

# STUDENT HANDBOOK

## WILLIAM JEWELL COLLEGE

### Statement of Authority

The *William Jewell College Student Handbook* is the student source for information about the College. It communicates expectations of Jewell students and serves as a comprehensive resource of College policies. Students are responsible for knowing its content and as duly enrolled are accountable to live honorably in the Jewell community according to the expectations and policies within.

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## *Letter from the Dean of Students*

As we begin another exciting year at William Jewell, I am eager to welcome you to campus! If you are a returning student, you already know that learning extends beyond the classroom. If you are new to our community, this is something you will learn quickly.

Student Life exists to support you in making the best of your student experience. Being fully informed about community expectations is critical to your success. The Student Handbook is intended to serve you in this manner. It contains our policies and procedures, Student Rights and Responsibilities, and campus resources. I encourage you to take time to reflect on the contents of this important document as you become familiar with this useful information.

Another area where Student Life will assist you is in providing a robust student experience through our co-curricular learning. As you know, Jewell is full of critical thinkers and our co-curricular activities are essential in your ability to gain knowledge, grow in social responsibility and personal development. We are committed to providing you opportunities to establish meaningful connections with our campus community.

Student Life is prepared to help as you maximize your student experience. We will ensure that you have access to our resources and learning opportunities throughout your journey.

Please come by and visit Student Life. We are excited to work with you!



Shelly King  
Dean of Students

## ***About the College***

*As a student of William Jewell College, it is important to identify the institutional foundations that define Jewell as an institution of higher education and the campus culture.*

**Mission & Strategic Plan** - [www.jewell.edu/mission-and-strategic-plan](http://www.jewell.edu/mission-and-strategic-plan)

*We educate our community to ask reflective questions, apply critical thought and act with purpose.*

### **Philosophy**

*We are critical thinkers in community pursuing meaningful lives.*

### **Strategic Goal**

*By 2023, William Jewell College will be recognized as the indispensable producer of engaged, critical thinkers in greater Kansas City.*

## ***Jewell's Story & Traditions***

*William Jewell College is a historically rich institution with storied traditions that pre-date the Civil War. As a student of William Jewell College, it's important to reflect on Jewell's past and contemplate what contributions you will make to its heritage.*

**History of the College** – [www.jewell.edu/about/history](http://www.jewell.edu/about/history)

### **College Motto**

*Deo Fisis Labora* (Trust in God and Work)

### **Alma Mater**

Cardinal is her color;  
Jewell is her name.  
High upon a hill she stands,  
And we will fight to keep her fame.  
Loyalty, allegiance, Alma Mater true,  
We will love thee, serve thee forever,  
William Jewell.

### **Fight Song**

*Fight, Fight, Fight William Jewell!*  
*Fight, Fight, Fight William Jewell!*

*Fight on William Jewell to Victory!*  
*We will back our team*  
*With Loyalty!*

*Fight, Fight, Fight William Jewell!*  
*Fight, Fight, Fight William Jewell!*

*We will fight, fight, fight, fight,*  
*Fight on to Victory!*

## Student Development

*William Jewell College approaches your learning, growth and development with intention and purpose. It is important as a Jewell student to understand the structural framework that guides your education and individual evolution.*

### Philosophy

William Jewell College provides students a world-class education both in and out of the classroom. While students learn critical thinking skills and consider relevant global issues in the classroom they are also challenged to develop important life skills that prepare them for life beyond college. We believe this occurs most effectively in a community immersion experience.

While Jewell embraces a highly sophisticated technology-enabled pedagogy, we recognize the demands technology places on students' human and leadership development. Jewell follows an intentional four-year student development program that facilitates interpersonal skill growth and development.

As students travel their Jewell journey, they are presented with great responsibilities and challenges that develop and cultivate life skills, including, but not limited to, learning to live with and respect others, conflict resolution, community and civic engagement, governance, defining personal values and integrity, ethical leadership, and independence and freedoms that leads to a responsible self.

Jewell's student development model is rooted in defined institutional character values; respect, honor, justice, community, excellence, courage, diversity, liberty and faith. These fundamental values define the William Jewell College community, who we are as an institution of higher education, and what we believe.

### Co-Curricular Learning (Beyond the Classroom)

While its every student's goal to earn a degree from William Jewell College, Jewell students experience invaluable learning outside of the classroom. Students are expected to "own" their co-curricular education which only occurs through immersion in and engaging the Jewell community. William Jewell College has defined co-curricular learning dimensions that are the framework for experiential learning beyond the classroom.

Learning outcomes are arranged in three learning domains, Knowledge & Cognition, Social Responsibility, and Personal Development (see table below). Jewell students are able to track their co-curricular learning progress through Presence (see link in the Table of Contents under Student Resources). Every aspect of Jewell's co-curricular student experience is intentionally aligned with the learning domains and dimensions. Events in Presence are tagged with their intended learning outcome (dimension) so students can track their co-curricular educational development. Students who are intentional and diversity their co-curricular learning are better prepared for life beyond Jewell, be it starting a career or graduate school.

Jewell Learning Domains	Jewell Learning Domain Dimensions
Knowledge and Cognition	1. Pursue disciplinary knowledge
	2. Understand and connect ideas with experiences
	3. Think critically
	4. Think creatively and innovate
Social Responsibility	1. Intercultural knowledge and competence
	2. Commitment to justice
	3. Practice inclusion
	4. Civic knowledge and engagement (collaboration and leadership)
	5. Global perspective
	6. Sustainability mindset
Personal Development	1. Self-reflection and identify formation
	2. Commitment to ethics and integrity
	3. Enhance resiliency and adaptability
	4. Communicate effectively
	5. Demonstrate professionalism
	6. Pursue joy and recreation
	7. Practice holistic well-being
	8. Manage personal affairs

## **Inclusive Learning Environment**

William Jewell College support an inclusive learning environment where diversity and individual differences are understood, respected, appreciated, and recognized as a source of strength. We expect that students, faculty, administrators and staff at William Jewell College will respect differences and demonstrate diligence in understanding how other peoples' perspectives, behaviors, and worldviews may be different from their own.

## **Civil Discourse**

William Jewell College supports the free and respectful exchange of ideas across differences of thinking and lived experience to promote a sense of belonging for all, not just some, members of the campus community. This requires the campus community (students, faculty, staff, guest speakers) to:

- openly and seriously consider views unlike their own with an openness to change their minds;
- focus on issues/ideas and not deprecate the person espousing them;
- support their thinking with logical argument and verifiable information/facts;
- listen to others closely and reply thoughtfully;
- seek consensus, be open to compromise, and consider the common good in taking action;
- avoid all manner of physical, violent, or unprofessional confrontation; illegal harassment; and illegal discrimination, and support zero tolerance for the same.

Personal/Lived experiences and insights are always welcome as are personal insights and emotions. We will all not share the same views. Our variety of views will enrich our discussions and thinking, but we need to be respectful in sharing our views and be respectful of others' views.

## **Character Values**

*Respect* — Growing from our belief in the value of every person, we are committed to addressing every question with integrity and in support for everyone who participates here. Respect is demonstrated in our enthusiasm for embracing difference of all kinds in the pursuit of lives of fulfillment.

*Honor* — Living with honor springs from commitment to a variety of values, foremost among them being respectful of others, respect for institutions, and the embrace of the highest values of humankind. Demonstrating this fundamental attribute of character, each student, graduate, faculty and staff member will be known by their trustworthiness in thought, word and deed. William Jewell College instills the courage to honor truth at all times without equivocation or evasion and especially in difficult times when justice demands it.

*Justice* — Living with honor and respecting others should result in the application of justice to all aspects of our lives, particularly social justice, economic justice and ecological justice. Living a just and compassionate life should result in the development of strong communities.

*Community* — Our quest for a great educational experience requires us to live in community. The values of community include respect, honor and justice and the intersection of those values in the living/learning environment contribute to the development of responsible citizens who contribute to successful communities in their lives beyond the College.

*Excellence* — We believe in doing well in all that we do. The commitment to being outstanding in all aspects of our work requires us to work hard, to work focused on outcomes, to work together, and to judge our work according to the highest standards.

*Courage* — Moments great and small require courage when one's principles or beliefs are challenged. For the College, courage is required to make decisions that reflect the values of the College over the expediency of a situation. Jewell has demonstrated courage throughout its existence as it has stood for the principles of academic freedom and institutional autonomy. Living the values listed above requires courage to make daily decisions that reflect those values.

*Faith* — We believe that every student is on a spiritual journey, the outcome of which must be fully owned by the student and the direction of which is determined by the student. Most often, this spiritual journey begins with the student's specific faith background. We believe that the journey never ends, but that a Jewell education should provide opportunities both for exploring one's faith and for embracing the faith or spiritual position that best fits the student. Jewell's history as a Baptist institution has long provided a foundation for spiritual growth but must not limit one's growth spiritually or intellectually. Faith sustains and supports us, both individually and collectively.

*Liberty* — Liberty is the conviction that individuals in community rise to the highest reach of well-being when they are able to direct the course of their own affairs. And living by such conviction entails the correlated commitment to ensure such possibility for all others in community.

*Diversity/Inclusion* — Diversity is all the ways in which we differ. Celebrating the fact that the human community is diverse, William Jewell College is committed to being an inclusive community that values the worth of each individual while respecting and accepting differences.

## **Student Advocacy**

Jewell students are expected to self-advocate. While earning a Jewell degree is your primary objective, extensive and valuable learning occurs through the growth and development from managing your academic and life obligations and challenges. While family and friends are an important support system, students are expected to self-advocate when resolving problems and challenges. Jewell offers a wide array of offices and services to support you in becoming a more responsible, independent citizen. Use all the resources Jewell offers as you navigate your college experience. If you are uncertain as to where to go or who to seek to resolve a problem or

complete a task, the Student Life Office staff is available to point you in the right direction. It is your opportunity and responsibility to further your learning through independence, resiliency and self-reliance. Enhancing this life-skill will greatly benefit you as a Jewell student and beyond.

## ***Offices and Services*** *(hyperlinked)*

*William Jewell College offers a full array of campus services to support you as a student. It's important to know where to go to take care of personal business or who to contact when you need assistance. Successful students will regularly access and utilize Jewell's offices and services.*

### **Academic Achievement Center**

All students at William Jewell College are eligible to receive tutoring, provided by the Academic Achievement Center, at no charge. There may be certain courses for which tutors are not available. In such cases, your faculty member is your first resource for assistance. The Academic Achievement Center's vision is to be a welcoming, integrated, and collaborative learning environment that serves as a vital resource for academic support and life-long learning to the college and community.

### **Accessibility Services**

To prevent discrimination on the basis of disability, reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids and services are determined on a case-by-case basis for otherwise qualified individuals who have a demonstrated need for these services and can provide appropriate documentation. Information concerning eligibility for accommodations, required documentation, and the application process for students, faculty, and staff is set forth in William Jewell's Policies and Guidelines for Individuals with Disabilities on the Accessibility Services website. Any additional requests or questions regarding programs, services, and activities accessible to and usable by persons with disabilities, should be directed to the Director of Accessibility Services/Anti-Harassment Education and Awareness Coordinator.

### **Budget and Finance Office**

The Cashier is located at the Cardinal Services counter in Curry Hall. Hours are 9 a.m.-4 p.m., Monday through Friday. The cashier accepts student account payments, cashes personal checks (maximum \$100 with Jewell ID), cashes William Jewell-issued checks (maximum \$200 with Jewell ID), and distributes student payroll checks. The returned check fee is \$25. Visit the Business Office website for their office directory.

### **Cardinal Store**

The Cardinal Store is located in Curry Hall on the quad level. For information on purchasing books or other supplies from the Cardinal Store, please visit their website.

### **Campus Safety**

The safety and security of our campus is the responsibility of the Campus Safety personnel. Campus Safety staff are on duty 24 hours daily 365 days a year. Upon request, a night Campus Safety will provide rides from any parking lot to any residence hall if a student feels unsafe. To contact Campus Safety when on campus: Dial 1411 on any campus telephone. When calling from off-campus or from a cell phone, dial 816-365-0709. Both numbers are direct lines to the staff on duty.

### **Crime and Incident Reporting**

#### **Emergency Response Plan**

William Jewell is committed to protecting the safety and security of our campus community. Being prepared and knowing where to go is critical because disasters and emergencies can happen at any time.

#### **Emergency Contact Information**

Every student is required to complete Emergency Contact information on-line through the Self-Service Portal. Student's emergency contact information is confidential and only accessible to authorized campus officials and law enforcement personnel in the event of an emergency or in the furtherance of a missing person investigation.

#### **Emergency Alert Notification**

#### **Safety Escort Service**

Campus Safety will provide security escorts to students traveling alone at night between campus parking lots and buildings.

#### **Safety Expectations**

Students should observe the following safety tips:

- Lock residence hall rooms
- Lock and register cars (vehicle registration is on the [Jewell Self-Service](#) website under, "User Options")
- Keep valuables out of plain sight
- Record the serial numbers of all appliances (stereo, radio, television, etc.) in order to provide positive identification
- Report any theft or vandalism to residence hall personnel or Campus Safety
- Develop a buddy system after dark



## **Curry Library**

Curry Library Services encompasses the library's print collection located on the intermediate level of Curry Hall as well as the technology, staff and resources available in the Pryor Learning Commons. Refer to the Curry Library website for detailed information about their services.

## **Dining Services (Fresh Ideas)**

Fresh Ideas is Jewell's dining services provider. Dining Services outlets are located in the Yates-Gill College Union *Dining Hall, The Cage & The Perch* and in Pryor Learning Commons (PLC) *@theBeak*. Jewell's Chef and culinary staff provide a wide array of meal options and are willing to meet individually with students possessing unique dietary needs.

### **Meal Plans & Cardinal Dollars**

This is a cashless system offering convenient access to your student meal plan through the use of the **FreshX App**. "Meals" refers to the number of meals per week you can consume in the Dining Hall. Cardinal Dollars can be used in the Dining Hall, the Perch, Cage and *@theBeak*. See the Dining Services website for meal plan options and details.

## **Harriman-Jewell Series**

The Harriman-Jewell Series is a performing arts presenter of international importance founded by the College in 1965. Full-time Jewell students are invited to attend performances at no cost and will receive an email from the Office of Student Life ahead of each event with instructions on how to claim a ticket. All performances are held in Kansas City landmark locations, including the Kauffman Center for the Performing Arts and the Folly Theater. For more information, view the Harriman-Jewell Series app preloaded on your Jewell iPad or go to the Harriman-Jewell Series website.

## **Pryor Learning Commons**

Pryor Learning Commons (PLC) serves as the intellectual hub of the William Jewell campus and affords all students, faculty and staff the ability to find the right information at the right time. The PLC includes the following services: Academic Achievement Center, Library Services, and the Center for Global Studies and Journey Grants. eHub is also located in the PLC for students, faculty and staff who need assistance with our Jewellverse initiative.

## **Residence Life**

Residence Life supports students' academic pursuits and develops critical life skills through living and learning in community. The Residence Life Staff offers a wide array of co-curricular events and activities that foster learning and social development. Residential students are supported by Resident Directors (RDs), House/Building Managers, and student Resident Assistants (RAs). All first-year residential facilities are staffed with a full-time live-in RD. One RD along with Building Managers support upper-class residence hall occupants while House Managers serve in Greek housing. All residential facilities and Greek houses are locked 24/7 and require student ID card access.

### **Lockouts**

Contact a member of the residence life staff if locked out of your campus housing room.

## **Wellness**

### **Counseling Center**

A full-time Psychologist, licensed in Missouri and Kansas, oversees our Counseling and Health Services department. Her office is located in Curry Hall. Please refer to the website for types of services and more detailed information.

### **Student Health Center**

A Nurse Practitioner oversees our Health Services program and is located in Curry Hall. Our Nurse Practitioner can treat illnesses and minor injuries.

### **Nursing Mother's Lounge**

A Nursing Mother's Lounge is located on the lower level of Gano Chapel in room 008 and is available for students and employees. If you have any questions about this space or need to use it, please contact our Human Resources Office at (816) 415-5992.

## ***Student Resources***

*There are numerous resources available to William Jewell College students which are helpful when you have a Jewell related question or need to know who to contact.*

### **Campus Facilities Access**

#### **Course Catalog**

It is each student's responsibility to be familiar with the rules, policies and procedures outlined in our catalog. Every effort is made to ensure the catalog is accurate and reflects properly the curriculum and academic policies of William Jewell College as of the date of its publication. However, the course offerings, requirements and policies of the College are under continual examination, and the College has a right to modify those offerings, requirements and policies. This catalog is not a contract and in no way guarantees that course offerings, requirements and policies will not change during a student's time at the College. Not all policies affecting students are described in this catalog. For additional information, please refer to the Student Handbook from the Office of Student Life.

#### **Campus Directories**

The following campus directories can be found on **Jewell Central** under the "Campus" drop-down menu.

- **Faculty Directory**
- **Staff Directory**
- **Students Directory**

#### **Ellucian Go App**

Ellucian Go is a free app for use on any smart device and provides access to campus information, departments, resources, calendars, etc. Simply search your app store for the Ellucian Go app and select William Jewell College in the app set-up.

#### **Lost & Found**

#### **Presence (Campus Events & Student Organizations)**

#### **Syllabi**

Students will receive a syllabus from the professor of every enrolled course. Each syllabus outlines important information for that course, which may include but is not limited to, learning outcomes, course information, a course outline, expectations and requirements for successful completion, a schedule of and requirements for assignments, papers and test, the professor's preferred method of communication and office hours, etc. Successful students will thoroughly read their syllabi, ask questions of their professors about their syllabi, record important dates and timelines on their personal calendar or planner, and map out all academic requirements and obligations of all course syllabi for the entire semester. Students should retain their syllabi throughout courses duration for future reference.

#### **Tuition and Fees**

#### **Voter Registration Information**

#### **Jewell Websites**

The William Jewell College public webpage, [www.jewell.edu](http://www.jewell.edu), houses a wealth of information about the College. Jewell also has a private website, Jewell Central (Jewell username and password required), [central.jewell.edu](http://central.jewell.edu) for community specific information, including a section dedicated to student information. For a complete list of offices and services, please visit the directories under the Campus drop-down menu on Jewell Central.

## ***Federal Policies***

*The United States Federal Government has implemented numerous laws and protections which shape and define higher education in America. It is important for college students to be familiar with U.S. Federal guidelines which impact the collegiate experience and educational process.*

### **Family Educational Rights & Privacy Act (FERPA)**

The College's FERPA Policy is located in the **Course Catalog**.

### **Americans With Disabilities Act & Accommodations**

William Jewell College pursues a non-discrimination policy with regards to all education programs and employment. William Jewell is committed to the full inclusion of students, faculty, and staff in the life of the Jewell Community in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (including the ADA Amendments Act of 2008) and the Fair Housing Act.

Under Section 504 and the ADA/ADAAA, a person has a disability if he/she:

- Has a physical or mental impairment that substantially limits one or more of the major life activities. These activities can include but are not limited to walking, standing, seeing, eating, speaking, hearing, sitting, breathing, reading, learning, performing manual tasks, caring for oneself.
- Has a record or history of such impairment; or
- Is regarded as having such impairment.

### **Non-Discrimination & Equal Opportunities Notice**