

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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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 - www.jewell.edu/mission

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.

Values

We flourish by valuing: authentic engagement, Courageous Citizenship, Creative Expression, Inclusive Communities, Innovative Thought and Spiritual Exploration.

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

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 it's 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.

Inclusive Learning Environment

William Jewell College supports 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.

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.

Cardinal Store

The Cardinal Store is located on the first floor of the Yates-Gill College Union.

Campus Safety

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 Cardinal Cage* and in Pryor Learning Commons (PLC) *The Beak*. 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 The Beak. 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: Student Success 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) and student Resident Assistants (RAs). All first-year residential facilities are staffed with a full-time live-in RD. 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.

Pet-Friendly Policy

Effective: August 1, 2020

Updated: April 1, 2025

Contact: Student Life Office

Policy Sunset

Effective April 1, 2025, William Jewell College discontinued the application and approval of new pets on campus. Current students with a previously approved pet may continue to house their pet on campus per this sunset policy.

Purpose

Jewell residential students have the privilege of living with a pet in campus housing per stipulations of this policy. This policy was developed around the College’s values of Courageous Citizenship, Inclusive Communities and Innovative Thought. Other considerations include student health, wellness, safety/welfare, respect and responsibility. The success of pet-friendly campus housing rests squarely on student’s commitment to responsible pet ownership and the College’s ability to provide a safe and healthy residential environment conducive to learning. Authorization to live with a pet is a privilege, granted at the College’s sole discretion, and can be revoked for failure to comply with the provisions of this policy.

Service Animals or Emotional Support Animals

This policy does not apply to Service Animals or Emotional Support Animals (ESAs) as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as amended in 2008, and the Fair Housing Act. Please refer to the College’s ESA policy (www.jewell.edu/student-consumer-information/emotional-support-animal) or to the Office of Accessibility Services (www.jewell.edu/accessibility-services) for more information.

Acceptable Pets

William Jewell College defines acceptable pets, for the purpose of this policy, as:

- Non-aggressive sterilized dogs **not** of a breed (mixed or otherwise) on the prohibited breed list below, older than 6 months of age and weighing less than 40 pounds with documentation of all up-to-date vaccinations (including but not limited to rabies) and licensed in accordance with the City of Liberty’s regulations (www.libertymissouri.gov/2313/Owning-Pets-in-Liberty);
- Non-aggressive sterilized cats older than 6 months of age and weighing less than 40 pounds with documentation of all up-to-date vaccinations (including but not limited to rabies) and licensed in accordance with the City of Liberty’s regulations (www.libertymissouri.gov/2313/Owning-Pets-in-Liberty); or
- Fish that can humanely thrive in an aquarium that does not exceed 10 gallons.

All acceptable pets must be registered with and authorized by William Jewell College. The College reserves the right to deny pet applications for animals deemed unsafe, harmful, threatening, aggressive, or for any other reasonable safety or well-being concern.

Prohibited Breed List

For reasons of safety, the following canine breed are not permitted on campus:

- Akita
- Alaskan Malamute
- American Bulldog
- Bandog
- Boxer
- Bully Kutta
- Chow Chow
- Doberman Pinscher
- Dogo Argentino
- German Shepherds
- Great Danes
- Gull Dog
- Japanese Tosa
- Mastiffs
- Pit Bull Terriers
- Presa Canario
- Rhodesian Ridgeback
- Rottweilers
- Siberian Huskies
- Staffordshire Terriers
- Wolf hybrid

Pet-Friendly Residential Facilities

The lower floors of Browning Hall, which house returning and transfer students who have completed 2 or more semesters of college, and Eaton Hall, which houses new, first-year and transfer students with only 1 completed semester of college, are designated for pet-friendly housing. These buildings are designated as pet-friendly because they offer tiled-floor rooms which are more conducive than carpet. Students electing to bring a pet to campus **must** reside in a pet-friendly designated room. Availability will be assigned per the College's campus housing prioritization processes (see campus housing application). Students not assigned to a pet-friendly designated room will not be permitted to reside with a pet or bring a pet onto campus.

Pet Owner Responsibilities & Requirements

- Pets are only permitted on-campus following completion of the **Campus Housing Application**, submission and verification of the **Pet Application** every academic semester, and receipt of **written Pet Authorization** from the Student Life Office.
- Dog and cat pet applications must include proof of license with the City of Liberty and documentation of all veterinarian-recommended vaccinations including the absence of communicable diseases such as fleas and parasites, an active flea/tick program, and sterilization. All dogs and cats must wear current vaccination and identification tags at all times.
- A non-refundable Pet Fee of \$150 per semester will be applied for dogs and cats or \$25 per semester for fish. The Pet Fee will be applied to the hosting student's account.
- Pets must not prevent other residents from equal access or enjoyment of the residential living facilities.
- Students may possess **one** dog or cat that meets the established requirements, or one 10-gallon aquarium of fish.
- Dogs and cats must be housebroken.
- Pet owners must maintain complete control of and assume full responsibility for their pet's actions at all times. Pets must be generally well-behaved, which includes no barking, whining, scratching, chewing, or aggressive behavior. Animals shall not disturb, annoy, or otherwise cause a nuisance to other members of the Jewell community.
- Pet owners are solely responsible for the proper disposal of pet waste in a designated pet waste disposal container and cleaning up all other messes made by their pet. Cat owners must possess and regularly clean litter box in their residence hall room. Disposal of pet waste, including cat litter, is prohibited in restrooms, toilets, trash cans, trash rooms or in any non-approved pet waste disposal container.
- Pet owners are responsible for any odors, damage, noise, infestations, adverse conditions, disruption, misconduct, etc. resulting from their pet. Residents will be financially responsible for any damages that result from their pet or from non-compliance with this policy, including but not limited to costs for cleaning and repairs.

- Pets are restricted to the owner's residential room, corridors connecting the owner's room and the building's entrance/exit, and designated outdoor pet-friendly areas. Pets will not be allowed into other buildings on campus.
- All pets must be under the control of their owners at all times, including traveling to and from the residence. All pet must either be secured in an appropriate animal containment unit/cage or be on a leash when traveling to and from the resident's room, and in common areas within the residence. The resident must be in control of the pet at all times in common areas of the residence. Pets are not allowed in common residential areas without the resident.
- Pets must be supervised at all times by the owner and may not be left unattended, tethered or tied up outside of the owner's sleeping room. A pet is only permitted to be left unattended in the pet owner's sleeping room for periods of less than 6 hours. If the pet is not well-behaved, or is at risk of damaging property, it must be properly crate-trained and left in an appropriate kennel, crate, or cage when the owner is not present. Pets may not be left unattended on campus for extended periods of time (generally more than 6 hours) or when Campus Housing is closed. Roommates are not care givers and cannot be responsible for taking care of the pet. If a resident anticipates an extended absence from his/her room, he/she must make advanced arrangements for the animal to be cared for either by a roommate or off-campus, and must notify Residence Life of those plans. In the event that a pet is left alone in a room for an extended period of time and is not being properly cared for, someone from Residence Life will contact the resident or the emergency contact to remove the animal. Pets must be appropriately groomed to prevent excessive odors, attraction of pests, shedding, or damage to furnishings.
- All pets must be in good health while on campus. The College reserves the right to restrict pets from campus not deemed healthy or safe.
- Pet bathing in campus restrooms is prohibited. Pet bathing is only permitted in the designated pet bathing location.
- As deemed necessary by Facilities Management, pet owners may be asked to remove their pet from their room for necessary maintenance/repairs. Facilities Management reserves the right to require pet owners to be present and/or to require pets to be appropriately kenneled or crated when maintenance/repair work is being performed.
- Pet negligence or any other form of pet mistreatment/abuse (such as confining a pet for more than 6 hours and/or failure to properly exercise a pet) will not be tolerated.
- Pet owners agree to hold harmless William Jewell College and assume full legal and financial responsibility for their pet and its actions.
- Pet owners' failure to adhere to this or any other College policy as a result of their pet may be a violation of the College's Standard of Conduct.

Grounds for Housing Reassignment, Revocation of Pet Authorization and Pet Removal

William Jewell College reserves the right to permanently revoke the written pet authorization and remove any animal at any time as a result of the violation or subsequent violations of this policy or any relevant state or local animal ordinance, and to contact the emergency contact provided or proper authorities to have the animal removed from campus. The College, at their discretion, may temporarily remove an animal, pending further investigation, if they feel the animal is in immediate danger or is a threat to others in the immediate area. Specifically:

- Concerns relating to disruptive pet behavior may result in revocation of written pet authorization. Disruptive behavior includes but is not limited to excessive barking.
- Aggressive behavior will result in revocation of the written pet authorization without advance warning, and aggressive pets will be removed from campus. The term "aggressive behavior" includes but is not limited to biting and attempting biting, scratching, growling, and excessive jumping. William Jewell College reserves the right to define "aggression" and "aggressive behavior" at its discretion.
- William Jewell College reserves the right to remove any pet from campus if they or their pet-owner fails to meet any of the requirements of the William Jewell College Pet-Friendly Campus Housing Policy.

The College reserves the right to reassign a pet owner's campus housing assignment in response to any complaint about allergies, health concerns, phobias or other legitimate concerns not related to the aforementioned aggressive or disruptive pet behavior.

Student Success Center

All students at William Jewell College are eligible to receive tutoring 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 Student Success 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.

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 Events

Download the [HomeTown Fan app](#) for Jewell campus events.

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.

Campus Directories

The following campus directories can be found on **Jewell Central** on the "Directories" card.

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

Lost & Found

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 web page, 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 for community specific information, including a section dedicated to student information. For a complete list of offices and services, please visit the Directories card 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

SARA (State Authorization Reciprocity Agreements) Process for Resolving Complaints and Conflicts