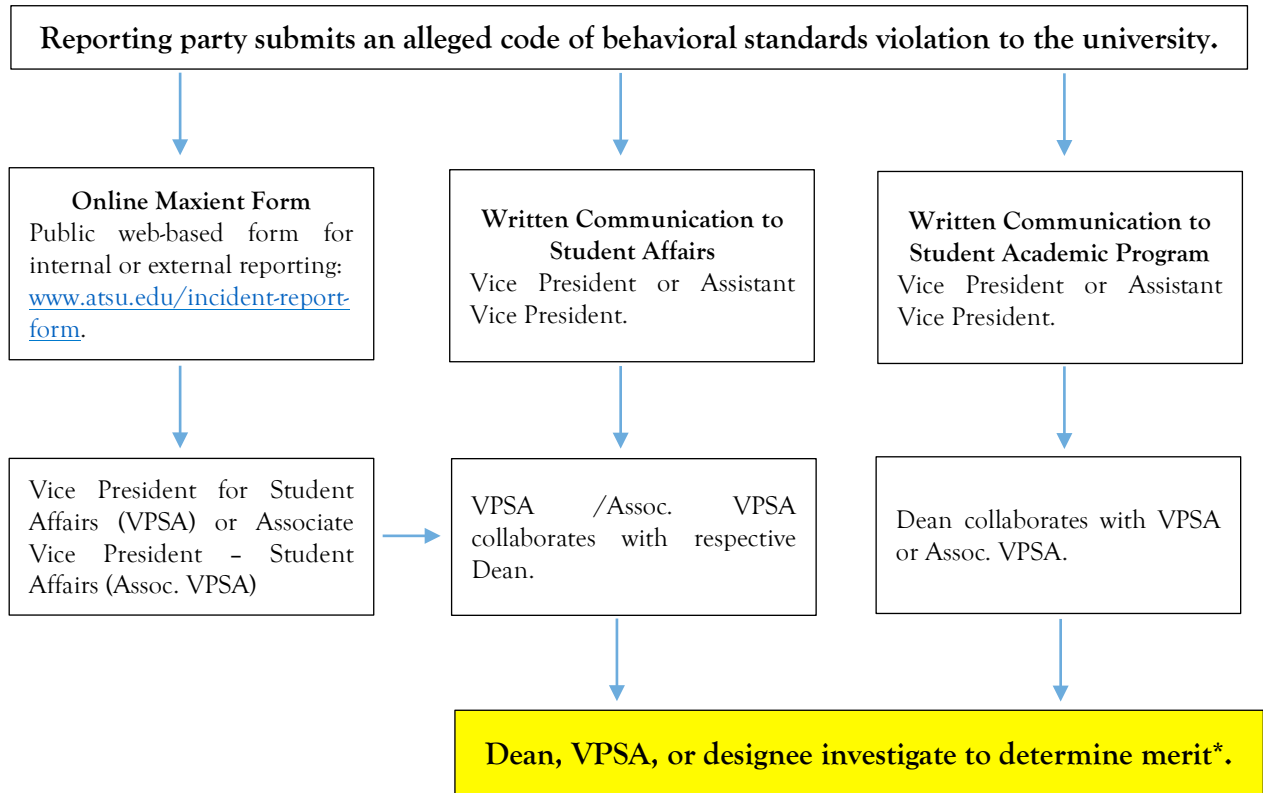
leave the hearing when their testimony is complete. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the complainant and/or accused student, at least two (2) days prior to the SEB hearing. Witnesses will provide information to and answer questions from the SEB. Questions may be suggested by the accused student and/or complainant to be answered by each other or by witnesses. This will be conducted by the SEB with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson.

- Pertinent records, exhibits, and written statements may be accepted as information for consideration by the SEB at the discretion of the chairperson.
- All procedural questions are subject to the final decision of the chairperson.
- After the portion of the SEB hearing concludes in which all pertinent information has been received, the SEB, in private, shall determine (by majority vote) whether the accused student has violated the Code of Behavioral Standards as charged and/or whether the proposed sanctions are appropriate.
- The SEB's determination shall be made on the basis of whether it is more likely than not the accused student violated the Code of Behavioral Standard as charged and/or whether the proposed sanctions are appropriate.
- Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in SEB hearings.
- Student shall be notified within five (5) academic days, in writing, of the outcome of the hearing.
- Findings of the SEB are submitted to the Enrollment Services, Dean's office, and sanctions, if any, are imposed.

Recordkeeping. There shall be a single verbatim record, such as a tape recording, of all SEB hearings before the SEB (not including deliberations). Deliberations shall not be recorded. In addition to the recording of the formal hearing, all records of hearings shall be maintained according to the University's record retention policy in a secure and confidential manner in the Department of Student Affairs Office. The records of the proceedings shall be the property of the University. The student may request in writing to the chairperson a copy of the recording(s) at his/her own expense, within ten (10) days of the hearing. The University has up to twenty (20) business days to produce a copy.

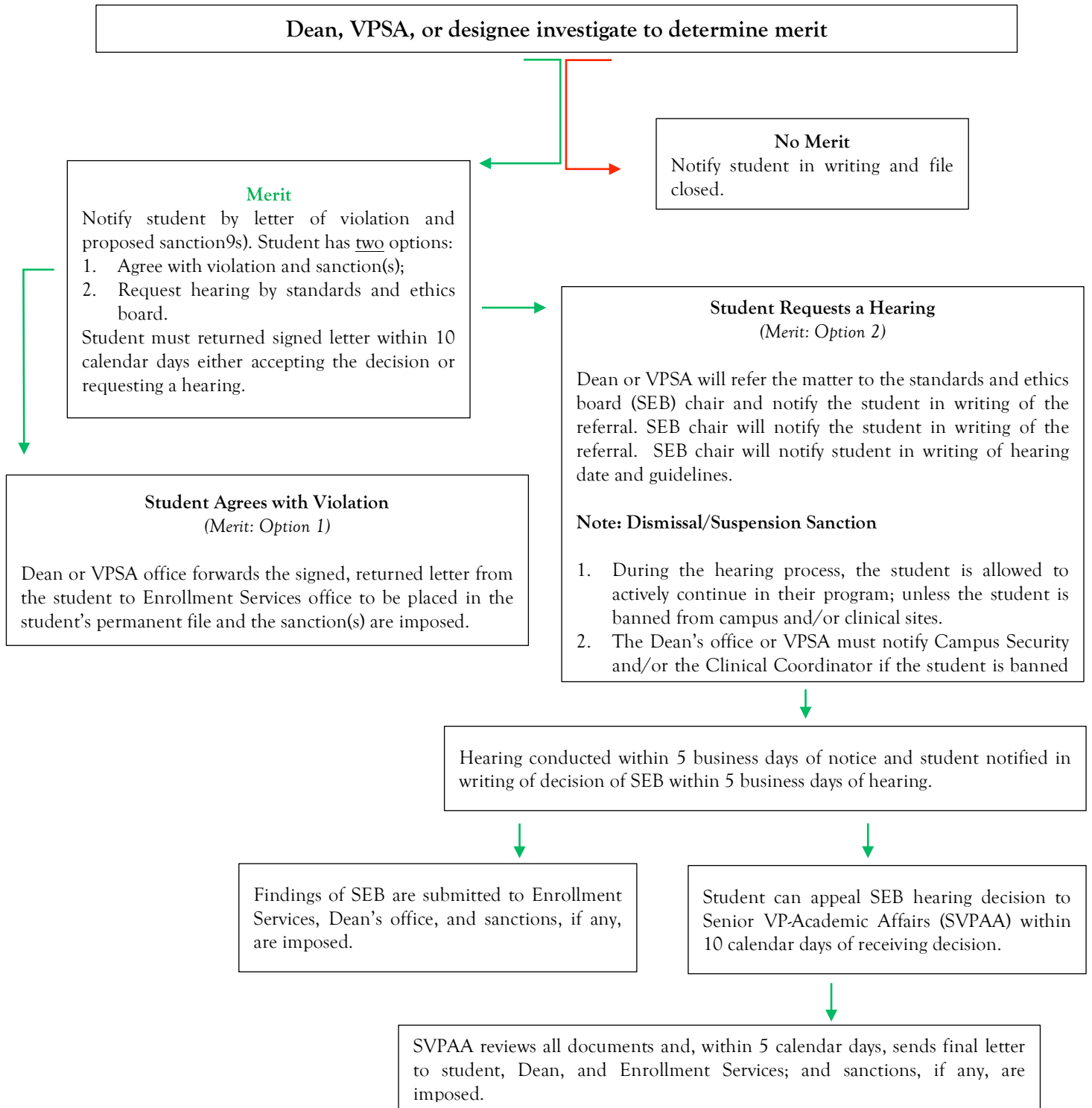
Appeal. The student may appeal the SEB's decision to the Senior Vice President-Academic Affairs (SVPAA) within ten (10) calendar days of receiving written decision. The SVPAA will review all documents and, within five (5) calendar days, render a final decision, which will be communicated by letter to the student, Dean, and Enrollment Services. Sanctions, if any, will then be imposed.

Procedure for Reporting Alleged Code of Behavioral Standards* Violation:



*If violation is of a sexual nature or University Policy 90-210, the Director, Title IX & Training **must** be informed immediately. Investigations must be investigated by a Title IX designee.

Procedure for Reporting Alleged Code of Behavioral Standards* Violation:



***If violation is of a sexual nature or University Policy 90-210, the Director, Title IX & Training must be informed immediately. Investigations must be investigated by a Title IX designee.**

Appendix C: Prohibition of Discrimination, Harassment, and Retaliation

Purpose

This general order's purpose is to provide an employment and learning environment at ATSU free from discrimination, harassment, and retaliation. Discrimination, harassment, or retaliation by anyone—managers, administrators, supervisors, co-workers, students, or non-University personnel including clients, vendors, and suppliers—on the basis of race, color, religion, ethnicity, national origin, sex (including pregnancy), gender, sexual orientation, gender identity, age, disability, veteran status, or any other status protected by applicable law is a violation of University policy and is prohibited by the University.

Policy

ATSU does not discriminate on the basis of race, color, religion, ethnicity, national origin, sex (including pregnancy), gender, sexual orientation, gender identity, age, disability, or veteran status in admission or access to, or treatment or employment in its programs and activities. Dating violence, domestic violence, sexual assault (e.g., non-consensual sexual contact/intercourse), stalking, harassment, and retaliation are forms of discrimination prohibited by ATSU.

Any person who witnesses or has knowledge of incidents of discrimination, harassment, retaliation, or any other situation prohibited by this policy should report such information to the persons listed in this general order. All reporting parties are protected from adverse action or retaliation under the provisions of this policy and by ATSU Policy No. 10-216: Whistleblower. Good faith reports, even if erroneous, will not result in punitive action. Deliberately false and/or malicious accusations of harassment are just as serious an offense as harassment and will be subject to appropriate disciplinary action.

To report violations of ATSU's Nondiscrimination Policies, request information, or for assistance filing a police report, contact the following persons:

Employees, members of the public,
or beneficiaries should contact:

Arizona campus

Tonya Fitch
Director of Human Resources
Deputy Title IX Coordinator
5850 East Still Circle
Mesa, Arizona 85206-3618
480.219.6007
tfitch@atsu.edu

Missouri campus

Donna Brown

Students should contact:

Arizona campus

Beth Poppre
Associate Vice President for Student Affairs
Deputy Title IX Coordinator
5850 E. Still Circle
Mesa, Arizona 85206-3618
480.219.6026
bpoppre@atsu.edu

Missouri campus

Lori Haxton

Assistant Vice President of Human Resources
Deputy Title IX Coordinator
800 West Jefferson Street
Kirksville, Missouri 63501
660.626.2790
dbrown@atsu.edu

Vice President for Student Affairs
Deputy Title IX Coordinator
800 West Jefferson Street
Kirksville, Missouri 63501
660.626.2236
lhaxton@atsu.edu

Alternately, discrimination complaints, reports, or questions may be directed to the ATSU Director, Title IX & Training:

John Gardner
Director, Title IX & Training
800 West Jefferson Street
Kirksville, Missouri 63501
660.626.2113
titleix@atsu.edu

ATSU Campus Security (atsu.edu/security)

Arizona campus:

Emergency - 911 (off-campus)
Emergency - 911 (on-campus)
Security Office - *7 (on-campus)
Non-Emergency Security - 480.341.9075

Missouri campus:

Emergency - 911 (off campus)
Emergency - 9-911 (on-campus)
Security Office - 33 (on-campus)
Non-Emergency Security - 660.626.2380
/660.349.9513

Mesa Police Department - 480.644.2211, opt. 2

Kirksville Police Department - 660.785.6945

On-campus confidential resources are available for students through:

ATSU Counseling Services (atsu.edu/counseling_services)

Arizona campus - Art Matthews, 480.219.6170, amatthews@atsu.edu

Missouri campus - Thom Van Vleck, 660.626.2424, tvanvleck@atsu.edu

To anonymously and confidentially report situations or behavior that compromises the University's integrity, call our 24-hour service at 1.855-FRAUD-HL or use our secure online reporting form at fraudhl.com. Reference our Company ID ("ATSU") when making a report.

Off-campus counseling and victim support is available through:

National Sexual Assault Hotline - 800.656.4673
Victim Support Services, Inc. (Missouri) - 660.665.1617
Mesa Victim Services Unit (Arizona) - 480.644.4075

Complaints regarding potential violations of Title IX, the Clery Act, or Title VII may be directed to:

Title IX and Clery Act:
U.S. Department of Education

One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
816.268.0550
816.268.0559 fax
ocr.kansascity@ed.gov

Title VII:
U.S. Equal Employment Opportunity
Commission
Robert A. Young Federal Building
1222 Spruce Street, Room 8.100
St. Louis, MO 63103
800.669.4000
314.539.7894 fax
800.669.6820 TTY

A. Anti-harassment

1. Prohibited conduct includes unwelcome conduct, whether verbal, non-verbal, physical, or visual, that is based on or relates to an individual's race, color, religion, ethnicity, national origin, sex (including pregnancy), gender, sexual orientation, gender identity, age, disability, veteran status, or any other status protected by applicable law, and
 - a. has the effect of creating a hostile environment;
 - b. has the effect of unreasonably interfering with an individual's work or student's performance; or
 - c. otherwise adversely affects an individual's employment or education opportunities.
2. A hostile environment is any situation in which there is harassing conduct sufficiently severe, pervasive, or objectively offensive to alter the conditions of employment or limit, interfere with, or deny educational benefits or opportunities, from both a subjective (the alleged victim's) and an objective (a reasonable person standard) viewpoint.
3. The determination of whether an environment is "hostile" will be based upon the circumstances, including:
 - a. frequency of the conduct;
 - b. nature and severity of conduct;
 - c. whether conduct was physically threatening;
 - d. whether conduct was humiliating;
 - e. effect of conduct on the alleged victim's mental or emotional state;
 - f. whether conduct was directed at more than one person;
 - g. whether conduct arose in the context of other discriminatory conduct;
 - h. whether conduct unreasonably interfered with the alleged victim's educational or work performance;
 - i. whether the statement is an utterance of an epithet, which engenders offense in an employee or student or offends by mere discourtesy or rudeness;
 - j. whether speech or conduct deserves the protections of academic freedom or First Amendment of the U.S. Constitution.
4. Examples of prohibited conduct include, but are not limited to, jokes, epithets, slurs, insults, negative stereotyping, written or graphic material (including emails), or any threatening or intimidating acts that denigrate or show hostility toward an individual and that relate to race, color, religion, ethnicity, national origin, sex (including pregnancy),

gender, sexual orientation, gender identity, age, disability, veteran status, or any other status protected by applicable law.

5. Prohibited behavior also includes any unwelcome behavior of a sexual nature such as sexual advances and propositions; requests for sexual favors; sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul, obscene, or offensive printed or visual material; unwelcome physical contact of a sexual nature such as bodily contact with the breast, groin, or buttocks; patting, pinching, hugging, or brushing against another individual's body; and any other unwelcome verbal, non-verbal, physical or visual conduct of a sexual nature where:
 - a. submission to such conduct is an explicit or implicit condition of employment or education; or
 - b. submission to or rejection of such conduct is used as a basis for employment-related or academic-related decisions such as a promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment, or any other condition of employment or career development or academic development; or
 - c. such conduct has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, abusive, or offensive working or educational environment.
 6. Non-consensual sexual contact and non-consensual sexual intercourse are explicitly prohibited by this policy.
 - a. Non-consensual sexual contact is any unwelcome intentional sexual touching, however slight, with any object, by a man or woman upon a man or woman.
 - b. Non-consensual sexual intercourse is any unwelcome sexual intercourse, however slight, with any object, by a man or woman upon a man or woman, without consent and/or by force.
 - c. Consent is clear, knowing, and voluntary. It may be given by words or actions, but silence itself cannot be interpreted as consent. Consensual words or actions create mutually understood, clear permission regarding willingness to engage in sexual activity.
 - d. Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation, and coercion that overcome resistance or produce consent.
 - e. Sexual activity with someone whom one knows to be, or based on the circumstances should reasonably have known to be, mentally or physically incapacitated, constitutes a violation of this policy.
 7. This policy applies universally to all University employees and students in their dealings with each other and to all University employees and students in their dealings with third parties. Any University employee or student who violates this policy will be subject to corrective action up to and including termination or dismissal. University employees or students may be disciplined, up to and including termination or dismissal, for engaging in behavior that is disrespectful, disruptive, or otherwise prohibited by this policy, regardless of whether that behavior constitutes harassment prohibited by law.
- B. Discrimination, harassment, and retaliation grievance procedures

1. Any individual who feels he/she has witnessed or experienced behavior prohibited by this policy, or who has questions, concerns, or information regarding violations of this policy, should immediately report the circumstance(s) or incident(s) to his or her supervisor or one of the contact persons described in this policy.
2. Upon receipt of a discrimination, harassment, or retaliation report, the University will conduct a prompt, thorough, and impartial investigation, evaluating all relevant information and documentation relating to the report.
 - a. If a report is made, an ATSU investigator will meet with the reporting party to discuss the allegations and/or circumstances. The objectives of this initial meeting will be to reduce the report to writing, stop the harassment, prevent its recurrence, and take steps to remedy its effects in the interim.
 - b. If, following this meeting, it is determined no potential policy violations exist, the investigator will produce a report stating such conclusion, including all elements of the initial meeting and interim remedial steps taken.
 - c. Interim remedial steps may include course or work adjustments, no contacts orders, temporary suspension of the alleged perpetrator, or any other reasonable measure to facilitate the end and prevention of harassment.
 - d. If, after an initial meeting between an ATSU investigator and a reporting party, it is determined any part of this policy may have been violated, a full investigation will be conducted. Investigators will be appropriately trained and will not have a conflict of interest or bias against the reporting party or respondent. Such investigation will be concluded promptly, typically within ten (10) business days of report receipt by the appropriate personnel. Investigations may, however, take longer based on a number of factors and variables such as the nature and detail of the notice received, complexity of the investigation, and cooperation level of the parties and witnesses. In most all cases investigations will be completed within sixty (60) business days, though this timeline may be extended for appropriate cause as determined by the investigator.
 - e. The parties will be regularly updated as to the projected timeline for the investigation completion. During the process, the reporting party and respondent will be given timely notice of any meetings at which either or both may be present and will have equal opportunity to present witnesses, provide evidence, and have others present, including an advisor of their choice. The reporting party, respondent, and appropriate officials will be given timely and equal access to information to be used during informal and formal disciplinary meetings and hearings.
 - f. Investigators use the “preponderance of evidence” (more likely than not) standard when determining whether or not there is a violation.
 - g. Simultaneous written notice to the parties describing findings of the investigation, including determination of responsibility and sanctions and available appeal procedures, will occur within five (5) business days of the investigation.
 1. Sanctions for employees may include a disciplinary warning to be added to the employee’s permanent file, probation, suspension with or without pay, and/or termination.
 2. Sanctions for students may include reprimand, a disciplinary warning to be added to the student’s permanent file, probation, suspension, and/or dismissal.

- h. The parties will have the right to appeal within five (5) business days of receiving the findings. If the appeal is not timely or substantively eligible, the original findings and sanctions will stand, and the decision will be final. If the appeal has standing, the documentation will be forwarded for consideration. The party requesting appeal must show error as the original findings and sanctions are presumed to have been decided reasonably and appropriately. The only grounds for appeal are:
 - 1. a procedural (or substantive) error that significantly impacted the hearing outcome (e.g., substantiated bias, material deviation from established procedures).
 - 2. to consider new evidence unavailable during the original hearing or investigation that could substantially impact the original findings or sanctions. A summary of this new evidence and its potential impact must be included.
 - 3. The sanctions imposed are substantially disproportionate to those previously imposed for similar violations. Right to appeal under this provision is for the responding party only. No other party has the right to appeal sanctions.
- i. Upon receipt of a written appeal an appellate panel consisting of three (3) members of ATSU's Equity Grievance Pool (EGP) will be selected to rule on the appeal.
 - 1. EGP members are appointed by ATSU's President.
 - 2. EGP members include the Title IX administration team, two (2) faculty members nominated by ATSU Faculty Senate, two (2) students nominated by the University Student Association, and two (2) staff members nominated by the University Staff Council.
- j. The appellate panel will rule on the appeal within fifteen (15) business days. Any extension of time beyond fifteen (15) business days will be communicated to both parties along with an updated timeframe for the ruling.
- k. Any sanctions imposed at the conclusion of an investigation will remain in effect during the appeals process.
- l. In the event an appeal is upheld by the appellate panel, the panel's report will be submitted to the investigators for redetermination based on the panel's findings. Written notice to the parties describing the revised findings of the investigation, including determination of responsibility and sanctions, will occur within five (5) business days of receipt of the appellate panel report.

C. Anti-retaliation

- 1. The University will not retaliate against, nor permit retaliation against, any individual who opposes discrimination or harassment, makes a complaint of discrimination or harassment, and/or participates or cooperates in a discrimination or harassment investigation, proceeding, or hearing.
- 2. Examples of retaliation
 - a. After a whistleblowing incident, an employee may suddenly find himself or herself being assigned to different duties or even moved into a different position. The new role often involves duties that are below the employee's capabilities or even demeaning in nature. The supervisor may make the new role as difficult as possible by harshly critiquing results or implementing unreasonable time constraints for completing projects. The supervisor may also limit access to resources the employee needs to complete his or her assigned tasks.

- b. Employers may retaliate by excluding the employee from normal activities, attempting to create a sense of isolation. A supervisor may refuse to invite the employee to an important meeting or a social activity such as a group luncheon or outing. He or she may also exclude the employee from training sessions that could enhance the employee's job performance or opportunity for advancement. Exclusion can occur by relocating the employee to an area where he or she has little contact with other workers.
- D. Amnesty for drug/alcohol possession and consumption violations
- 1. ATSU strongly encourages students and employees to report potential violations of this policy. Therefore, good faith reporters to appropriate authorities regarding potential violations will not face University disciplinary action for their own drug/alcohol possession or consumption in connection with the reported incident.
 - 2. Amnesty for persons making a report in good faith does not include substance abuse counseling and/or rehabilitation, which may be necessary for employees or students with clinical responsibilities or patient contact.

RESPONSIBILITY

- A. The assistant vice president of human resources and director of human resources are responsible for responding to and monitoring all complaints of discrimination, harassment, or retaliation from employees.
- B. The vice president for student affairs and the associate vice president for student affairs are responsible for responding to and monitoring all complaints of discrimination, harassment, or retaliation from students, members of the public, or beneficiaries.
- C. The Director, Title IX & Training is responsible for all sex- and gender-based harassment and discrimination awareness, prevention, training, monitoring, reporting, investigation, and resolution at ATSU.

Appendix D: Sexual Assault Victim's Bill of Rights

In compliance with federal law ATSU will adhere to the following Sexual Assault Victim Bill of Rights. Any disciplinary hearings described below refer to ATSU internal conduct proceedings only and do not relate to criminal or civil proceedings in any court of law.

- Victims shall be informed of their options to notify law enforcement. ATSU will assist with notifying law enforcement personnel, if the victim so desires.
- Victims have the right to choose not to notify law enforcement.
- Victims shall be notified of counseling services available.
- Victims shall be notified in writing of options for changes to academic, living, transportation, working situations, or protective measures. The University will support any reasonable accommodations or protective measures requested by the victim, regardless of whether the victim chooses to report the crime to Security or local law enforcement.
- Both the accuser and the accused have the right to have an advisor of their choice present during any disciplinary proceeding conducted by ATSU.
- Both the accuser and the accused shall receive simultaneous notification, in writing, of: a) the result of any ATSU disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking; b) the procedures for appeal of the result of the disciplinary procedures, if such procedures are available; c) any change to the result; and d) when such results become final.

Appendix E: Computer and Network Use

A. General use

1. ATSU's computer-related resources (i.e., hardware, software, and various network connections, etc.) exist to support activities consistent with the campuses' mission in education, instruction, research, administration, and community service. ATSU provides faculty, staff, and students with access to modern information technology to support the pursuit of excellence in these areas. Use of the University's computing resources must be consistent with University policy.

B. Software

1. ATSU will respect all computer software copyrights and adhere to the terms of all software licenses to which the University is a party. Employees and students may not install unlicensed software. Duplication of licensed software for use on campus premises or elsewhere, unless ATSU is expressly authorized to do so by agreement with the licensor, is prohibited. Unauthorized software duplication may subject employees to ATSU penalties, as well as civil and/or criminal penalties under the United States Copyright Act.
2. Information Technology will conduct periodic audits of all computers to ensure compliance with all software licenses. Employees and students who make, acquire, or use unauthorized computer software copies shall be disciplined as appropriate.

C. Hardware

1. Computer equipment that is ATSU property is to reside on campus unless the equipment is considered mobile (i.e., portable computers) or has been checked out through ITS for an express purpose.
2. No computer equipment intended to extend accessibility to the ATSU network may be installed without ITS' knowledge and approval. Types of forbidden devices include wireless access points, hubs, and switches.

D. Security

1. ATSU systems and networks are proprietary and are not to be accessed by unauthorized persons. Every computer account issued by ATSU is the responsibility of the person in whose name it is issued. Passwords are to be maintained for all systems and changed on a regular basis. Passwords are confidential and not to be made public. Information Technology Services is to be notified of suspected attempts to breach any system security.
2. "Hacking" or attempting to gain entry to any computer system or file to which authorization has not been given is strictly prohibited. Moreover, attempts to alter system software or hardware configurations, or deliberate attempts to degrade or disrupt system performance, will be viewed as criminal activity under applicable state and federal laws.

E. Networking and Internet

1. ATSU's private network and related public networks (i.e., the Internet) are to be used in a responsible, effective, and efficient manner consistent with the goals of the University and commonly accepted norms of an academic environment.

2. Storing, printing or displaying any files, materials, or messages of an inappropriate nature will be considered a violation of ATSU policy and will be handled per University procedures.

Responsibility

1. It is the responsibility of all faculty, students, and staff to comply with the above policy.
2. It is the responsibility of the Information Technology Services group to maintain computing equipment and networks at a standard of reliability and service consistent with comparable institutions.

Appendix F: Email Utilization

This policy ensures compliance with the Electronic Communications and Privacy Act of 1986, which protects both the interception of and unauthorized intrusion into email stored on a system. Consistent with this law and with most generally accepted views of privacy, ATSU affords the same privacy to email as it does to paper mail and telephone conversations (i.e., to the fullest extent of the law). Thus, all email files should be considered to be private and confidential unless the owner has explicitly made the files available.

ATSU appreciates and promotes the concepts of academic freedom and privacy within the context of an educational community. ATSU provides email to its students, faculty, and staff as a means of effective communication (both on- and off-campus), for creative endeavors, and other uses consistent with ATSU's mission. This is an ATSU resource and should be given the same attention as other University resources.

All employees and students should be aware of ATSU standards regarding use of email established in this policy. Disruptions to the email system will be minimized. All employees and students should be aware of privacy and security guidelines as applied by ATSU to email usage.

Policy

- A. In support of the traditional mission of educational universities (i.e., education, scholarship, and service), ATSU provides and encourages use of electronic communications to the fullest extent possible. This use should be focused on direct business of ATSU allowing for incidental personal use. Those who use ATSU's email system are expected to do so in a responsible and appropriate manner. Usual standards of personal and professional courtesy are expected. Access is a privilege that may be removed upon sufficient justification.
- B. Usage of ATSU's email system is encouraged, subject to the following:
 1. Usage must be in support of the educational, scholarly, service, and administrative roles of ATSU. Accepted standards of business conversation should be used in all work-related emails.
 2. Usage must be only by ATSU employees and students or others granted use for a specific purpose. Unauthorized access to another's email is prohibited.
 3. The system may not be used for any unlawful activities or for personal use inconsistent with ATSU's mission.
 4. Personal use is allowed provided it does not interfere with the email system or with the individual's employment or obligations to ATSU.
- C. The following are among unacceptable uses of email at ATSU:
 1. any illegal activity
 2. use of ATSU email by unauthorized individuals
 3. misrepresentation of user's University identity with intent to deceive. If making public comments, disclaimers will be included to indicate all opinions are of the sender and not ATSU.

4. use of the email system in any way so as to interfere with its usage by others. Specifically chain letters should not be forwarded, nor should one ever be involved in "spamming" (widespread distribution of unsolicited email) or "letter-bombing" (sending messages to recipients with the intent of interfering with their email system).
 5. emailing of copyrighted material in violation of the rights of the author of the work
 6. transmission of viruses, worms, or other such destructive software to any individual, whether internal or external to ATSU community.
- D. Upon occasion, email must be read by one for whom a message was not intended. The following are examples of the most likely circumstances under which this might occur:
1. when any lawful request by a court or other competent jurisdiction to inspect email
 2. when there is reliable evidence (as opposed to rumor, gossip, or other unreliable sources) to indicate a law has been violated
 3. when there are circumstances where failure to act may cause significant bodily harm, property loss/damage, or loss of evidence of violations of the law
 4. when there are circumstances where failure to act would obstruct administrative or educational functions of ATSU
 5. when monitoring the email system for functional problems
 6. when attempting to determine the fate of returned undeliverable email
- E. When one of the above conditions requires reading another's email, the following specific procedures must be followed:
1. If it is the agreed opinion of these two individuals that the email should be read, then the following will be followed. ATSU's President will render a final decision if the two do not agree.
 2. If the request has been generated in response to items D1, D2, or D3, a written notice will be given to the individual in question and no further action will be necessary. In these instances, the concurrence of the two individual officers will be sufficient to request ITS access to the individual's email account. After access is granted, inspection of the email will be limited to the least invasive level necessary to determine if a violation of policy has occurred.
 3. In the cases of D4, D5, and D6, no written notice will be required.
- F. ATSU email users should be aware of the following:
1. Email is a non-secure means of communication. Since a message is routed through multiple machines in order to arrive at its final destination, at any point along the way, theoretically, a message could be intercepted. At the same time, since messages are broken up and transmitted as packets, and any packet may go in any direction with final assembly of the message occurring at the recipient's end, complete messages may be difficult to intercept.
 2. Email addressed to any individual may, upon occasion, be routed to an incorrect address.

3. Email that is not deliverable may be returned to the postmaster who may need to read portions of the message to determine how to route the message to the appropriate recipient.
 4. Deleting an email message may not remove it from the system. Since archival backups of the network storage are made daily, emails that may have been backed up and then deleted by an individual are still available from the backup tapes.
 5. Encryption of email messages may afford a greater degree of privacy. However, one should consider the level of privacy with email to be that generally afforded to a postcard message.
 6. In general, ATSU cannot and does not wish to monitor email communications involving its students, faculty, and staff. ATSU does not routinely monitor email communications.
- G. In accordance with section B2 of ATSU Policy No. 90-333: Employment Separation or Transfer Process, supervisors may allow employees to extend their use of an ATSU email account in order to sort through and forward messages of a personal nature to a personal account for a period of up to six (6) months. In cases where separated employees are being recognized with emeritus status or by special request and President's Cabinet member approval, the email account may be kept indefinitely for the purpose of maintaining goodwill with former employees; however, the account will be removed from all work-related groups.
- H. Violation of this policy may result in restriction of access to the email system. In addition, if required, disciplinary action may be applicable up to and including termination of employment. Employees who spend inordinate amounts of time with email, outside their assigned duties, should be treated by their supervisors as they would for any other work time problem. This is not a problem with how the employee is using the system, but rather how the employee is using work time. In specific the supervisor should:
1. review ATSU's expectations with respect to the individual's position;
 2. directly communicate concerns to the employee; and,
 3. handle the situation as any other personnel-related disciplinary action.

Responsibility

The vice president for research, grants, and information systems is responsible for the development and maintenance of this policy.

Appendix G: Process for Requesting Academic Adjustments (Accommodations) for Students with Disabilities

PROCESS FOR REQUESTING ACADEMIC ADJUSTMENTS (ACCOMMODATIONS) FOR STUDENTS WITH DISABILITIES

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Learning & Disability Resources (LADR) supports ATSU students with disabilities by determining eligibility and providing reasonable and appropriate academic adjustments (accommodations), while maintaining the standards of the University. This document outlines the process used in determining a student's eligibility for disability-related academic adjustments.

Requests for academic adjustments are processed on a case-by-case basis pursuant to an interactive process between ATSU and the student. While requests can be made at any time, the review process may take up to three (3) weeks, so requesting well in advance of anticipated need is recommended. As every request for academic adjustments is unique, students are encouraged to contact LADR with any questions or concerns at any point in the process.

Learning & Disability Resources (LADR)
disabilityresources@atsu.edu
Director – Learning & Disability Resources (MO): 660.626.2774
Disability Resources Advisor (AZ): 480.245.6248

General Process

1. Student contacts LADR, self-identifying as a student with a disability requesting academic adjustment(s). ATSU faculty will not provide disability-related academic adjustments without referral to, and notice from, LADR.
2. Required forms are provided to the student for completion:
 - a. Academic Adjustment Request Form (information about the disability, history of academic adjustment(s), and specific academic adjustment(s) requested)
 - b. Authorization for Release of Confidential Information Form (allows communication between LADR staff, professionals involved in assessing for a disability, and other ATSU staff involved in implementation of academic adjustments)
3. Student submits the above two forms and documentation of their disability to LADR. See the Documentation Guidelines for Verification of Disability section for information on needed documentation.
4. An interactive process between LADR, the student, and the college/program accessibility liaison, if needed, begins, and may take up to three (3) weeks to determine:

- a. Whether the documentation and assessment of impact indicate a disability as protected by federal law; and,
 - b. If appropriate academic adjustments can be made without altering the fundamental nature of the academic program.
5. Based on the outcome of the above determination, the student and appropriate faculty/staff (only those with a need to know) will receive notification that:
- a. Academic adjustments have been approved, with instructions for the student on how to follow up to receive academic adjustments; or,
 - b. Academic adjustments have been denied, with instructions to the student on follow up or additional action.
6. Student is responsible for notifying the appropriate staff/faculty of the approved academic adjustments to be implemented. LADR staff will counsel students on their responsibilities.
7. Student may request additional adjustments and/or modifications to previously granted adjustments at any time, following this same process.

Additional Important Points

Academic adjustments that fundamentally alter the nature of an ATSU service, program, or activity, or that lower or substantially modify essential program requirements, will not be approved. LADR works with each student and relevant faculty/staff through an interactive process designed to identify adjustments that meet the needs of all parties, which may or may not be the specific adjustments requested by the student. A student may be granted an alternative adjustment when a particular adjustment request has been denied.

Provisional academic adjustments may be available while ATSU engages in the interactive process to determine whether ongoing academic adjustments are appropriate and, if so, which adjustments are necessary. Provisional adjustments do not reflect a determination ongoing adjustments will be approved and/or which adjustments are appropriate, and do not create an obligation for ATSU to continue academic adjustments.

Approved academic adjustments, whether provisional or standard, are not effective retroactively.

Appeal Process

Students who are denied eligibility or who are dissatisfied with an academic adjustment may request that the Director – LADR reconsider the decision. The Director – LADR will review the request and any additional documentation provided, meet with the student if needed, and issue a reconsideration decision in writing.

Students may appeal reconsideration decisions within ten (10) days of notification. Appeals are to be made in writing to the student's school/college dean.

Grievance Policy for Students with Disabilities

Students who think they have been denied equal access to the University's academic programs, resources, or other services because of a disability may file a detailed written grievance as soon as possible after the alleged discrimination occurred, but in no event more than 60 days thereafter. In order to establish the basis for such a grievance, students must have filed an Academic Adjustment Request Form and supporting documentation with LADR and discussed their request with either the Disability Resources Advisor or the Director - LADR.

The University encourages students to speak first with the Director - LADR to resolve complaints informally. If informal steps do not satisfactorily address the complaints or there is a complaint about the Director - LADR, students may file the written grievance described above to one of the two individuals listed below.

Arizona Campus

Beth Poppre
Associate Vice President for Student Affairs
5850 East Still Circle
Mesa, AZ 85206-3618
480.219.6026
bpoppre@atsu.edu

Missouri Campus

Lori Haxton
Vice President for Student Affairs
800 West Jefferson Street
Kirksville, Missouri 63501
660.626.2236
lhaxton@atsu.edu

Documentation Guidelines for Verification of Disability

ATSU requires current and comprehensive documentation to verify a student's disability status and need for academic adjustments to equally access educational programs and activities. A clinical diagnosis, in and of itself, does not establish eligibility for disability-related academic adjustments. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activities. Whether a student's impairment is substantially limiting is determined by assessment of the current impact of the identified impairment, as compared to most people in the general population. Objective evidence obtained from up-to-date normed measures is most helpful.

To be deemed sufficient, documentation verifying disability shall:

- Be on letterhead from a licensed/certified clinical professional, who is not related by blood or marriage to the student, who is qualified to render a diagnosis and to recommend relevant academic adjustments;
- Identify a physical or mental impairment that substantially limits (as compared to most people in the general population) one or more major life activities;
- Demonstrate how the impairment affects the student's functioning at the current time in the educational setting;
- Include recommendations for academic adjustments directly related to the student's functional limitations; and,
- Provide rationale explaining why each recommendation is appropriate and necessary.

Evidence of prior academic adjustments/accommodations received is helpful and encouraged. However, prior receipt of academic adjustments for a particular activity does not guarantee identical adjustments are indicated or will be available in all future settings and circumstances.

Because each student's situation is unique, documentation requirements vary. Guidelines pertinent to all disabilities, and additional guidelines for specific disability categories, follow. Students are encouraged to share these guidelines with their clinicians. In all cases, LADR reserves the right to request additional or updated information.

For all disabilities, the following information should be included:

- Student's full name, date of birth, and ATSU program of study
- Evaluating clinician's name, title, license/certification number and state, address, and phone number
- Date of document, date of evaluation/assessment, first and latest dates of contact with student
- Diagnosis(es), and date(s) of same
- Description of how each diagnosis was made (list assessments, tests, measures used)
- Expected duration of impairment(s)
- Symptoms or functional limitations associated with the impairment(s), and severity of each with and without mitigating measures, if applicable (e.g., medication, other treatment)
- Current medications and possible side effects, if applicable
- Recommended academic adjustments (accommodations), based on functional limitations, and rationale as to why each is necessary

ADHD (Attention-Deficit/Hyperactivity Disorder)

A neuropsychological or psychoeducational assessment is needed to determine the current impact of the condition on the student's functioning. Due to the challenge of distinguishing normal behaviors and developmental patterns of adolescents and adults from clinically significant impairment, a multifaceted evaluation should address the intensity and frequency of symptoms, and whether these behaviors constitute an impairment that substantially limits a major life activity as compared to most people in the general population.

A qualified professional must conduct the evaluation

A licensed professional who has had training in the diagnosis of ADHD, and direct experience with adolescents and/or adults with ADHD (such as a clinical or educational psychologist, a neuropsychologist, or a physician known to specialize in ADHD diagnosis/treatment) should conduct the evaluation and write the report.

Documentation must be current

Documentation needs to describe the current impact of the student's impairment(s) in the educational setting. Generally, evaluations conducted within the last five years will be

considered timely. Please note many testing agencies do not accept documentation older than three years.

Documentation must be comprehensive

Documentation should include a relevant history of the student (developmental, medical, academic, familial), and indicate any evidence of early impairment, even if not formally diagnosed in childhood or early adolescence. Documentation should indicate evidence of current impairment, including the results of a diagnostic interview and relevant testing designed to identify an attention disorder. The following areas should be addressed using standardized instruments: aptitude, achievement, and cognitive and information processing, especially attention (visual and auditory spans of attention, scanning tasks, vigilance assessment, including continuous performance tasks). Documentation should offer evidence of the student's performance in relation to an average person in the general population. A specific diagnosis must be included, if indicated. All test scores should be included, along with an interpretation of each, and a summary. Documentation should address any coexisting disorders or suspected coexisting disorders. Documentation should indicate whether the student was taking medication at the time of the evaluation, and should include a discussion of the student's use of medication and its ameliorative effects. Documentation should link recommended academic adjustments to specific test results, and should include a rationale for each.

Learning Disabilities

A neuropsychological or psychoeducational assessment is needed to determine the current impact of the condition on the student's functioning.

A qualified professional must conduct the evaluation

A licensed professional with expertise in learning disabilities, trained in administering and interpreting the assessments used, and experience working with adults or at least adolescents, such as a clinical psychologist, a neuropsychologist, or an educational/school psychologist should conduct the evaluation and write the report.

Documentation must be current

Documentation needs to describe the current impact of the student's impairment(s) in the educational setting. Generally, evaluations conducted within the last five years will be considered timely. Please note that many testing agencies do not accept documentation older than three years.

Documentation must be comprehensive

Documentation should include a relevant history of the student (developmental, medical, academic, familial), and indicate any evidence of early impairment, even if not formally diagnosed in childhood or early adolescence. Documentation should indicate evidence of current impairment, including the results of a diagnostic interview and a battery of psychoeducational tests designed to identify learning disabilities. The following areas should be

addressed using standardized instruments: aptitude, achievement, and cognitive and information processing. Documentation should offer evidence of the student's performance in relation to an average person in the general population. A specific diagnosis must be included, if indicated. All test scores should be included, along with an interpretation of each, and a summary. Documentation should address any coexisting disorders or suspected coexisting disorders. Documentation should relate recommended academic adjustments directly to the student's functional limitations, and rationale (explaining why each academic adjustment is necessary) should be given.

Psychological Disabilities

ATSU Counselors cannot provide primary documentation for verifying disability, but can (with a student's written authorization) provide secondary opinion on a student's functional limitations due to mental impairment.

A qualified professional must conduct the evaluation

A licensed/certified professional trained specifically in mental health care should conduct the evaluation and write the report. Professionals conducting evaluations and rendering diagnoses of psychological disorders must have training in, and experience with, the differential diagnosis of psychological disorders in adolescents and/or adults. The following professionals are generally considered qualified: clinical psychologists, psychiatrists, psychiatric nurse practitioners, licensed clinical social workers, and licensed professional counselors.

Documentation must be current

Documentation needs to describe the current impact of the student's impairment(s) in the educational setting. Evaluations should be dated within six months of the request for academic adjustments. Older evaluations will be considered if submitted with more recent supplemental documentation. In addition, documentation will need to be updated yearly in order to assess current impact. LADR reserves the right to set the documentation recency requirement based on the nature of the student's disorder and requested academic adjustments.

Documentation must be comprehensive

Documentation should include a specific diagnosis(es), with identification of the diagnostic criteria met. A clinical summary should include a history of presenting symptoms, the current severity and expected duration of symptoms, a description of the student's functional limitations in the educational environment and across other domains. Documentation should indicate any treatments/medications and their side effects that would compromise academic functioning, as well as the ameliorative effects of such treatments/medications.

Documentation should relate recommended academic adjustments directly to the student's functional limitations, and rationale (explaining why each academic adjustment is necessary) should be given.

Sensory/Medical/Physical Disabilities

A qualified professional must conduct the evaluation

A licensed/certified professional who has training and experience in diagnosis of like/similar conditions in adults should conduct the evaluation and write the report.

Documentation must be current

Documentation needs to describe the current impact of the student's impairment(s) in the educational setting. Documentation should be based on an evaluation performed within a reasonable timeframe, depending on the degree of change associated with the diagnosed condition(s). Generally, a reasonable recency timeframe is not more than three years, but it may be much shorter in many instances. LADR reserves the right to set the documentation recency requirement based on the nature of the student's disorder and requested academic adjustments.

Documentation must be comprehensive

Documentation should include both a description of and evidence of a sensory/medical/physical impairment. A specific diagnosis(es) should be identified. A clinical summary should describe the current severity and expected duration of the impairment, and a description of the student's functional limitations in the educational environment. Documentation should indicate any treatments/medications and their side effects that would compromise academic functioning, as well as the ameliorative effects of such treatments/medications. Documentation should relate recommended academic adjustments directly to the student's functional limitations, and rationale (explaining why each academic adjustment is necessary) should be given.

Appendix H: Identification (ID) Badges

ATSU Policy 95-109

- A. Photo ID badges will be issued to all ATSU faculty and staff.
1. The photo ID badge should be worn and visible at all times while on University premises or as a part of University activities and programs.
 2. Photo ID badges are used for security identification and will conform to the [ATSU ID Badge Guidelines](#)
 3. As needed, ATSU departments will schedule time to have ID photos taken and ATSU photo ID badges distributed.
- B. All ATSU residential students will be issued photo ID badges when their educational program begins.
1. The photo ID badge should be worn and visible at all times while on University premises or as a part of University activities and programs.
 2. Photo ID badges are used for security identification, to check out materials from the library, and to check out equipment and will conform to the ATSU ID Badge Guidelines.
 3. Student Affairs will schedule a time for class cohorts to have ID photos taken and photo ID badges distributed.
- C. Replacement of lost or misplaced photo ID badges will be made by the ATSU Service Desk (Missouri) or the Security Office (Arizona).
1. Photo ID badges will be replaced free of charge for:
 - a. changes in name,
 - b. damage from normal wear and tear, and
 - c. theft, provided the individual files a report with local police or campus security.
 2. The replacement fee for all other purposes is \$10.00.
- D. Visitors to campus are also required to wear a unique ID tag identifying them as a visitor.
1. “Visitors” include prospective students, vendors, consultants, and contractors.
 2. Contact the ATSU Service Desk (Missouri) or Security Office (Arizona) to request a visitor ID tag.
- E. On ATSU campuses, non-photo ID badges may be worn in addition to, but not as a replacement for, ATSU-issued photo ID badges. Individual schools or departments may purchase non-photo ID badges through Communication & Marketing for use approved by the respective dean or President’s Cabinet member.



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