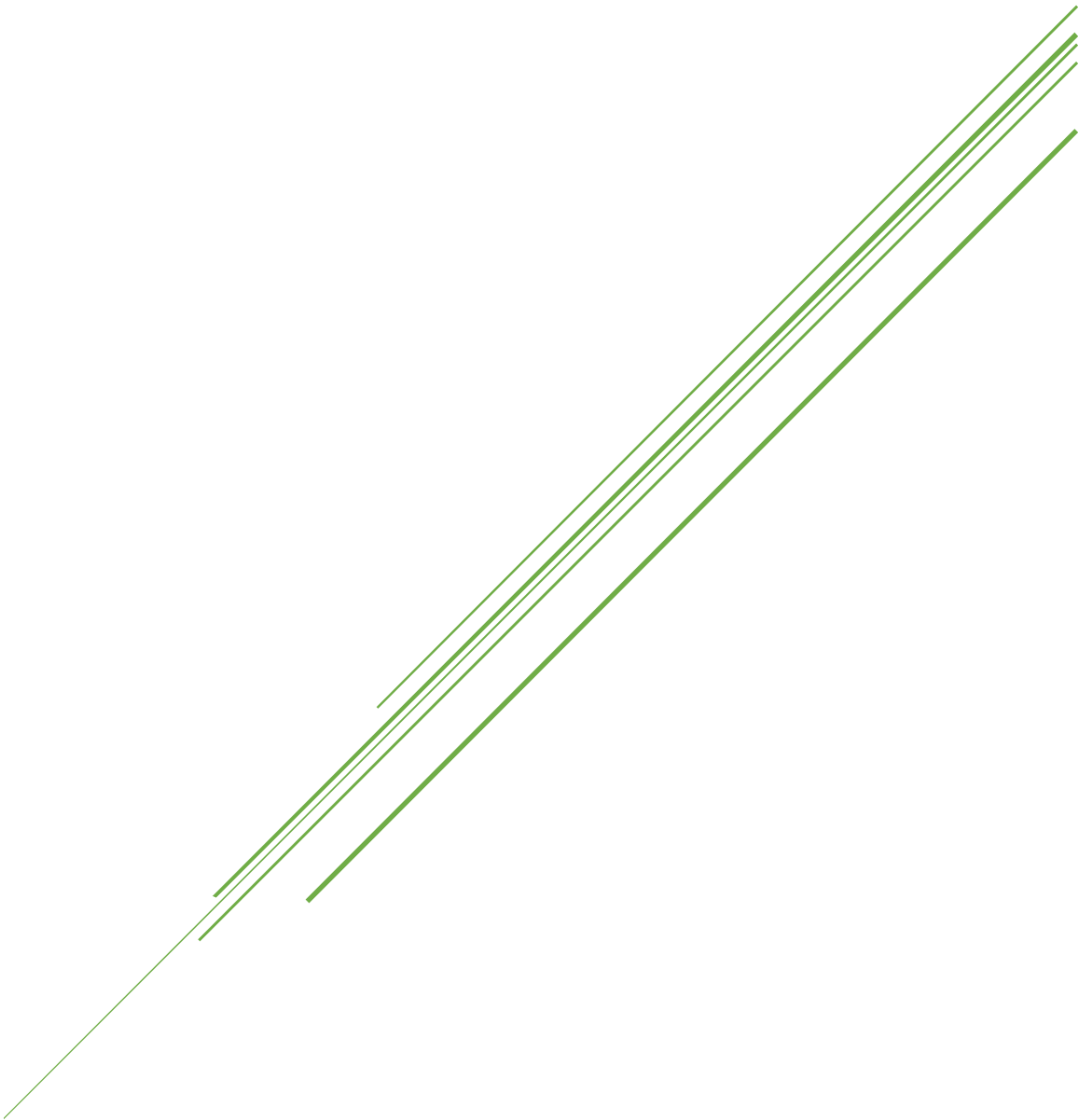


MISSOURI SOUTHERN STATE UNIVERSITY

Student Handbook 2017-2018



WELCOME TO SOUTHERN

Congratulations on our acceptance to Missouri Southern State University. Students are at the heart of a university. As the Division of Student Affairs, our role is to assist and support you in achieving your academic and personal goals. Should you need additional assistance in utilizing the processes presented in the handbook, student conduct code, navigating the grievance and appeals procedures, understanding the student disciplinary procedures or just need a familiar face – do not hesitate to call upon any student affairs staff member. We seek to intentionally promote student learning and development through a variety of quality services, programs and opportunities that will assist you in your academic and personal success.

College is a time to learn and grow. You will find staff, faculty and administrators that are dedicated to supporting your well-being, growth and success. Please use the MSSU website (www.mssu.edu) to explore the variety of things that are available to you. If you don't find what you are looking for contact our office (417-625-9392). Your questions, concerns, comments, and suggestions are always welcome, and will help me in my role as a student advocate.

Attending the University will not only provide you with an education, but it will forge friendships and skills that will last you a lifetime.

We are proud to have you as a member of the “Lion” Family!

Darren Fullerton

Vice President for Student Affairs

Statement of Principles

Missouri Southern State University has an obligation to its students and to the larger society of which it is a part to provide the fullest opportunity for a free exchange and critical evaluation of diverse viewpoints. This means freedom to teach, freedom to learn, freedom to discuss and freedom to expose ideas to the critical analysis appropriate to the University setting. In order to accomplish this objective, the administration, faculty and students have a continuing responsibility for preserving the use of the institution's freedom to teach, to discuss and to explore. The University's dedication to the spirit of free inquiry requires the examination and evaluation of controversial viewpoints, but obviously does not require the endorsement of such viewpoints. Divergent points of view must be recognized, but at the same time kept within a framework of orderly conduct in accordance with human dignity, respect for the individual and the responsibilities of the University.

Academic Integrity

Missouri Southern State University is committed to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Submitting work that is not one's own is unacceptable and is considered a serious violation of University policy. Cheating is a serious offense that invalidates the purpose of a university education. Any student who takes credit for the work of another person, offers or accepts assistance beyond that allowed by an instructor, or uses unauthorized sources for a test or assignment is cheating. Students must be conscious of their responsibilities as scholars, to learn to discern what is included in plagiarism as well as in other breaches of the Student Handbook, and must know and practice the specifications for citations in scholarly work. When dealing with cases of academic dishonesty, the course instructor may choose to use the campus judicial system; this includes filing an incident report with the Student Affairs Office, who may act on the report by issuing a written warning or by recommending disciplinary probation, suspension or expulsion. Penalties for academic dishonesty may include a failing grade on the assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate

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Whom to See

Student Affairs:

Vice President for Student Affairs – Darren Fullerton

Billingsly Student Center 347, Ext. 9392

1. Student Services
2. Financial Aid
3. Registrar's Office
4. Bursar's Office
5. TRIO Programs (Upward Bound, Educational Talent Search, Project STAY)
6. University Food Service
7. University Police Department - Public Safety
8. Student Senate

Dean of Student Success and Support – Julie Wengert

Billingsly Student Center 347, Ext. 9532

1. Career Services
2. Advising, Counseling, and Testing
3. First Year Experience (FYE)
4. Student Success Center
5. Disability Services
6. Title IX Coordinator

Director of Student Life and Conduct – Landon Adams

Billingsly Student Center 347, Ext. 9531

1. Residence Life (Housing)
2. Willcoxon Health Center
3. Recreation Services, BSC
4. Student Activities (Campus Activities Board, Registered Student Organizations, Greek Life)
5. Student conduct
6. Student personnel issues
7. Student insurance
8. Student Handbook
9. University standards, policies, and procedures
10. Reporting emergencies, extended absences, and grievances

Director of Career Services – Alex Gandy

Spiva Library 207, Ext. 9343

1. Southern Leadership Academy
2. Hire A Lion
3. Career assessment/career prep workshops
4. Optimal Resume
5. Interview scheduling

Director of Recreational Services – Steven Benfield
Billingsly Student Center 241, Ext. 9693

1. Beimdiek Recreation Center
2. Aquatic and Racquetball Center
3. General information about recreation and intramurals
4. Information about special recreation classes, seminars, and training session.

Assistant Director of Student Life – Craig Gullett
Billingsly Student Center 210, Ext 9346

1. General information about all campus activities
2. Information about Campus Activities Board (CAB)
3. All-campus activities calendar
4. Information about campus organizations
5. Bulletin board approval
6. Information about sponsoring events or starting new organizations
7. Approval of on-campus publicity – posters, fliers, etc.
8. Information concerning Homecoming, multi-cultural events, substance abuse programming
9. Suggestions about campus programming
10. Greek life

Director of Residence Life – Josh Doak
Mayes Student Life Center 102, Ext 4460

1. Information concerning residence life
2. Information about intersession housing, conferences & camps
3. Information concerning the Mayes Student Life Center

Chief, Campus Police – Kenneth Kennedy
Public Safety Annex, Ext 9741

1. Provide welfare and safety of the campus community
2. Assists in matters concerning safety, crime prevention/reporting and security

Director of Willcoxon Health Center – Julie Stamps, R.N., F.N.P.
Billingsly Student Center 242, Ext 9323

1. General information about all health services
2. Information about on-campus open clinic hours with the University physician
3. Health referrals

Director of Advising, Counseling, & Testing Services (ACTS)
Hearnes Hall 314, Ext. 9363

1. General information about personal & academic counseling services
2. Academic planning and scheduling
3. Veteran's advising
4. Testing Services
5. Non-traditional student assistance

Director of Financial Aid – Becca Diskin
Hearnes Hall 109, Ext. 5422

1. General information about all financial aid
2. Scholarships
3. Student employment
4. Veterans financial aid services

Director of Student Success Center – Stephanie Hopkins
Hearnes Hall 301, Ext. 3725

1. Academic support services including tutoring, study skills, test taking strategies, developing writing skills, time management techniques and increasing math proficiency
2. Students with disabilities general information about services, certification and advising

Registrar – Cheryl Dobson
Hearnes Hall 101, Ext. 9340

1. Maintains student academic records
2. Certifies graduation requirements
3. Issues transcripts, provides degree audits
4. Transfer evaluations, enrollment certification
5. Registration information

Upward Bound – Robin Hicklin
Anderson Criminal Justice 19, Ext. 9890

Educational Talent Search – Jim Kimbrough
Anderson Criminal Justice 19, Ext. 5442

Project STAY – Dr. Debra Fort
Hearnes Hall 308, Ext. 9828

Academic Affairs:

Vice President for Academic Affairs:

Dr. Paula Carson
Hearnes Hall, Room 200, Ext 9394

1. School of Arts and Sciences
2. School of Business Administration
3. School of Education
4. School of Health Sciences
5. Institutional Effectiveness
6. Dual Credit
7. Honors Program
8. Institute of International Studies
9. Distance Learning
10. Spiva Library

Asst. Provost/Vice President for Academic Affairs:

Dr. Wendy McGrane

Hearnes Hall, Room 208, 9592

1. Permission to drop a course after drop date has passed
2. Permission to graduate in absentia
3. Permission for dual enrollment in two institutions
4. Information concerning academic probation or suspension
5. Arrangements to take final examinations at other than regularly scheduled times when more than three examinations are scheduled on a single day

Dean, Arts and Sciences

Dr. Marci Archer

Hearnes Hall, Room 306, Ext. 9385

1. Information concerning Art, Communications, English, Foreign Languages, History, Political Science, Philosophy, Music, Sociology, Theater, Mathematics, Science, and concerning Law Enforcement, Criminal Justice.

Dean, Plaster School of Business and Technology

Dr. Jeffery Zimmerman

Plaster Hall, Room 302, Ext. 9603

1. Information concerning Business Administration, Marketing, Management, Accounting and General Business. Information Concerning Engineering Technology and all Computer Information Science Programs

Dean, School of Education and Psychology

Ms. Lorinda Hackett

Taylor Education & Psychology Building, Room 223, Ext. 9314

1. Information concerning Education, Psychology, Kinesiology, Teacher Training and University Day Care

Dean, Health Sciences

Dr. Richard Schooler

Health Science Building, Room 112, Ext. 9328

1. Nursing
2. Dental Hygiene
3. Radiology
4. Respiratory Care

Business Affairs:

Vice President for Business Affairs

Rob Yust

Hearnes Hall, Room 204, Ext 9395

1. Treasurer's Office
2. Purchasing
3. Physical Plant and maintenance
4. Computer Information Services
5. Human Resources

Advancement/Foundation:

Executive Vice President –University Advancement

Dr. Brad Hodson

Hearnes Hall, Room 214, Ext. 9396

1. MSSU Alumni
2. Major gifts
3. Planned giving
4. University Relations and Marketing
5. Admissions

Associate Vice President for Development

Mr. Kevin Greim

Hearnes Hall, Room 201, Ext. 3104

Director of University Relations & Marketing

Cassie Mathes

Manson Annex, Ext. 9365

1. Professional public relations firm, providing news, publications, photography, advertising and promotional services for the University.

Director of Admissions – Derek Skaggs

Hearnes Hall 106, Ext. 9537

1. General information about the University
2. International Student Admissions
3. Admissions procedures
4. Campus Tours

University Services:

Activities and Calendar Information	417-625-9760
Advising, Counseling, & Testing Services (ACTS)	417-625-9324
Beimdiek Recreation Center	417-625-9760
Campus Card Service Center	417-659-5463
Central Switchboard	417-625-9300
Director of Student Life and Conduct	417-625-9531
Dining Services/Catering (Sodexo)	417-625-9546
Willcoxon Health Center	417-625-9323
Disability Services	417-659-3725
Library (Spiva Library)	417-625-9362
Maintenance	417-625-9331
MSSU Police Department (24 hours)	417-626-2222
Publicity, Media Relations	417-625-9399
Senate Office	417-625-9392
Student Affairs	417-625-9392
Student Success Center	417-659-3725
Ticket Office	417-625-9366

Policies:

General Provisions:

1. These University-wide policies shall apply to the campus, to University-controlled property, to University-sponsored and University-supervised functions.
2. These policies became effective July 1, 1971.
3. Definition of Student: For the purpose of these policies, a student is defined as one who is currently enrolled at Missouri Southern State University, except the President may extend coverage for these policies to students who have completed the immediately preceding term and are eligible for reenrollment. A full-time student shall be defined as a student who has enrolled in 12 or more hours in a regular semester or a student who has enrolled in six or more hours in a summer session. A part-time student is a student who has enrolled in fewer than 12 hours in a regular semester or a student who has enrolled in fewer than six hours in a summer session.
4. University Communication with Students: All MSSU students are expected to check their campus mailbox, their email account, and LioNet portal. Failure to regularly check any of these important sites of campus communications is not a valid reason for being unaware of university policies or procedures, or of one's academic, financial, immigration, immunization, immigration or judicial status at the university.

Policy Changes:

The University reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students, to be effective whenever determined by the University. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

Procedures for Recommending Change:

Recommendations for changes in University regulations contained herein will be made to the Student Affairs Office for referral to appropriate University agencies.

Interpretations of Regulations:

The responsibility of these regulations rests with the Director of Student Life and Conduct except for academic regulations which will be interpreted by the Vice President for Academic Affairs.

Equal Employment Opportunity Policy Statement:

Missouri Southern State University is a community that respects all individuals and follows a policy of nondiscrimination based upon demonstrated ability and competence as it pertains to the access of education programs, the awarding of student financial aid, and the recruitment, admission, housing, placement and retention of students, faculty and staff. Such university decisions are made without regard to age, gender, color, race, religion, disability, veteran's status, national origin, ancestry or sexual orientation. MSSU operates in accordance with federal law and applicable Missouri statutes with regard to any insurance and retirement program offered or sponsored by the university.

Tobacco Free Campus Policy:

In keeping with the mission and values of Missouri Southern State University and out of respect to students, employees, visitors, and the environment it is the policy of Missouri Southern State University to prohibit smoking, the use of smokeless tobacco product and nicotine delivery devices in facilities, grounds, property, and vehicles owned, leased, or controlled by the university.

Products subject to this policy include, but are not limited to: cigarettes (traditional or electronic), cigars, pipes, hookah, smokeless tobacco (chewing tobacco or snuff), other tobacco administering products, and other products containing nicotine (excluding Nicotine Replacement Therapy).

It is the responsibility of all administration, faculty, staff and students to abide by the university's tobacco policy. Employees and students are encouraged to communicate this policy with courtesy, respect, and diplomacy, especially with regards to visitors. Any individual willfully ignoring this policy is subject to discipline by and under University policies. Offenders are subject to discipline appropriate to their status, e.g. students are subject to the student discipline process as outlined in the student handbook and faculty/staff are subject to discipline from their appropriate supervisor and held to established administrative policies regarding conduct. Guests or visitors that repeatedly violate the policy may be asked to leave campus. Those with questions, concerns, or complaints related to this policy may contact Landon Adams, Director Student Life and Conduct, 417-625-9531.

Substance Abuse Policy:

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, and to provide resources and support to its students, the University has established a drug and alcohol prevention program for its students. The University's program is described below. This Policy applies to all University students.

Policy:**Substance Abuse Policy:**

Students are prohibited from using alcoholic beverages and illegal drugs on University owned or controlled property and at University-sponsored or supervised activities.

Irresponsible alcohol or other drug usage off campus resulting in disorderly conduct on campus is also prohibited. Any student of the University found to have manufactured, dispensed, possessed or used a controlled substance in violation of the [Substance Abuse Policy](#) of this University will be subject to discipline in accordance with University policy and reported to local, state or federal law enforcement authorities for criminal prosecution. Criminal prosecution for these acts could lead to conviction and such a conviction could result in a sentence imposing a monetary fine, imprisonment in a state or federal penitentiary or both.

Health Risks:

Specific serious health risks are associated with the use of illicit drugs and alcohol. Some of the major risks are as follows:

Alcohol and other depressants (barbiturates, sedatives, and tranquilizers):

Addiction, accidents as a result of impaired ability and judgment, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.

Marijuana:

Addiction; panic reaction; impaired short-term memory; increased risk of lung cancer and emphysema, particularly in cigarette smokers; impairment of driving ability.

Cocaine:

Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

Hallucinogens (acid, LSD, PCP, MDMA, etc.):

Loss of consciousness, suffocation, damage to brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, impaired judgment.

Resources:

A variety of resources exist for drug or alcohol counseling, treatment or rehabilitation programs. For more detailed information concerning these resources and others available from the University and/or community agencies, students may contact the [Advising, Counseling & Testing Service](#) (ACTS), 417.625.9324 or the [Student Affairs Office](#) (417.625.9392). Such referrals will respect individual confidentiality. A main objective of the University's Drug and Alcohol Prevention Program is to encourage healthy attitudes and behaviors on the part of all students and responsible decisions about alcohol/drug use. A final objective is to provide students with the necessary skills to help them carry out the decisions they have made in regard to their use or nonuse of alcohol/drugs, and how to effectively handle certain "high pressure" situations.

To meet the above objectives, information and assistance is provided to students in several ways. First, alcohol and drug films are shown and programs conducted in all orientation classes, which are required for all new students. Additional alcohol and drug information is presented in other academic classes, including

Kinesiology and Lifetime Wellness. Pamphlets about alcohol and drug use are distributed each semester in residence hall rooms and in the Student Center. Special alcohol and drug training is provided annually for residence hall staff and orientation leaders.

The athletic department provides additional programming for varsity athletes. Special alcohol and drug programs are presented throughout the year. Active drug testing is done. A committee of counselors, teachers and clergy are available to assist varsity athletes. The Student Services Office, Campus Activities Board and Health Center provide alcohol and drug information throughout the year for all students.

Medical Amnesty:

The health, safety, and welfare of the MSSU community is a primary concern of University officials, even if students are in violation of University alcohol/drug policies. Students should not hesitate to seek medical attention for themselves or others when the health and/or safety of someone is at risk. Students can do this without fear of facing disciplinary action from the University. Student violators may, however, be required to participate in a University alcohol and drug education program. This Medical Amnesty is implemented at the discretion of the Director of Student Life and Conduct and applies only to emergencies.

Missouri Southern State University: Code of Student Conduct:

Student Conduct:

Core Values of Student Conduct at Missouri Southern State University:

- **Integrity:** Missouri Southern State University students exemplify honesty, honor and a respect for the truth in all of their dealings.
- **Community:** Missouri Southern State University students build and enhance their community.
- **Social Justice:** Missouri Southern State University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Respect:** Missouri Southern State University students show positive regard for each other, for property and for the community.
- **Responsibility:** Missouri Southern State University students are given and accept a high level of responsibility to self, to others and to the community.

Missouri Southern State University students are responsible for knowing the information, policies and procedures outlined in this document. Missouri Southern State University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check for the online versions of all policies and procedures. <http://www.mssu.edu/dean-of-students/conduct-standards-grievances.php#conduct>

Mission/Vision/Philosophy of Missouri Southern State University Code of Conduct:

Missouri Southern State University community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program is committed to an educational and developmental process that balances the interests of individual students with the interests of Missouri Southern State University community.

A community exists on the basis of shared values and principles. At Missouri Southern State University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Code of Student Conduct*. These standards are embodied within a set of core values that include integrity, social justice, respect, community, and responsibility.

Each member of Missouri Southern State University community bears responsibility for their conduct and assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by violating the rules below, campus conduct proceedings are used to assert and uphold the *Code of Student Conduct*.

The student conduct process at Missouri Southern State University is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures notice and a hearing before an objective decision-maker. No student will be found in violation of Missouri Southern State University policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

Jurisdiction:

Students at Missouri Southern State University are provided a copy of the *Code of Student Conduct* annually in the form of a link on the Missouri Southern State University website. Hard copies are available upon request from the Office of the Director of Student Life and Conduct. Students are responsible for having read and abiding by the provisions of the *Code of Student Conduct*.

The *Code of Student Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, including all Missouri Southern State University-affiliated student organizations. For the purposes of student conduct, Missouri Southern State University considers an individual to be a student once they have attended classes, and thereafter as long as the student has a continuing educational interest in Missouri Southern State University.

Missouri Southern State University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, Missouri Southern State University may

invoke these procedures and should the former student be found responsible, Missouri Southern State University may revoke that student's degree.

The *Code of Student Conduct* applies to behaviors that take place on campus, at Missouri Southern State University-sponsored events and may also apply off-campus when the Director of Student Life and Conduct or designee determines that the off-campus conduct affects a substantial Missouri Southern State University interest. A substantial Missouri Southern State University interest is defined to include:

1. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
2. Any situation that significantly impinges upon the rights, property significantly breaches the peace and/or causes social disorder; and/or
3. Any situation that materially and substantially disrupts the functioning of Missouri Southern State University.

The *Code of Student Conduct* may be applied to behavior conducted online, via email, social media, or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations are posted online. Missouri Southern State University does not regularly search for this information but may take action if and when such information is brought to the attention of Missouri Southern State University officials. Most online speech by students not involving the University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:

1. A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals".
2. Speech posted online about the Missouri Southern State University or its community members that materially and substantially disrupts the functioning of the University.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to and guests of Missouri Southern State University may seek resolution of violations of the *Code of Student Conduct* committed against them by members of Missouri Southern State University community.

There is no time limit on reporting violations of the *Code of Student Conduct*; however, the longer someone waits to report an offense, the harder it becomes for Missouri Southern State University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of the Director of Student Life and Conduct and/or to Campus Police.

A responding student facing an alleged violation of the *Code of Student Conduct* is not permitted to withdraw from the University until all allegations are resolved.

Missouri Southern State University email is the University's primary means of communication with students. Students are responsible for all communication delivered to their Missouri Southern State University email address.

Violations of the Law:

Alleged violations of federal, state and local laws may be investigated and addressed under the *Code of Student Conduct*. When an offense occurs over which Missouri Southern State University has jurisdiction, the University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

Missouri Southern State University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (additional grounds for interim suspension are outlined below). Interim suspensions are imposed until a hearing can be held, typically within two weeks. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and Missouri Southern State University may be delayed or prevented from conducting its own investigation and resolving the allegation by the pendency of the criminal process. In such cases, the University will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed.

Students accused of crimes may request to take a leave from Missouri Southern State University until the criminal charges are resolved. In such situations, the University procedure for voluntary leaves of absence is subject to the following conditions:

1. The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
2. The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
3. The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

Missouri Southern State University Campus Guidelines and Rules:

Core Values and Behavioral Expectations:

The University considers the behavior described in the following sub-sections as inappropriate for the University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, or professional. Missouri Southern State University encourages community members to report to University officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Conduct Procedures.

1. **Academic Dishonesty:**

Statement of Principles:

Missouri Southern State University has an obligation to its students and to the larger society of which it is a part to provide the fullest opportunity for a free exchange and critical evaluation of diverse viewpoints. This means freedom to teach, freedom to learn, freedom to discuss and freedom to expose ideas to the critical analysis appropriate to the University setting. In order to accomplish this objective, the administration, faculty and students have a continuing responsibility for preserving the use of the institution's freedom to teach, to discuss and to explore. The University's dedication to the spirit of free inquiry requires the examination and evaluation of controversial viewpoints, but obviously does not require the endorsement of such viewpoints. Divergent points of view must be recognized, but at the same time kept within a framework of orderly conduct in accordance with human dignity, respect for the individual and the responsibilities of the University.

2. **Unauthorized Access:**

Unauthorized access to any Missouri Southern State University building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any University building or failing to timely report a lost Missouri Southern State University identification card or key.

3. **Collusion:**

Action or inaction with another or others to violate the *Code of Student Conduct*.

4. **Trust:**

Violations of positions of trust within the community.

5. **Election Tampering:**

Tampering with the election of any Missouri Southern State University-registered student organization.

6. **Taking of Property:**

Intentional and unauthorized taking of Missouri Southern State University property or the personal property of another, including goods, services and other valuables.

7. **Stolen Property:**

Knowingly taking or maintaining possession of stolen property.

8. **Disruptive Behavior:**

Materially and substantially disrupts the functioning of Missouri Southern State University including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities which occur on campus.

9. **Rioting:**

Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.

10. Unauthorized Entry:

Misuse of access privileges to Missouri Southern State University premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a University building.

11. Trademark:

Unauthorized use (including misuse) of Missouri Southern State University or organizational names and images.

12. Damage and Destruction:

Intentional, reckless and/or unauthorized damage to or destruction of University property or the personal property of another.

13. Gambling:

Gambling as prohibited by the laws of the State of Missouri. (Gambling may include raffles, lotteries, sports pools and online betting activities).

14. Weapons Possession:

Use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nunchucks, throwing stars, or knives, including the storage of any item that falls within the category of a weapon in a vehicle parked on Missouri Southern State University property.

15. Fire Safety:

Violation of local, state, federal or campus fire policies including, but not limited to:

- a. Intentionally or recklessly causing a fire which damages Missouri Southern State University or personal property or which causes injury.
- b. Failure to evacuate a Missouri Southern State University-controlled building during a fire alarm.
- c. Improper use of Missouri Southern State University fire safety equipment.
- d. Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on Missouri Southern State University property. Such action may result in a local fine in addition to University sanctions.

16. Ineligible Pledging or Association:

Pledging or associating with a student organization without having met eligibility requirements established by the University.

17. Animals:

Animals, with the exception of animals that provide assistance (e.g. seeing-eye dogs) are not permitted on campus except as permitted by law.

18. Wheeled Devices:

Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside University buildings, residence halls or on tennis courts. Additionally, skateboards and longboards may not be ridden on Missouri Southern State University property.

19. Discrimination:

Any act or failure to act that is based upon an individual or group's actual or perceived status (**sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, gender identity, or other protected status**) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University's educational program or activities.

20. Harassment:

Any unwelcome conduct based on actual or perceived status including: [**sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, gender identity, or other protected status**]. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community.

- a. Hostile Environment. Sanctions can and will be imposed for the creation of a hostile environment only when [unwelcome] harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's educational or employment program or activities.

21. Retaliation:

Any intentional and material intimidation, threat, coercion, or discrimination taken against an individual because he or she has made a complaint, testified, assisted, or participated in any manner in an investigation proceeding, or hearing for a civil rights grievance.

22. Bystanding:

- a. Complicity with or failure of any student to [appropriately] address known or obvious violations of the *Code of Student Conduct* or law;
- b. Complicity with or failure of any organized group to [appropriately] address known or obvious violations of the *Code of Student Conduct* or law by its members.

23. Abuse of Conduct Process:

Abuse or interference with, or failure to comply in, Missouri Southern State University processes including conduct and academic integrity hearings including, but not limited to:

- a. Falsification, distortion, or misrepresentation of information;
- b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
- c. Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
- d. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
- e. Failure to comply with the sanction(s) imposed by the campus conduct system;
- f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

24. Harm to Persons:

Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

25. **Threatening Behaviors:**

- a. **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- b. **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

26. **Bullying and Cyberbullying:**

Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of speech.

27. **Hazing:**

Defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent **(and/or)** failing to discourage **(and/or)** failing to report those acts may also violate this policy.

28. **Intimate Partner/Relationship Violence:**

Violence or abuse by a person in an intimate relationship with another.

29. **Stalking:**

Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.

30. **Sexual Misconduct:**

Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (See Sexual Misconduct Policy for further information).

31. **Public Exposure:**

Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

32. **Alcohol:**

Use, possession, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and the University's Alcohol Policy.

33. **Drugs:**

Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law and the University's Drug Policy.

34. **Prescription Medications:**

Abuse, misuse, sale, or distribution of prescription or over-the-counter medications.

35. **Failure to Comply:**

Failure to comply with the reasonable directives of Missouri Southern State University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

36. Financial Responsibilities:

Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.

37. Arrest:

Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Affairs within seventy-two (72) hours of release.

38. Other Policies:

Violating other published Missouri Southern State University policies or rules, including all Residence Hall policies.

39. Health and Safety:

Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)

40. Use of Electronic Devices in the Classroom:

Each instructor should establish their own electronic device policy for each class which should be made available to students at the beginning of the semester.

In accordance with the concept of academic freedom, the instructor is responsible for and is in control of the course content, methods, procedures, and activities in his or her classroom or laboratory. As such, Missouri Southern has adopted the following policies pertaining to the use of recording devices in the classroom or laboratory:

1. Students should obtain permission of the instructor before using recording devices in class. Students with documented disabilities, and as an approved accommodation, will be allowed to audio record lectures.
2. Students, observers, or visitors of any description may not produce or make publicly available recordings, audiotapes or videotapes of classroom or laboratory lectures, presentations, demonstrations, or activities without the express permission of the instructor.
3. In the event permission is obtained from the instructor to produce or make available such recordings, the recordings may not be employed for any purpose other than individual academic study without the express permission of the instructor.
4. Recordings of lectures, presentations, demonstrations, or activities may not be sold or in any way contracted to a third party without the express written consent of the instructor.

Overview of the Conduct Process:

This overview gives a general idea of how the University's campus conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of Missouri Southern State University rules.

NOTICE - Once notice is received from any source (victim, RA, 3rd party, online, etc.), the University may proceed with a preliminary investigation and/or may schedule an initial educational meeting/conference with the responding student to explain the conduct process to the responding student and gather information.

Formal Conduct Procedures:

Missouri Southern State University as Convener:

The University is the convener of every action under this code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Code. The party bringing the complaint, who may be a student, employee, visitor, or guest, may choose to be present and participate in the process as fully as the responding student. There are witnesses, who may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that the University has obtained regarding the allegations.

Group Violations:

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

Amnesty:

1. For Victims:

- a. The University provides amnesty to victims who may be hesitant to report to Missouri Southern State University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options may be explored, but no conduct proceedings or conduct record will result.

2. For Those Who Offer Assistance:

- a. To encourage students to offer help and assistance to others, Missouri Southern State University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Director of Student Life and Conduct, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options may be explored, but no conduct proceedings or conduct record will result.

3. For Those Who Report Serious Violations:

- a. Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the Missouri Southern State University are offered

amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

- b. Abuse of amnesty requests can result in a decision by the Director of Student Life and Conduct not to extend amnesty to the same person repeatedly.

4. Safe Harbor:

- a. The University has a Safe Harbor rule for students. Missouri Southern State University believes that students who have a drug and/or addiction problem deserve help. If any Missouri Southern State University student brings their own use, addiction, or dependency to the attention of Missouri Southern State University officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

Notice of Alleged Violation:

Any member of the Missouri Southern State University community, visitor or guest may allege a policy violation(s) by any student for misconduct under this *Code*:

Notice may also be given to the Director of Student Life and Conduct (or designee) and/or to the Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The University has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The Director of Student Life and Conduct (or designee) will assume responsibility for the investigation of the alleged violation.

Investigation:

The University conducts a preliminary inquiry into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary inquiry may lead to:

1. A determination that there is insufficient evidence to pursue the investigation, because the behavior alleged, even if proven, would not violate the Code of Student Conduct, (e.g.: for reasons such as mistaken identity or allegations of behavior that falls outside the code);
2. A more comprehensive investigation, when it is clear more information must be gathered;
3. A formal complaint of a violation and/or an educational conference with the responding student.

When an investigation is held, the possible outcomes include:

1. A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;
2. A decision on the allegation, also known as an “informal” or “administrative” resolution to an uncontested allegation (see immediately below);
3. A decision to proceed with additional investigation and/or referral for a “formal” resolution.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. If the University's finding is that the responding student is in violation, and the responding student accepts this finding within two days, the University considers this an "uncontested allegation." The Director of Student Life and Conduct (or designee) will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends.

If the Director of Student Life and Conduct (or designee) determines that it is more likely than not that the responding student is in violation, and the responding student rejects that finding then the student may choose to appeal the applied sanction(s).

Investigation is referenced above with detailed investigation procedures described in the sub-section below:

1. Initiate any necessary remedial actions on behalf of the victim (if any);
2. Determine the identity and contact information of the party bringing the complaint, whether that person is the initiator of the complaint, the alleged victim, or a Missouri Southern State University proxy or representative;
3. Conduct an immediate investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
 - a. If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim;
 - b. Notify the victim of whether the University intends to pursue the complaint regardless of their involvement, and inform the victim of their rights in the process and option to become involved if they so choose;
4. Conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated University policy, and to determine what specific policy violations should serve as the basis for the complaint;
 - a. If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
5. Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy;
6. Obtain all documentary evidence and information that is available;
7. Obtain all physical evidence that is available;
8. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;
9. Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
10. Present the investigation report and findings to the responding student, who may:
 - a. accept the findings,
 - b. accept the findings in part and reject them in part,
 - c. or may reject all findings
 - d. appeal the sanctions
11. Share the findings and update the party bringing the complaint on the status of the investigation and the outcome.

Special Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature:

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, will always be relevant to the finding, not just the sanction.

The party bringing any complaint alleging sexual misconduct, other behavior falling with the coverage of Title IX and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned and the rationale for the decision.

Once a determination is made that reasonable cause exists for the Director of Student Life and Conduct (or designee) to refer a complaint for an investigation, notice will be given to the responding student. The responding student will be informed for the request for a hearing by the Director of Student Life and Conduct office. The notice will be delivered by the Director of Student Life and Conduct office by either verbal or writing. The responding student notice may be delivered by one or more of the following methods: phone call requesting the hearing by the Director of Student Life and Conduct (or designee), in writing – delivered in person by the Director of Student Life and Conduct (or designee); mailed to the local or permanent address of the student as indicated in official Missouri Southern State University records; or emailed to the student’s Missouri Southern State University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

1. Include notification of an alleged violation and notification of where to locate the *Code of Student Conduct* and Missouri Southern State University procedures for resolution of the complaint; and
2. Direct the responding student to contact the Director of Student Life and Conduct (or designee) within a specified period of time to respond to the complaint. This time period will generally be no less than two days from the date of delivery of the summons letter.

A meeting with the Director of Student Life and Conduct (or designee) may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the responding student may indicate, either verbally or in writing, to the Director of Student Life and Conduct (or designee), whether they admit to or deny the allegations of the complaint.

Interim Action:

Under the *Code of Student Conduct*, the Director of Student Life and Conduct or designee may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the *Code of Student Conduct* when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve Missouri Southern State University property and/or to prevent disruption of, or interference with, the normal operations of the Missouri Southern State University. Interim actions can include separation from the University or restrictions on participation in the University community

During an interim suspension, a student may be denied access to Missouri Southern State University housing and/or the Missouri Southern State University campus/facilities/events. As determined appropriate by the Director of Student Life and Conduct, this restriction may include classes and/or all other Missouri Southern State University activities or privileges for which the student might otherwise be eligible. At the discretion of the Director of Student Life and Conduct and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

Administrative Conference Process:

The following sub-sections describe the Missouri Southern State University's conduct administrative conference processes. Except in a complaint involving failure to comply with the summons of the Director of Student Life and Conduct (or designee), no student may be found to have violated the *Code of Student Conduct* solely as a result of the student's failure to appear for the administrative conference. In all such instances, conduct investigations/hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Director of Student Life and Conduct.

Where the responding student admits to violating the *Code of Student Conduct*, the Director of Student Life and Conduct (or designee) may invoke administrative procedures to determine and administer appropriate sanctions. Complaints will be heard and determinations will be made by the Director of Student Life and Conduct or designee.

During the Investigation/Conference:

1. The parties have the right to an advisor/advocate of their own choosing, including attorneys. Typically, advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair and suggest questions to their advisee.
2. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Director of Student Life and Conduct. Formal rules of evidence are not observed. The Director of Student Life and Conduct may limit the number of character witnesses presented or may accept written affidavits of character instead.
3. All procedural questions are subject to the final decision of the Director of Student Life and Conduct.
4. Notification of the Conduct Investigator's decision will be made in writing and may be delivered by one or more of the following methods: in person by the Director of Student Life and Conduct (or designee); mailed to the local or permanent address of the student as indicated in official Missouri Southern State University records; or emailed to the student's Missouri Southern State University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each.

Conduct Sanctions:

One or more of following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*:

1. **Warning:**
An official written notice that the student has violated Missouri Southern State University policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the Missouri Southern State University.

2. **Restitution:**
Compensation for damage caused to the Missouri Southern State University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. **Fines:**
Reasonable fines may be imposed.
4. **Community/Missouri Southern State University Service Requirements:**
For a student or organization to complete a specific supervised Missouri Southern State University service.
5. **Loss of Privileges:**
The student will be denied specified privileges for a designated period of time.
6. **Confiscation of Prohibited Property:**
Items whose presence is in violation of Missouri Southern State University policy will be confiscated and will become the property of the Missouri Southern State University. Prohibited items may be returned to the owner at the discretion of the Director of Student Life and Conduct and/or Campus Police.
7. **Behavioral Requirement:**
This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
8. **Educational Program:**
Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
9. **Restriction of Visitation Privileges:**
May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
10. **Missouri Southern State University Housing Probation:**
Official notice that, should further violations of Residence Life or Missouri Southern State University policies occur during a specified probationary period, the student may immediately be removed from Missouri Southern State University housing. Regular probationary meetings may also be imposed.
11. **Missouri Southern State University Housing Reassignment:**
Reassignment to another Missouri Southern State University housing facility. Residential Life personnel will decide on the reassignment details.
12. **Missouri Southern State University Housing Suspension:**
Removal from Missouri Southern State University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to Missouri Southern State University housing may be specified. Under this sanction, a student is required to vacate Missouri Southern State University housing within 24 hours of notification of the action, though this deadline

may be extended upon application to, and at the discretion of, the Director of Housing and Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for Missouri Southern State University housing, the student must gain permission from the Director of Housing and Residence Life (or designee). This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension.

13. Missouri Southern State University Housing Expulsion:

The student's privilege to live in, or visit, any Missouri Southern State University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

14. Missouri Southern State University Probation:

The student is put on official notice that, should further violations of Missouri Southern State University policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

15. Eligibility Restriction:

The student is deemed "not in good standing" with the Missouri Southern State University for a specified period of time. Specific limitations or exceptions may be granted by the Director of Student Life and Conduct and terms of this conduct sanction may include, but are not limited to, the following:

- a. Ineligibility to hold any office in any student organization recognized by the Missouri Southern State University or hold an elected or appointed office at the Missouri Southern State University; or
- b. Ineligibility to represent the Missouri Southern State University to anyone outside the Missouri Southern State University community in any way including: participating in the study abroad program, attending conferences, or representing the Missouri Southern State University at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

16. Missouri Southern State University Suspension:

Separation from the Missouri Southern State University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Student Life and Conduct. During the suspension period, the student is banned from university property, functions, events and activities without prior written approval from the Director of Student Life and Conduct. This sanction may be enforced with a trespass action as necessary.

17. Missouri Southern State University Expulsion:

Permanent separation from Missouri Southern State University. The student is banned from university property and the student's presence at any Missouri Southern State University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. **[This sanction will be noted as a Conduct Expulsion on the student's official academic transcript].**

18. Other Sanctions:

Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Life and Conduct or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the *Code of Student Conduct*:

1. One or more of the sanctions listed above, specifically *a)* through *i)* and *o)* through *q)*; and/or
2. Deactivation, de-recognition, loss of all privileges (including status as a Missouri Southern State University registered group/organization), for a specified period of time.

Parental Notifications:

Missouri Southern State University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. Missouri Southern State University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

Notification of Outcomes:

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, Missouri Southern State University will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the University concludes that a violation was committed. Such release of information may only include the alleged student’s/responding student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where Missouri Southern State University determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or non-forcible sex offense, Missouri Southern State University may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

1. Arson
2. Assault offenses (includes stalking)
3. Burglary
4. Criminal Homicide—manslaughter by negligence
5. Criminal Homicide—murder and non-negligent manslaughter
6. Destruction/damage/vandalism of property
7. Kidnapping/abduction
8. Robbery
9. Forcible sex offences

Failure to Complete Conduct Sanctions:

All students, as members of the Missouri Southern State University community, are expected to comply with conduct sanctions within the timeframe specified by the Director of Student Life and Conduct. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the University. In such situations, resident students will be required to vacate Missouri Southern State University housing within 24 hours of notification by the Director of Student Life and Conduct, though this deadline may be extended upon application to, and at the discretion of, the Director of Housing and Residence Life and/or the Director of Student Life and Conduct. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director of Student Life and Conduct.

Appeal Review Procedures:

Any party may request an appeal of the decision of the Administrative Conference by filing a written request to the Director of Student Life and Conduct, subject to the procedures outlined below. All sanctions imposed remain in effect, and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

Where the disciplinary action assigned by the Director of Student Life and Conduct or a representative in the administrative proceeding is not accepted by the student, the student shall have the right to appeal the sanction. Appeals must be submitted in writing to the Student Affairs office within 48 hours after the initial disciplinary action. The findings and actions of the Student Conduct Hearing Committee are final.

Temporary Suspension:

The Director of Student Life and Conduct may at any time temporarily suspend a student from the University pending further procedures when he finds and believes that the presence of a student on campus, because of allegations or facts coming to his attention, would seriously disrupt the University or constitute a danger to the health, safety or welfare of the University. The Director of Student Life and Conduct may initiate emergency evaluation procedures.

General Statement of Procedures:

Unless disposed of in the manner provided by the Emergency Evaluation Procedure, a student charged with unacceptable conduct or breach of University conduct or regulations is entitled to a written notice. The procedures set forth below shall be interpreted and administered to accomplish this objective and provide for prompt consideration and disposition of student conduct cases. Disciplinary proceedings are not to be construed as adversary proceedings or judicial trials, but care shall be taken to comply as fully as possible with the spirit and intent of the procedural safeguards set forth herein. The University attorney shall be legal adviser to the Student Conduct Hearing Committee.

Student Conduct Review Committee:

The required hearing shall be held before the Student Conduct Review Committee which shall consist of the Vice President for Student Affairs, or his designate who shall act as chairman; two faculty members, two staff members, and two students. This committee shall have the authority to take disciplinary action against any student appearing before it including suspension, probation or expulsion.

Notice: The Director of Student Life and Conduct shall initiate the disciplinary action by arranging with the Chairman to call a meeting of the Student Conduct Review Committee and by giving written notice by campus e-mail, mail, or personal delivery to the student

charged with misconduct. The notice shall set forth the date of the alleged violation, and the date, time and place of hearing before the Student Conduct Review Committee. The notice shall be given at least two class days prior to the date set for the hearing. A notice by mail shall be considered as given on the day following the day on which the notice is placed in the mail, postage prepaid and addressed to the student at the last address as it appears on the records of the University.

Student Rights Upon Review:

A student appearing before the Student Conduct Review Committee pursuant to notice shall have the right:

- a. to be present at the hearing;
- b. to have an adviser or counselor of the student's choice at any time during the hearing (but such adviser or counselor shall have no right to participate otherwise in the hearing except with the express consent of the committee);
- c. to hear or examine evidence presented to the committee against the student;
- d. to question witnesses present and testifying against the student;
- e. to present evidence by witnesses or affidavit of any defense the student desires to offer;
- f. to be informed in writing of the findings of the Student Conduct Review Committee and any disciplinary action it imposes; and to petition for review or appeal as follows:

Conduct of Review:

The Chairman of the Student Conduct Review Committee shall preside at the review, call the meeting to order, call the roll of the committee in attendance, ascertain the presence or absence of the student charged with misconduct, read the notice of review and charges and verify the giving of the required notice, ascertain whether or not the student is represented by an adviser or counselor, and call to the attention of the student charged and the adviser any special or extraordinary procedures to be employed during the review and permit the student to make formal objections thereto.

Opening Statement:

The Director of Student Life and Conduct shall make opening remarks outlining the general nature of the case.

Presentation of University Evidence:

The University shall then present its evidence in the matter by witnesses or reports.

Student's Opening Statement:

The student charged shall have an opportunity to make a statement to the Committee about the charge. Such statement may be made following the opening statement of the Vice President or at the conclusion of the presentation of the University's case.

Student's Evidence:

The student may then present evidence through witnesses or reports.

Rebuttal Evidence:

The Committee may permit the University or the student to offer any material in rebuttal.

Determination by Committee:

The Student Conduct Review Committee shall then make its findings and determination in executive session out of the presence of the Director of Student Life and Conduct and the student charged. No discipline shall be assessed against a student except by majority vote of the Committee.

Official Report of Findings and Determination:

The Committee shall transmit in writing its determination and findings to the Director of Student Life and Conduct and the student charged.

Rights of Student Conduct Review Committee:

The Student Conduct Review Committee shall have the right to permit the incorporation in the record, by reference, of any document, affidavit or other evidences produced; to question witnesses or other evidence introduced by either the University or the student; to call additional witnesses or require additional investigation; to dismiss any action at any time or permit informal disposition; to dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by any rulings; and summarily to suspend any students who, during the hearing, obstruct or interfere with the course thereof or fail to abide by a ruling.

Other Procedural Questions:

Procedural questions not covered by these rules shall be determined by the Chairman. The ruling shall be final, unless the question is presented to the full Committee at the request of a member, in which event the ruling of the majority of the Committee shall be final.

General Rules of Decorum:

The following general rules of decorum shall be adhered to:

1. All proceedings shall be closed.
2. All persons in attendance at the hearing shall come to order at the direction of the Chairman.
3. All requests to address the Committee shall be addressed to the Chairman.
4. The Chairman will rule on all requests and points of order and may consult with Committee's legal adviser prior to any ruling. Rules of common courtesy and decency shall be respected at all times.
5. Advisers and counselors will not be permitted to address the Committee without permission of the Chairman, except for the clarification of a procedural matter or an objection to the procedure, after recognition by the Chairman.

Record of Review:

A taped or stenographic record of the review shall be made and kept for three months following the final disciplinary action. The notice, exhibits, review record and the findings and determination of the Committee shall become the "Record" of the case and shall be filed in the office of the Director of Student Life and Conduct and be accessible at reasonable times and places to both the University and the student.

Status During Appeal:

In cases of suspension, dismissal or expulsion where a notice of appeal is filed within the required time, a student may petition the Director of Student Life and Conduct in writing for permission to attend classes pending final determination of the appeal. The Director of Student Life and Conduct may permit, upon such conditions as he may impose, a student to continue in school pending completion of appellate procedures provided that such continuance in his opinion will not seriously disrupt the University or constitute a danger to the health, safety or welfare of the University

community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Student Conduct Review Committee.

Emergency Evaluation Procedures:

Individuals whose behavior poses or appears to pose a serious threat or risk to the health and safety of themselves or others at the University, may be in violation of the Student Handbook, including this Emergency Evaluation Policy, and may be subject to extraordinary procedures, including those set forth below.

1. Medical and/or Psychological Evaluation:

- a. The Vice President for Student Affairs or their designee may direct a student to participate in a medical and/or psychological evaluation whenever the behavior of the student appears to pose a serious threat to the health and safety of such student or others. The medical and/or psychological evaluation process is designed to assess, but not limited to, the following:
 - i. Whether the student's behavior poses a threat to the safety of the student or others;
 - ii. The nature, duration and severity of the risk;
 - iii. Whether the threat to safety would continue if the student remains on the campus and/or in the residence halls.
 - iv. Whether reasonable modifications of policies or procedures will mitigate the risk.
- a. Whether the student needs assistance or referral to appropriate support or treatment services, failure to respond to a directive from a University official to complete the medical and/or psychological evaluation, or failure to provide necessary records of prior treatment by the date requested may result in administrative action, up to and including temporary suspension from the University or the residence halls until the evaluation and records request requirements are met.

2. Withdrawal Prior to Evaluation:

A student, who leaves, withdraws or fails to return to the University before the medical and/or psychological evaluation is completed may be banned from campus and not be permitted to register for classes until the outstanding matter is resolved.

3. Withdrawal by Administrative Action:

The Dean of Students may initiate and approve procedures for the administrative withdrawal from the University or residence halls of any student for any of the following reasons:

- a. Behavior that poses a threat to the health and safety of such student, or others.
- b. Completion of a mandated evaluation and behavior that continues to pose a threat to the health and safety of such student, or others.

- c. Inability to control the behavior that poses a threat to the health and safety of such student, or others, as assessed in this evaluation procedure.

Administrative withdrawal determination shall be made by the Dean of Students. Students may challenge the withdrawal through the submission of a written appeal to the Dean of Students supported by medical and/or mental health professional documentation. The Dean may present appeal information to a Behavioral Review Team for their input. However, all final decisions regarding appeals shall be made by the Dean of Students.

Sexual Misconduct/Title IX Policy:

Anti-Harassment Policy:

The University strictly prohibits any form of harassment by or against any faculty member, staff member, and student, applicant for employment, customer, third-party contractor, guest, or visitor (collectively the University Community”). It is a violation of this policy to retaliate against any member of the University Community who reports or assists in making a complaint of harassment or who participates in the investigation of a complaint in any way.

Harassment is written, verbal or physical conduct that degrades or shows hostility or aversion toward an individual because of his/her protected status (age, gender, color, race, religion, disability, veteran’s status, national origin, ancestry, or any other protected status under federal, state, or local law) that (i) has the purpose or effect of creating an intimidating, hostile or offensive work or learning environment; (ii) has the purpose or effect of unreasonably interfering with an individual’s work or academic performance; or (iii) otherwise adversely affects an individual’s employment or academic opportunities.

Sexual harassment is addressed and defined separately in the University’s Sex Discrimination and Sexual Harassment Policy.

Any member of the University Community who believes that he or she has experienced or observed harassment by another member of the University Community should report such incident to his or her supervisor or to the Director of Human Resources without fear of intimidation or reprisal. If the alleged harasser is a student, the report should be made to the Director of Student Life and Conduct.

The University will thoroughly and promptly investigate all complaints of harassment. The University’s investigation will be discreet, with information being shared only with those whose involvement is necessary for a thorough and fair investigation and resolution. If an investigation confirms that harassment has occurred, the University will take prompt and appropriate remedial action to address the harassment, eliminate any hostile environment, prevent its recurrence, and correct its effects on the victim and others, if applicable. Any discipline will be imposed pursuant to applicable procedures (such as the Code of Student Conduct) depending on the status of the alleged perpetrator.

The prohibition on harassment extends to all of the University’s programs and activities, including but not limited to, admissions, employment, academics, athletics, housing, and student services.

Persons who violate this policy will face discipline up to and including termination or expulsion from the University.

Sex Discrimination and Sexual Harassment Policy:

The University is committed to fostering a working and learning environment where all individuals are treated fairly and with complete respect. In keeping with that commitment, the University considers all forms of Sex Discrimination (as defined below) to constitute a serious offense. Sex Discrimination by or against any faculty member, staff member, student, applicant for employment, customer, third-party contractor, guest, or visitor (collectively the “University Community”) is strictly prohibited.

Sexual Harassment (as defined below) is always consistent with the expectations of the University and may constitute a form of Sex Discrimination in violation of this Policy. Sexual Harassment also includes Sexual Violence/Assault (as defined below).

It is a violation of this Policy to retaliate against any member of the University Community who reports or assists in making a complaint of Sex Discrimination or who participates in the investigation of a complaint in any way.

The prohibition on Sex Discrimination extends to all of the University’s programs and activities, including but not limited to, admissions, employment, academics, athletics, housing, and student services.

The University will thoroughly and promptly investigate all complaints of Sex Discrimination. If an investigation confirms that Sex Discrimination has occurred, the University will take prompt and appropriate remedial action to address the discrimination, eliminate any hostile environment, prevent its recurrence, and correct its effects on the victim and others, if applicable.

Title IX Statement

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and their implementing regulations, which prohibit Sex Discrimination in the University’s educational programs and activities. Title IX and its implementing regulations also prohibit retaliation for asserting claims of Sex Discrimination. The University has designated the following Title IX Coordinator to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of Sex Discrimination.

Julie A. Wengert
Dean of Student Success/Title IX Coordinator
Billingsly Student Center 347
Tel: 417-625-9532.
Email: wengert-j@mssu.edu

A person may obtain additional information on Title IX, and may also file a complaint of Sex Discrimination, with the U.S. Department of Education’s Office for Civil Rights by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

Sex Discrimination

The University prohibits discrimination on the basis of sex (“Sex Discrimination”) in all the University’s programs and activities. In compliance with Title IX and its implementing regulations, the University has implemented this Policy to eliminate, prevent, and address conduct that constitutes Sex Discrimination. Conduct, such as Sexual Harassment, constitutes prohibited Sex Discrimination when it denies or limits a person’s ability to participate in or benefit from the University’s programs and activities based on sex. Sexual Harassment denies or limits a person’s ability to participate in or benefit from the University’s programs and activities, when:

- submission to the conduct is made either an explicit or implicit term or condition of an individual's employment or education; or
- submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
- the harassment substantially interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or learning environment.

Notwithstanding the aforementioned definition of Sex Discrimination, the University reserves the right to resolve, investigate, and/or take disciplinary action against any improper conduct of a sexual nature, including but not limited to Sexual Harassment, even though such conduct is not of the type, severity, or pervasiveness that constitutes Sex Discrimination under this Policy.

Definition of Sexual Harassment

Sexual Harassment is any unwelcome conduct of a sexual nature. Sexual Harassment constitutes Sex Discrimination when it denies or limits a person's ability to participate in or benefit from the University's programs and activities. Prohibited Sexual Harassment is a serious violation of University Policy and is incompatible with the University's belief that employees and students should be treated with respect and dignity.

Sexual Harassment includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, physical, or visual conduct of a sexual nature, such as:

- Pressure for a dating, romantic, or intimate relationship
- Touching, kissing, hugging, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos or sexual humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Asking about, or telling about, sexual fantasies
- E-mail and Internet use that violates this Policy
- Sexual violence (as defined below)
- Aiding and abetting another person in committing Sex Discrimination
- Retaliating against any person who make a report of Sex Discrimination or who participates in the investigation of a report in any way (such as a witness).

Definition of Sexual Violence/Assault

Sexual Violence/Assault is a severe form of Sexual Harassment that may also constitute a crime in violation of federal, state, or local law. Sexual Violence/Assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to a physical or mental disability, due to the use of drugs and/or alcohol, or due to the victim's youth (i.e., they are below the legal age of consent). A single instance of Sexual Violence/Assault is sufficiently severe to deny or limit a person's ability to participate in or benefit from the University's programs or activities, and, therefore, constitutes prohibited Sex Discrimination. Sexual Violence/Assault is further defined and addressed in the University's Sexual Violence/Assault Policy.

Reporting

All University employees (administrators, faculty, and staff) have a duty to file a report when they believe, or receive information indicating, that a member of the University Community has been subjected to Sex Discrimination. The employee should report to the Dean of Student Success/Title IX Coordinator, Billingsly 347, Tel: 417-625-9532. Such a report must be made promptly. The only employees exempted from this mandatory reporting obligation are licensed counselors, licensed medical professionals, and their administrative/support staff responsible for scheduling appointments (“Confidential Reporters”).

Students and other members of the University Community who believe they or another member of the University Community has been subjected to Sex Discrimination are encouraged to make a report to the Dean of Student Success/Title IX Coordinator, Billingsly 347, Tel: 417-625-9532. Although there is no statute of limitations for alleged victims of Sex Discrimination to make reports, the University urges alleged victims of Sex Discrimination to make reports promptly. Delayed reporting may limit the University’s ability to thoroughly investigate the report.

Any member of the University Community who believes they have been subjected to Sex Discrimination that constitutes a crime are encouraged to also make a complaint to University police or local law enforcement. If requested, the University will assist the complainant in notifying the appropriate law enforcement authorities. In the event of an emergency, please contact 911.

The University’s Sexual Violence/Assault Policy provides further reporting guidance and recommendations for members of the University Community who are alleged victims of Sexual Violence/Assault.

Investigation

All reports of Sex Discrimination will be promptly and thoroughly investigated by an investigator appointed by the University. The investigator will discharge his or her obligations fairly and impartially. If the investigator determines he or she cannot fairly and impartially investigate a report due to a conflict of interest, the investigator will recuse himself or herself and a new investigator will be appointed.

The investigator will commence the investigation as soon as practicable, but not later than seven (7) days after a report is made. The pendency of a criminal investigation does not relieve the University of its obligation to conduct an investigation. However, the University’s investigation may be delayed temporarily to avoid interfering with a criminal investigation.

The purpose of the investigation is to determinate whether it is more likely than not that the alleged behavior occurred and, if so, whether it constitutes Sex Discrimination. During the course of the investigation, the investigator may receive counsel from University administrators, the University’s attorneys, or other parties as needed.

During the investigation, the complainant (i.e., the alleged victim of the Sex Discrimination) will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent (i.e., the allege perpetrator of the Sex Discrimination) will have the opportunity to respond to the allegations and present supporting witnesses or other evidence. The investigator will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information.

During the investigation process, the complainant and respondent will have equal rights. They include: equal opportunity to identify and have considered witnesses and other relevant evidence; similar and timely

access to all information considered by the investigator; equal opportunity to review any statements or evidence provided by the other party; equal access to review and comment on information independently developed by the investigator.

During the investigation process, both a complainant and a respondent may ask a support person to accompany her or him to meetings with the investigator. In cases involving multiple complainants or respondents, the support person cannot be another complainant or respondent. The support person does not serve as an advocate on behalf of the complainant or respondent.

During the investigation, the University will make reasonable and appropriate efforts to preserve an individual's privacy and limit disclosure of information to those whose participation is necessary for a fair and thorough investigation and resolution. The University cannot guarantee the confidentiality of any report of Sex Discrimination unless the report is made to a Confidential Reporter, in which case the report will not be forwarded for investigation without the reporting party's consent, unless otherwise required by law.

In the event an alleged victim requests confidentiality after making a non-confidential report, or requests that an investigation not proceed, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. The University reserves the right to initiate and proceed with an investigation despite a complainant's request for confidentiality in limited circumstances involving serious or repeated conduct or where the alleged perpetrator may pose a continuing threat to the University Community.

Investigations of alleged misconduct by a student will be further informed and controlled by procedures specified in the Code of Student Conduct.

Resolution

At the conclusion of the investigation, the investigator will prepare a written report. The written report will explain the scope of the investigation, identify findings of fact, and state whether any allegations were found to be substantiated by a preponderance of the evidence.

If the written report determines that Sex Discrimination occurred, the investigator shall include in the written report those steps necessary to maintain an environment free from Sex Discrimination and to protect the safety and well-being of the complainant and other members of the University Community. Such actions will also include reasonable steps to correct the effects of such conduct on the complainant and others and to prevent the recurrence of Sex Discrimination and retaliation. Examples of such action include: no-contact orders, classroom reassignment, the provision of counseling or other support services, training, and referral of the perpetrator for discipline to be imposed pursuant to applicable procedures depending on the status of the alleged perpetrator.

The complainant and the respondent will receive a copy of the written report within three (3) days of its completion. If necessary, the version of the written report provided to the complainant and/or respondent will be redacted to ensure that information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with federal law.

Notwithstanding the foregoing, in cases involving alleged misconduct by a student, notice of resolution will be provided as specified in the Code of Student Conduct.

Interim Measures

At any time during the investigation, the investigator, in consultation with the Title IX Coordinator/Director of Human Resources and appropriate administrators, may determine that interim remedies or protections

for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections constitutes a separate violation of this Policy.

Timing

The University will endeavor to conclude its investigation and resolution of the complaint within sixty (60) calendar days of receiving it. Both the complainant and the respondent will be given periodic updates regarding the status of the investigation.

Bad Faith Complaints

While the University encourages all good faith complaints of Sex Discrimination, the University has the responsibility to balance the rights of all parties. Therefore, if the University's investigation reveals that a complaint was knowingly false, the complaint will be dismissed and the person who filed the knowingly false complaint may be subject to discipline.

Academic Freedom

While the University is committed to the principles of free inquiry and free expression, conduct constituting Sex Discrimination is neither legally protected expression nor the proper exercise of academic freedom.

Sexual Violence/Assault Policy and Other Discipline Policies

This Policy is supplemented by the Sexual Violence/Assault Policy and other University policies pertaining to discipline. The provisions of these other policies apply by their terms except to the extent they are inconsistent with this Policy.

Sexual Harassment Policy:

The University is committed to fostering a work and learning environment where all individuals are treated fairly and with complete respect. It is, and continues to be, University policy that sexual harassment of employees, students, and applicants for employment or admission is unacceptable conduct, which will not be tolerated. This Policy applies to all members of the University community.

Policy:

“Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either an explicit or implicit term or condition of an individual's employment; or
2. Education; or
3. Submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
4. The harassment substantially interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or learning environment.

Sexual harassment is a serious violation of University policy and is incompatible with the University's belief that employees and students should be treated with respect and dignity. Any employee, student or applicant for employment or admission who feels that he or she has experienced or observed sexual

harassment by an employee of the University should report such incidents to his or her supervisor, or to the Director of Human Resources without fear of intimidation or reprisal. Sexual harassment complaints against students should be reported to the Dean of Student Success & Support. The University will promptly investigate all allegations of sexual harassment in as confidential a manner as possible. The University will also take appropriate action to ensure that neither inappropriate language nor conduct, nor does sexual harassment persist.

Sexual Violence/Assault:

Missouri Southern State University strictly prohibits Sexual Violence/Assault as set forth in the University's Sex Discrimination and Sexual Harassment Policy. Sexual Violence/Assault may also constitute a criminal act that subjects the perpetrator to prosecution under applicable law.

Sexual Violence/Assault is inconsistent with the standards of our University. It can be devastating to the person who experiences it directly and can be traumatic to the person's family, friends, and larger community as well. Anyone who believes she or he has been the victim of Sexual Violence/Assault is strongly encouraged to report the incident and seek care as set forth below.

Consistent with the procedures set forth in the University's Sex Discrimination and Sexual Harassment Policy, and this policy, the University will thoroughly and promptly investigate all complaints of Sexual Violence/Assault. If an investigation confirms that Sexual Violence/Assault has occurred, the University will take prompt and appropriate remedial action to address the Sexual Violence/Assault, eliminate any hostile environment, prevent its recurrence, and correct its effects on the victim and others, if applicable.

It is a violation of this policy to retaliate against any member of the University Community who reports or assists in making a complaint of Sexual Violence/Assault or who participates in the investigation of a complaint in any way.

The University provides education and Sexual Violence/Assault prevention programs for all members of the University Community, including numerous support services and referrals for any member of the University Community who has been the victim of Sexual Violence/Assault.

The University's Sexual Violence/Assault Policy applies to all faculty, staff, and students, applicants for employment, customers, third-party contractors, guests, and visitors (collectively the University Community"). The policy is not limited to those acts of Sexual Violence/Assault that occur on University property. Rather, the policy applies to all acts of Sexual Violence/Assault that have the potential to deny or limit a person's ability to participate in or benefit from the University's programs and activities, regardless of where the Sexual Violence/Assault occurs. This policy prohibits Sexual Violence/Assault between persons of the same sex, as well as between persons of the opposite sex.

Definition of Sexual Violence/Assault:

Sexual Violence/Assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to a physical or mental disability, due to the use of drugs and/or alcohol, or due to the victim's youth (i.e., they are below the legal age of consent).

Some examples of Sexual Violence/Assault include:

1. Sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent

2. Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation
3. Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent
4. Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
5. Prostituting another person
6. Non-consensual observation (peeping), non-consensual video recording, and non-consensual audio-recording of sexual activity
7. Knowingly transmitting a sexually transmitted disease to another
8. Exposing oneself in a sexual manner to others without their consent
9. Aiding and abetting another person in committing Sexual Violence/Assault
10. Retaliating against any person who makes a report of Sexual Violence/Assault or who participates in the investigation of the report (such as a witness).

Sexual conduct prohibited by the Missouri Revised Statutes, Chapters 566-568, is included within the University's definition of Sexual Violence/Assault.

The crimes of Domestic Assault, Dating Violence and Stalking can also constitute Sexual Violence/Assault. These crimes, no matter the motivation behind them, are a violation of this policy.

Domestic Assault: Domestic Assault is defined in Mo. Rev. Stat. §§ 565.072-565.074. It generally involves violence or attempted violence perpetrated against a family or household member, including children. "Family or household member" is defined as "spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim and anyone who has a child in common regardless of whether they have been married or have resided together at any time. See Mo. Rev. Stat. § 455.010.

1. **Dating Violence:** Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Such a relationship is characterized by the expectation of affection or sexual involvement between the parties. The existence of such a relationship shall be determined based on a consideration of the (1) length of the relationship, (2) type of relationship, and (3) frequency of the interaction between the persons involved in the relationship.
2. **Stalking:** A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses or follows with the intent of harassing another person. "Course of conduct" is a pattern of conduct composed of two or more acts, which may include communication by any means, over a period of time, however short, evidencing a continuity of purpose. It does not include constitutionally protected activity. See Mo. Rev. Stat. § 565.225. For purposes of this policy, stalking includes "cyberstalking," which constitutes stalking committed through electronic means, such as through the use of email, text messages, live chat, social media, and other electronic forms of communication.

Definition of Consent:

Lack of consent is often the critical factor in determining whether Sexual Violence/Assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive. The University does not recognize consent by silence.

1. If coercion, intimidation, threats, and/or physical force are used, there is no consent.
2. If a person's physical or mental disability renders them incapable of understanding the fact, nature, or extent of the sexual situation, there is no consent.
3. If a person is impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
4. If a person is asleep or unconscious, there is no consent.
5. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
6. Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.
7. Consent may be deemed invalid when it is obtained in circumstances where one party exercised a position of direct authority or control over another.

A victim is not required to affirmatively/physically resist or say "stop" in order for there to be Sexual Violence/Assault.

Investigation:

Once a report of Sexual Violence/Assault is made, the University will conduct a prompt and thorough investigation pursuant to the procedures set forth in the Sex Discrimination and Sexual Harassment Policy. The purpose of the investigation is to determine whether it is more likely than not that the alleged Sexual Violence/Assault occurred. The investigation will be resolved through a written determination that explains the scope of the investigation, identifies findings of fact, and states whether any allegations were found to be substantiated by a preponderance of the evidence.

In all cases the Title IX Coordinator or designee will explain the investigation process to the individuals involved. At any time during the investigation, the investigator, in consultation with the Title IX Coordinator and appropriate administrators, may determine that interim remedies or protections for the parties involved or witnesses are appropriate. These interim remedies may include separating the parties, placing limitations on contact between the parties, suspension, or making alternative class-placement or workplace arrangements. Failure to comply with the terms of these interim remedies or protections constitutes a separate violation of this policy.

For more information on the investigation and resolution process, please consult the Sex Discrimination and Sexual Harassment Policy.

Discipline:

In the event the investigation concludes that Sexual Violence/Assault occurred, disciplinary proceedings will be undertaken against any respondent over whom the University has jurisdiction. The appropriate University disciplinary avenue is determined by the status of the respondent (e.g., the Code of Student Conduct applies with respect to discipline against students). Any person who commits Sexual Violence/Assault is subject to the full range of discipline up to and including termination or expulsion.

Confidentiality:

During the investigation, the University will make reasonable and appropriate efforts to preserve an individual's privacy and limit disclosure of information within the parameters imposed by law. All participants in the investigation and any disciplinary proceedings are prohibited from sharing information about the investigation, disciplinary proceedings, and their outcome, except as otherwise permitted by law. The failure of participants to abide by this principle may result in discipline, as well as potential civil liability.

Depending on the nature of the report, the University may issue a safety awareness alert (a brief description including time and location) to notify the community about the occurrence of a serious crime or pattern of crimes that might put the public at risk. The University is also required by law to tabulate and annually report certain sex crimes and other campus crime statistics to the public. These statistics and the list of people to whom a crime may be reported for it to be included in the statistics appear on the University [website http://www.mssu.edu/student-affairs/university-police/upd-annual-report-2016.pdf](http://www.mssu.edu/student-affairs/university-police/upd-annual-report-2016.pdf). Neither safety awareness alerts nor campus crime statistics contain specific, victim-identifying information.

In the event a complainant (i.e., the alleged victim) requests confidentiality after a non-confidential report is made, or requests that an investigation not proceed, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that her or his name not be disclosed to the alleged perpetrator, the University's ability to respond may be limited. Because Sexual Violence/Assault is a serious crime that may threaten the University Community as a whole, in some instances the University may be obliged to investigate an alleged act of Sexual Violence/Assault and utilize internal disciplinary procedures without the cooperation of the complainant. Always in such instances, the University will inform the complainant of its obligation to address a community safety issue.

If a complainant of Sexual Violence/Assault wishes to have a strictly confidential conversation about the incident, he or she should contact a Confidential Reporter, who will maintain confidentiality and not forward the report for investigation without the reporting party's consent, unless otherwise required by law (such as when the victim is a minor).

Contact information for the Confidential Reporters is as follows:

For counseling, request a confidential counseling appointment with a licensed counselor from:

MSSU ACTS Department (Advising, Counseling & Testing)
Hearnes Hall 314
Tel: 417-625-9324

For a meeting with a medical professional, request an appointment from:

Willcoxon Health Center
Billingsly Room 242
Tel: 417-625-9323

The Rights of Alleged Victims:

1. Sexual Violence/Assault is a very serious matter that is never the victim's fault. The University encourages the reporting of alleged Sexual Violence/Assault and wishes to create a safe

environment for its University Community. To that end, alleged victims of Sexual Violence/Assault have:

2. The right to have all allegations of Sexual Violence/Assault against them investigated and adjudicated consistent with the procedures set forth in this policy and the Sex Discrimination and Sexual Harassment Policy.
3. The right to be treated with dignity.
4. The right to be free from pressure that would suggest the alleged victim:
5. Not report crimes committed against them to civil and criminal authorities, or to campus police and disciplinary officials. Report crimes as lesser offenses than the alleged victim perceives them to be.
6. The right to be free from suggestions that alleged victims of Sexual Violence/Assault not report, or under-report the offense because:
 - a. Victims are somehow “responsible” for it
 - b. Victims are contributory, negligent, or assumed the risk of being subjected to Sexual Violence/Assault
 - c. By reporting an offense they will incur unwanted attention and publicity
 - d. The right to fair and thorough action by University personnel in responding to the incident
 - e. The right to access counseling services established by the University or other victim-service entities
 - f. The right to receive reasonable and necessary interim measures to prevent unwanted contact and prevent further injury during the pendency of an investigation
 - g. The right to be informed of any disciplinary proceedings and the outcome of such proceedings
 - h. The same right to assistance, or ability to have others present, that is afforded to the alleged perpetrator during any disciplinary proceedings

University Support Services and Resources:

The needs of persons who have been victims of Sexual Violence/Assault vary from person to person and may vary over time. The University’s Counseling Department and Wilcoxon Health Center offer counseling and medical services, many of which can be accessed 24 hours a day, so that a person may choose what she or he would find most helpful and healing. The Dean of Student Success and Support may be able to assist student victims with other reasonable accommodations. The University urges anyone who has been the victim of Sexual Violence/Assault to seek support as soon as possible to minimize and treat physical harm, and to assist with processing the unique and complex emotional aftermath.

Important Contact Information:

University Reporting Options:

Title IX Coordinator in Student Affairs-- Billingsly Student Center 347, Tel.: 417-625-9532

Law Enforcement:

EMERGENCY: DIAL 911

[University Police](#) – Lower campus area between Ummel and Plaster Halls,

Tel: 417-626-2222

[Jasper County Sheriff's Office](#) – Tel: 417-358-8177

[Joplin Police Department](#) – Tel: 417-623-3131

[Newton County Sheriff's Office](#) – Tel: 417-451-8333

[Neosho Police Department](#) – Tel: 417-451-8012

University Support Services:

[Wilcoxon University Health Center](#) – Billingsly Student Center 242,

Tel: 417-625- 9513 (Hours 8:00-5:00 M-F)

[MSSU ACTS \(Advising, Counseling & Testing\)](#) – Hearnes Hall 314, Tel.: 417-625-9324

(Hours 8:00-5:00 M-F)

Third Party Support Services:

[Lafayette House](#) – Tel: 417-782-1772

[Ozark Center Crisis Services](#) – Tel: 417-347-7720 or 800-247-0661

[National Sexual Assault Hotline](#) – Tel: 800-656-4673

The University's Sex Discrimination and Sexual Harassment Policy and Other Discipline Policies:

The University's Sexual Violence/Assault Policy supplements the University's Sex Discrimination and Sexual Harassment Policy and other University policies pertaining to discipline. The provisions of these other policies apply with respect to Sexual Violence/Assault except to the extent they are inconsistent with the Sexual Violence/Assault Policy

University Support Services and Resources:

The needs of persons who have been victims of Sexual Violence/Assault vary from person to person and may vary over time. The University's Counseling Department and Willcoxon Health Center offer counseling and medical services, many of which can be accessed 24 hours a day, so that a person may choose what she or he would find most helpful and healing. The Dean of Student Success and Support may be able to assist student victims with other reasonable accommodations. The University urges anyone who has been the victim of Sexual Violence/Assault to seek support as soon as possible to minimize and treat physical harm, and to assist with processing the unique and complex emotional aftermath.

Student Grievance Procedure:

The University strives to treat all students and campus community members fairly and responsibility in accordance with campus policies and procedures. The University takes concerns of members of the University community seriously and is committed to hearing concerns and working towards an acceptable resolution. If a student or a member of the campus community has a concern or grievance related to the University, he or she is encouraged to address their concern in accordance with this Policy and procedures set forth below. This Policy applies to all University students.

Policy:

To the extent possible, all concerns or grievances should be settled through informal discussions at the lowest administrative level, and disputed matters should be processed as a formal grievance only when either party feels that a fair and equitable solution has not been reached in the informal discussion stage

Informal Process:

Student Conduct Member – if a student has a complaint or disagreement with a faculty member he/she should:

1. First speak with the individual faculty member.
2. If the student does not reach an acceptable solution with the individual faculty member he/she should then speak with the Department Head of the specific college.
3. If the student does not reach an acceptable solution with the Department Head of the college he/she should then speak with the Dean of the specific college.
4. If the student does not reach an acceptable solution with the Dean of the specific college he/she should then speak with the Vice President of Academic Affairs.

Student/Staff Member - if a student has a complaint or disagreement with a staff member he/she should:

1. Contact the Student Affairs Office and arrange a meeting with the Director of Student Life & Conduct.

Student/Student - if a student has a complaint or disagreement with another student he/she should:

1. Contact the Student Affairs Office and arrange a meeting with the Director of Student Life & Conduct.

Formal Process

Any student concern or grievance that was not resolved through the informal process may be presented in writing and filed with the Vice President of Academic Affairs for academic grievances or the Vice President of Student Affairs for any grievance concerning staff or students. Students are encouraged to file grievances in the same school year in which they occur. For additional information on filing a grievance please contact the Director Student Life and Conduct office in 347 Billingsly Student Center – 471-625-9522.

Complaints of Sexual Misconduct will be addressed via the University’s Sex Discrimination and Sexual Harassment Policy:

Grade appeals and classroom grievances will be addressed via the University’s Academic Evaluation and Grade Appeals.

Information regarding the state of Missouri complaint procedures – The Missouri Department of Higher Education’s Complaint Resolution Policy can be found at:

<http://dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf>.

Information regarding accreditor complaint procedures – The Higher Learning Commissions webpage is located at: <https://www.ncahlc.org/HLC-Institutions/complaints.html>.

Equal Opportunity:

Missouri Southern State University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class, in employment or in any program or activity offered or sponsored by the University, including, but not limited to, athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing.

Student Disability Services:

The mission of Disability Services is to provide individuals with disabilities support services that will allow them to access programs, services and facilities, and activities of the University.

It is Missouri Southern State University's policy to provide access to its programs and facilities to all students and faculty so that no one shall, solely by reason of a disability, be denied access to, participation in, or the benefits of any program or activity. Students and faculty shall receive reasonable accommodations to provide equally effective access to educational opportunities, programs, and activities in the most integrated setting appropriate unless provision for reasonable accommodation would constitute an undue hardship on the University or would substantially alter essential elements of the academic program or course of study or would otherwise compromise academic standards. This policy shall apply to all programs, services, and activities of the University, including but not limited to recruitment, admissions, registration, financial aid, academic programs, advising, counseling, student health, housing and employment.

This policy is intended to be consistent with Section 504 of the Rehabilitation Act of 1973, which states that no recipient of federal financial assistance may discriminate against qualified individuals with disabilities solely by reason of disability. This policy is also intended to be consistent with Title II of the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008 and the Missouri Human Rights Act. To the extent it is inconsistent with said laws, the legal requirements and standards shall govern. (MSSU Policy 1.00)

Student Accommodation Determination Authority Policy:

The University is committed to the consistent and appropriate application of the ADA and Section 504 for student accommodation requests and has designated the Coordinator of Student Disability Services as the centralized individual ultimately responsible for making student accommodation request determinations. This Policy applies to all student requests for accommodations.

Policy:

The Coordinator of Student Disability Services (the “Coordinator”) is charged with the responsibility of making appropriate determinations of student requests for accommodations

In the reasonable accommodation request process the Coordinator shall, among other things, review student requests for accommodations, engage in the interactive process with requesting students, evaluate any necessary supporting documentation/materials, confer (when necessary) with other University personnel (e.g., faculty member), analyze the reasonableness of the requested accommodation(s), consider any reasonable alternatives, and ultimately issue a determination (1) approving the requested accommodation(s)

in full, or (2) approving the requested accommodation(s) in part, or (3) denying the requested accommodation(s).

Policy and Process for Implementing Approved Student Accommodations:

The University will provide students with reasonable accommodations that have been approved through the accommodation process as determined by the Coordinator of Student Disability Services. This Policy applies to all University approved reasonable accommodations for students.

Policy:

After the Coordinator of Student Disability Services (the “Coordinator”) approves a reasonable accommodation for a student, the student and the Coordinator will work together to develop an Accommodation Plan (the “Plan”) However, the student is ultimately responsible for notifying and working with faculty members, or other appropriate staff, to coordinate implementation of approved reasonable accommodations.

The Plan will remain in effect until either:

1. The Plan’s expiration date passes **or**
2. The student requests an adjustment to the approved accommodation Plan or additional accommodation

If reasonable accommodations listed in Plan are not provided or effective in accommodating the student’s condition, the student should follow procedures for filing an accommodation grievance.

Requesting And Receiving Accommodation Procedures:

Below are detailed instructions on how students should go about requesting and implementing an accommodation that has been listed on his or her Plan. All forms mentioned below are available in Student Success Center. These forms can be made available in alternative formats upon request. Students who need assistance completing forms should see the secretary, student worker, or Coordinator.

Approved Testing Accommodations:

1. Go to <http://www.mssu.edu/student-affairs/disability-services/> and click on “Forms and Documents” under Helpful Information. Complete Student Test Accommodation Request form and submit. Student may also pick up Test Accommodation Request form at Student Success Center. These forms should be completed for every exam.
2. Fill out top, purple, half-sheet of Test Accommodation Request form completely. Be sure to note type(s) of accommodation you are requesting.
3. Give form to administrative assistant, student worker or Coordinator. **DO NOT** leave this form on a desk.
4. Schedule day and time you will take test in Student Success Center. We will first attempt to schedule test at same time as your class is taking the test. If a room is not available in Student Success Center, you may need to take your test at an alternative time.
5. Tests must be scheduled at least 48 hours prior to test day and time.
6. Under no circumstances will taking a test in Student Success Center be an excuse for missing class. If an exam could potentially interfere with your next class, then exam will be scheduled at different time. You may be asked to start your exam at an earlier time than the class to avoid time conflict.
7. Fill in your name and class period on yellow form.

8. Take yellow form to your instructor. Your instructor should receive form at least 48 hours before the test. The instructor may also go to <http://www.mssu.edu/student-affairs/disability-services/>, click on “Forms and Documents” and complete Instructor’s Test Accommodation form and submit it. The instructor may also upload the exam to this online form.
9. Instructor is responsible for getting the test to Student Success Center. Tests must be dropped off in person, e-mailed, faxed, or uploaded along with Instructor Test Accommodation form.

Approved Alternative Setting for Taking Tests:

1. All tests must be scheduled with Student Success Center at least 48 hours prior to test.
2. It is your responsibility to deliver the yellow sheet to the instructor or remind instructor to complete form online at <http://www.mssu.edu/student-affairs/disability-services/>. Do not assume that because you have taken a test in Student Success Center before that the instructor will automatically remember the next time.
3. Arrive at scheduled time of exam. It is suggested you arrive a few minutes early to prepare yourself for exam.
4. If you arrive late, it is the discretion of the Coordinator whether or not the exam will be given. It may be rescheduled or deferred to instructor’s decision.
5. Lock your personal effects in one of the lockers located in Student Success Center. All books, bags, cell phones, pagers, coats, pocket contents, etc. must be secured in locker.
6. You will only be allowed to take into the exam room the items indicated by instructor on his or her instruction sheet. Student Success Center will supply any needed scrap paper. Student Success Center staff will not and cannot deviate from instructor’s instructions.
7. Student Success Center staff may ask to search any item a student is authorized to take into an exam.
8. You are allowed to take minimal food and drink into an exam. Care should be taken to ensure these items do not spoil or ruin exam materials. Student Success Center staff may choose to not allow some food and drink at their discretion.
9. When you finish exam, it must be turned in to the secretary or Coordinator. Under no circumstances should you leave without turning exam into proper person.
10. You will be monitored while taking exam. Other students may be in room in which you take exam. They also will be testing.
11. A test proctor may confront a student about any activity that he or she deems suspicious. A student found in possession of any testing aid not authorized by instructor would be considered to be cheating. The test will be terminated immediately and instructor will be notified. Instructor will determine appropriate course of action with regard to student’s grade. Dean of Students will be notified. Written notation of event will be entered into student’s file held by the Coordinator.
12. If you feel you have been unfairly accused of cheating, you may file a grievance in accordance with University policy.

Approved Note Taking Services:

1. Students authorized to receive note taking services on their Plan, are encouraged to enroll for classes during early registration.

2. Each semester, you should fill out the *Request for Note Taking Services* form located in Student Success Center and online: <http://www.mssu.edu/student-affairs/disability-services/> under the ‘Forms and Documents’ tab. This form must be filled out each semester as class schedules change.
3. The form should be completed as soon as possible. Requests for note taking services received after start of semester may take up to four weeks to fill.
4. The start of each semester, you will be asked to sign *Agreement for Note Taking* services. Please review this agreement carefully. You will receive copy of agreement.

Approved Electronic Textbooks or in Braille:

1. Students who are authorized to receive electronic textbooks on their authorized Plan are encouraged to enroll for classes during early registration.
2. Students who have their own account with Learning Ally, formerly known as Recordings for the Blind and Dyslexic (RFB&D) or other lending libraries are encouraged to order their own books. Student Success Center staff can assist you with identifying titles, authors, etc.
3. If you do not have account with Learning Ally, you must fill out *Request for Alternate Format Textbooks* form and turn it in to the Coordinator as soon as possible.
4. Please note, books ordered from a vendor can take approximately four weeks to arrive. If book is not available from a vendor, it will take approximately three weeks to get the first installment of book recorded or Brailled on campus. Students are encouraged to place their orders early.
5. If a textbook is being recorded or Brailled on campus, you must provide the Coordinator with a copy of your course syllabus before recording/Brailing can start. Knowing the order of chapters is crucial for timely recording and/or Brailing.
6. Student must provide receipt showing proof of book purchases before receiving the alternate format.

Approved Course Materials to be Converted to an Alternative Format (not textbooks):

1. If you need materials related to your course(s) converted to audiotape, Braille or enlarged, fill out *Request for Alternative Format* forms available online: <http://www.mssu.edu/student-affairs/disability-services/> or in Student Success Center. Attach materials you need converted.
2. The time required to convert materials depends on the length and complexity of materials and the week of the semester. All efforts will be made to get materials converted in a timely manner.

Approved Sign Language Interpreting Services:

1. Students authorized to receive sign language interpreting services are encouraged to enroll for classes during early registration.
2. As soon as you know your class schedule for the upcoming semester, set up an appointment with the Coordinator to arrange for sign language interpreter.
3. The University will work as expeditiously as possible, but it can take up to six weeks to locate an appropriate interpreter for your classes. Please make your request as soon as possible.

Approved Exception to Attendance Policies:

1. Class attendance is critical to a student’s mastery of knowledge and/or skills taught in a specific course.
2. Students are expected to follow attendance policy established by the instructor in each class.

3. The University recognizes there may be times when a qualified student with a disability cannot attend class because of disability-related reasons.
4. If such a student believes it may not be possible to abide by the attendance policy because of medical issues related to a disability, student should contact the Coordinator prior to beginning of the semester, or as soon as possible after need for an exception arises, to discuss the matter of a possible accommodation. Determination of eligibility for a disability-related exception to attendance policy is made by the Coordinator in consultation with the instructor of the course for which the exception is sought and, if necessary, with department chair or other appropriate administrator.
5. Students should understand even though an exception to the attendance policy has been made for them, absences are likely to have a negative impact on their academic performance because of content and experiential learning they have missed by not being in class. For this reason, make every attempt to attend class. Students should make special effort to attend class for quizzes and exams and to observe deadlines for submission of assignments.
6. Students should be aware that exception to attendance policy will not be possible in all courses because class attendance is an essential, integral part of some courses. Some academic programs or majors may not be amenable to exceptions to the attendance policy. Students who know that attendance may be an on-going issue for them should consult with the academic department regarding feasibility of attendance exceptions in the specific program of their interest.
7. Essential Course Requirements: The University will make every effort to reasonably accommodate a student's disability related academic needs. Please note that neither the University nor an individual faculty member is required to waive an essential or fundamental academic requirement of a course, regardless of the nature of student's disability.
 - a. Academic departments identify and define essential or fundamental academic requirements for its courses and instructors may establish an acceptable number of excused absences in light of these essential requirements. Attendance requirements for each course are usually stated on course syllabus.
 - b. The following questions will be considered when determining extent to which attendance is an essential requirement of course and whether an exception to attendance policy may be appropriate:
 - c. Is there classroom interaction between instructor and students and among students themselves?
 - d. Do student contributions in class constitute a significant component of the learning process?
 - e. Does fundamental nature of course rely on student participation as an essential method of learning?
 - f. To what degree does a student's failure to attend class constitute a significant loss to the educational experience of other students in the class?
 - g. What does course description and syllabus say regarding attendance? Each instructor may have different requirements regarding attendance.
 - h. By what method is final grade calculated?
8. With all disability accommodations, exceptions to the attendance policy will be determined on an individual, case-by-case basis depending on:

- a. Extent to which supporting medical or psychological documentation from a licensed professional qualified to diagnose and treat the disability in question supports need for an exception to an attendance policy, and
 - b. The reasonableness of accommodation in each requested class as determined by discussions between the Coordinator and course instructor based upon above criteria. In questionable cases, the academic department head and/or other appropriate academic administrator will be included in these discussions.
9. Students who are approved for an exception to attendance policy based on disability are required to provide an Accommodation Memo from the Coordinator to each instructor confirming accommodation. Students can obtain an Accommodation Memo from the Coordinator.
10. Accommodations are not retroactive. All accommodations, including an exception to attendance policy, become effective when student delivers Accommodation Memo from the Coordinator.
11. Exceptions to attendance policy does not mean that unlimited absences will be permitted. The number of additional absences students may receive as a reasonable accommodation will be determined on a case-by-case basis for each class, depending on student's individual disability, the nature of the course and degree to which class attendance is an essential requirement of specific course.
12. Exception to attendance policy does not mean exception to any other academic requirements of course. Students are required to fulfill all course requirements and are held to same evaluation standards as specified in course syllabus/policy statement.
13. Students approved for an exception to attendance policy are expected to contact instructors in advance of an anticipated absence. This is particularly important if anticipated absence will result in student missing a quiz, exam, or deadline for turning in assignment. For emergencies or unexpected disability-related absences, contact should be made as soon as possible to verify the reason for absence and to discuss make-up work. Student and instructor should come to a clear agreement about the nature of make-up work and deadlines for completing it. This agreement should be put into writing and signed by both student and instructor.
14. **It is individual student's responsibility to obtain copies of lecture notes and/or materials from missed classes.** Students who are likely to be absent from class should plan ahead of time to get lecture notes from a classmate. Student Disability Services cannot provide note takers for students who are absent from class.
15. Students who request exception to the attendance policy for disability reasons will be given a copy of this procedure by the Coordinator. Students will be required to sign a statement for their Student Disability Services file that they have read and understand this procedure and they agree to abide by it.

Reasonable Accommodation of Full Time Status for Part Time Students:

In some instances, the University may assign full time student status as a reasonable accommodation to students who are enrolled in less than full time semester credit load (<12 credit hours per semester). This Policy applies to students who engage with the University in the student reasonable accommodation process.

Policy:

The University recognizes some disabilities can have impact on student's ability to fulfill full time course load (> 12 credit hours per semester). Some students may be enrolled part time (<12 credit hours per semester) but may be eligible for full time status because of their disability.

Student must provide appropriate, current documentation to Coordinator of Student Disability Services (the "Coordinator") who may recommend to Dean of Students that this status be assigned. Full time status will entitle student to full access to all services, activities and institutional scholarships that would be available to any student with full time status. This assigned full time status will **not** allow students access to benefits and services determined specifically on basis of credit hour load, such as Federal Pell grants.

Following are steps required to grant full time status to part time student:

1. Student should have current, appropriate documentation on file with Coordinator
2. Student must submit written request to Coordinator. Forms are available from Student Disability Coordinator in Student Success Center.
3. The Coordinator will evaluate documentation and request in light of the student's current or proposed schedule and accommodations requested by the student.
4. If the student's request is denied, the student may appeal Coordinator's decision through standard accommodation grievance procedures.
5. If the request is approved, potential consequences of reduced course load included, progress towards graduation, financial aid, billing, etc., which will be discussed and explained to student by Coordinator. The Coordinator will indicate approved reduced course load. The Coordinator will explain what credit load will be considered student's minimum credit load for full time status for semester in question. An approved student cannot drop below minimum credit load without placing his or her full time status in jeopardy.
6. The Coordinator will send memo to Dean of Students to notify him or her of Coordinator's recommendation for full time status. Dean of Students will notify Registrar, Financial Aid, Student Accounts, and Residence Life.
7. At agreed upon credit load, the student will be considered full time and entitled to all services, benefits, rights and privileges of full time status except as set out in this Policy.

Student Accommodation Request Documentation Policy:

Supporting documentation may be necessary when a request for accommodation is made. This Policy ensures accommodation requests are evaluated, and determination decisions are made, in accordance with supporting documentation, when supporting documentation is required. This Policy applies to all University students.

Policy:

Documentation may be required from one, or more, source in order to evaluate an accommodation request. The Coordinator of Student Disability Services shall determine whether supporting documentation is necessary to evaluate a request for accommodation.

Students seeking accommodation may be asked to provide supporting documentation when requesting an accommodation. Documentation will be kept confidential and will be used to establish whether or not the requesting individual has substantial limitation in a major life activity and whether the request accommodation is appropriate and reasonable given the circumstances. To be most helpful and informative, supporting documentation, regardless of the source, should contain following six features:

1. Diagnostic statement identifying disability, date of current diagnostic evaluation, and date of original diagnosis.
2. Description of diagnostic criteria or diagnostic tests used.
3. Description of how disability affects one of major life activities and current functional impact of disability.
4. Treatments, medications, assistive devices/services currently prescribed or in use.
5. Description of expected progression or stability of impact of disability over time should be included.
6. Information describing certification, licensure, and/or professional training of individuals conducting evaluation.

Confidentiality of Student Disability Documentation Policy:

To ensure confidentiality in the accommodation request process, access to student documentation obtained during the interactive process will be restricted to the Coordinator of Student Disability Services or University employees with an educational need to know. This Policy applies to all University students.

Policy:

Access to a student's accommodation request and related documentation will be maintained as confidential. Primarily, only the Coordinator of Student Disability Services will have access to this documentation. Documentation may be made available to other University officials on a need to know basis that is related to the accommodation process or implementing approved reasonable accommodations. The Coordinator of Student Disability Services will determine other University employees who may have a need to know. A student may choose to release his or her information to other University departments on campus through written consent.

Documentation covered by this Policy will be kept in secure area within the Student Disability Services office. Access to student folders is limited only to Coordinator of Student Disability Services unless it is necessary to provide information in order to provide approved reasonable accommodations to the student. Documentation and student records will be destroyed ten years after student's last semester of attendance.

Student Accommodations for Standardized Testing Policy:

The University is committed to ensuring appropriate standardized testing reasonable accommodations are provided for students with disabilities. This Policy applies to all University students.

Policy:

Students with disabilities who require reasonable accommodations for various standardized tests (i.e. ACT, CLEP, C-Base, etc.) should contact the Testing Coordinator (Hearnes Hall, Rm 314), through Advising, Counseling and Testing Services office (ACTS). The ACTS office, in coordination with Coordinator of Student Disability Services, will work together to evaluate, approve or deny, and provide (when appropriate) testing accommodations based in the request of each student.

Requirements and procedures for obtaining accommodations vary from test to test. Some testing agencies allow the University to determine appropriateness of accommodations. Other testing agencies do not allow University's Testing Coordinator to make these decisions. Instead, students must file his or her request directly with testing agency.

If testing agency defers to the University, student should **engage** in the University's student accommodation process. Once a student has supplied appropriate documentation to Coordinator of Student Disability Services (the "Coordinator"), the documentation will be reviewed. The Coordinator will prepare memo of recommendation, which will be sent to Testing Coordinator.

If a testing agency requires accommodations to be approved directly through their agency, the student is responsible for completing all necessary paperwork and submitting it directly to testing agency. Testing agency will then coordinate actual administration of accommodation(s).

Student Reasonable Accommodation Grievance Policy and Procedures:

Students who requested a reasonable accommodation from the University and are (i) dissatisfied with the approved reasonable accommodation(s), (ii) are dissatisfied with the implementation of approved

reasonable accommodation(s), or (iii) are dissatisfied for any other reason related to the student reasonable accommodation policy or process, shall engage in this Policy and procedures to adjudicate their grievance with the University. This Policy applies to all University students.

Policy:

Grievances related to the approval or denial of reasonable accommodations or to the implementation of approved reasonable accommodations should follow procedures outlined below in the Grievance Procedure – Academic Issues section to express a grievance.

All other student reasonable accommodation issues (i.e. housing, sporting events, facility access, etc.) should follow grievance procedures outlined below in the Grievance Procedure – Non-Academic Issues.

Grievance Procedure – Academic Issues:

If at any time during grievance process set forth herein the grieving student may require an reasonable accommodation to participate, the student should submit a to the Coordinator of Student Disability Services (the “Coordinator”) at least five business days prior to meeting or function.

Students who have already engaged in the student accommodation process with the University and believe his or her situation has not been handled appropriately or a faculty member who feels he or she is asked to provide an unreasonable accommodation for a student shall take the following steps in order listed:

1. Meet with Coordinator to discuss the situation and determine whether an agreed upon resolution can be reached.
2. If an agreed upon resolution cannot be reached, the grieving party should meet with Dean of Student Success and Support. (Hearnes Hall, Room 301). Arrangements can be made to meet with Dean of Student Success and Support at a location on campus other than the Student Success Center if grieving party prefers.
3. If meeting with Dean of Student Success and Support doesn’t result in a satisfactory resolution, a grieving party can file an internal grievance with Dean of Student Success and Support. Forms to begin this procedure are available from the Dean or Administrative Assistant of Student Success Center, Director of Student Life and Conduct (Billingsly Student Center, Rm 347) or Student Affairs Vice President (Billingsly Student Center, Room 347). Alternative formats of these forms will be made available upon request.
4. Once a grieving party has completed form, it should be turned in to Dean of Student Success and Support (the “Dean”), at which point it will be time/date stamped. The Dean will provide written notification of receipt of form within two business days.
5. The Dean will convene a meeting of the Deans of Arts and Sciences, Business, Education, Technology and Students (or designated representative from each area) to review the grievance. The meeting will generally occur within three weeks of receipt of grievance.
6. If a faculty member is initiating a grievance, he or she must continue to provide the approved reasonable accommodation to the student until the Deans reach decision.
7. A grieving party may be asked to attend meeting of Deans. A grieving party will receive written notification of meeting day, time and location at least one week prior to meeting.
8. If grieving party is asked to attend meeting, the Dean will determine if witnesses may be called. A grieving party may bring advocate with him or her.

9. Upon completion of meeting, the Dean will provide a written summary of outcome of meeting to a grieving party. A grieving party may request a meeting with the Director to review the outcome.
10. If at this point grieving party continues to be dissatisfied with outcome of meeting, he or she may request a meeting with Vice President for Student Affairs.
11. The Vice President for Student Affairs will review all documents pertaining to situation and meet with grieving party within two weeks of request for meeting.
12. The Vice President for Student Affairs will hear the grievance and render decision in consultation with legal counsel and President of the University or other appropriate party. A written copy of the decision will be mailed to grieving party within five business days.
13. The Decision of Vice President for Student Affairs is final decision of the University.
14. If a grieving party is a faculty member, the decision is binding.
15. If a grieving party is student, he or she may file complaint with Office of Civil Rights or Department of Justice. Forms are available via Office of Civil Rights' and Department of Justice's web pages.
16. <https://www.hhs.gov/civil-rights/filing-a-complaint/index.html>
17. If at any point during the grievance procedure, an amicable resolution is reached, the parties may end this process.

Grievance Procedure – Non-Academic Issues:

If at any time during the grievance process the grieving party requires an accommodation to participate in grievance procedures, the request should be communicated to Coordinator at least five business days prior to meeting or function.

A student who engaged in the University's reasonable accommodation process and believes that his or her situation has not been handled appropriately should take the following steps in order listed:

Meet with Coordinator to discuss the situation and determine whether an amicable resolution can be reached.

If an amicable resolution cannot be created, the student should then meet with Vice President of Student Affairs (Billingsly 347).

The Vice President will meet with Coordinator to review details surrounding grievance. The Vice President will consult with other relevant campus administrators (i.e. Director of Physical Plant, Coordinator of Student Housing, etc.) as the situation warrants.

The Vice President will then meet with student to discuss possible resolutions to the grievance.

The Vice President will hear the grievance and render a decision in consultation with legal counsel and President of the University. A written copy of decision will be mailed to the student within five business days.

The decision of Vice President is the final decision of the University. If the student remains dissatisfied after this process, the student may file complaint with Office of Civil Rights or Department of Justice. Forms are available at Office of Civil Rights' and Department of Justice's web pages. <https://www.hhs.gov/civil-rights/filing-a-complaint/index.html>

If at any point during the grievance procedure, an amicable resolution is reached, the parties may end this process.

All Other Approved Reasonable Accommodations:

To implement all other approved reasonable accommodations, student should visit with the Coordinator. You can do this either by setting up an appointment, calling 417-659-3725, or emailing Musser-L@MSSU.edu

Student Service Animal and Emotional Support Animal Policy:

The University supports the use of services animals, including services dogs, on campus by students with disabilities in appropriate circumstances and in accordance with this Policy. Students with questions about the use of service animals or emotional support animals should refer to this Policy and visit the Disability Services and Student Success Center in Hearnest Hall, Suite 301, or via phone at 417-659-3725. This Policy applies to all students with service animals at the University.

Students with disabilities who wish to bring a service animal to the University campus – including residential facilities, classrooms, and other University facilities – may do so without prior approval. However, University students are strongly encouraged to reach out to the Disability Services and Student Success Center on campus to ensure that their experience bringing the animal to campus is smooth. Additionally, students with service animals who plan to live in residential facilities are also strongly encouraged to inform Residence Life and Campus Dining Services that they plan to have a service animal living with them. Advance notice of a service animal for residential facilities may allow more flexibility in meeting a student’s needs.

Students who wish to bring an emotional support animal into residential facilities as an exception to the “no pet” policy must go through the reasonable accommodation process with the Disability Services and Student Success Center. While accommodation requests will be accepted and considered at any time, requests should be made as far in advance as is reasonably possible before the student intends to bring the animal to campus in order to ensure timely consideration. An emotional support animal will not be allowed until formal approval has been received.

Service animals are welcome on campus, provided they meet following guidelines:

1. **Vaccination:** animals must be immunized against diseases. Animals must have had general maintenance vaccine series, which includes vaccinations against rabies, distemper, parvovirus, and any other necessary immunizations. All vaccinations must be current in accordance to State of Missouri codes. Dogs must wear a rabies vaccination tag. Proof of vaccination must be made available to University official upon request.
2. **Health:** Animals must be in good health. Animals to be housed in University housing must have an annual clean bill of health from licensed veterinarian.
3. **Leash:** Dogs and other leashed animals must be on leashes at all times.
4. **Under Control of Partner/Handler:** The animal handler must be in full control of the animal at all times. Care and supervision of the animal is solely the responsibility of its handler
5. **Cleanup Rule:** The handler should not allow dog to defecate on any property, public or private (except partner’s own property) unless handler immediately removes the waste. Waste should be properly disposed of. Individuals with physical disabilities who cannot physically clean up after their own service animal may not be required to pick up and dispose of feces. However, when possible, please ask person nearby to assist you.

Removal of a Service Dog:

An individual with a disability who is accompanied by service animal may be asked to remove the animal if:

1. The animal poses a direct threat to the health or safety of others. For example, the animal displays aggressive behavior towards others or has a serious illness.
2. The animal causes or would cause substantial physical damage to the property of the University and other community members, including but not limited to students, faculty, staff, and visitors.
3. The animal poses an undue financial and administrative burden to the University.
4. The animal would fundamentally alter the nature of the University's housing and/or general operations.
5. The animal is out of control and the handler/owner does not take effective action to control it. If the out of control behavior happens repeatedly, the handler/owner may be prohibited from bringing the animal into University facilities until the handler/owner can demonstrate that s/he has taken significant steps to mitigate the behavior.
6. The animal is not housebroken.
7. The animal is defined as a dangerous wild animal according to the Revised Statutes of Missouri.
8. The animal is considered a high rabies-risk animal as defined by the Missouri Department of Health and Social Services.
9. The handler/owner does not abide by his/her responsibilities as outlined in this Policy.

Areas off Limits:

While service animals are generally allowed to go anywhere on campus that the handler is allowed to go, there are certain areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples of the areas that are off limits to service animals include:

1. **Research Laboratories:** The natural organisms carried by dogs and other animals may negatively affect the outcome of the research. At the same time, the chemicals and/or organisms used in the research may be harmful to service animals.
2. **Mechanical Rooms/Custodial Closets:** Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals.
3. **Food Preparation Areas:** Food preparation areas are off limits to service animals per health codes.
4. **Areas Where Protective Clothing is Necessary:** Any room where protective clothing is worn is off-limits to service animals. Examples impacting students include the kiln, chemistry laboratories, wood shops and metal/machine shops.
5. **Areas Where There is a Danger to the Service Animal:** Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals.

Questions regarding areas that are off limits to service animals should be directed to the Office of Accessibility, or in the laboratory setting, the laboratory instructor. Exceptions may be granted in some circumstances.

Student Equal Access To Technology Policy:

The University is committed to providing equal access to all forms of technology for students with disabilities. This Policy applies to all University students.

Policy:

Due to the rapidly changing nature of technology and varying needs of students with disabilities, not all possible technological options will be maintained on campus. Once a student has requested and the request have been approved as a reasonable accommodation involving technology, every effort will be made to rapidly acquire the item in a timely manner. Items acquired for student use will generally remain property of the University.

The University will take both a retroactive and proactive approach to ensuring access to technology and electronic information. The CIO (Information Technology) in conjunction with Coordinator of Student Disability Services will monitor all new technology acquisitions for accessibility, and review current technology for enhancement of accessibility for students with disabilities.

Notification of Rights Under FERPA:

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University received a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel or health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student

serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Avenue, SW., Washington, D.C. 20202-4605.

Parental Notification:

The University supports the theory that students, parent(s) or legal guardian(s), and the University are partners with responsibilities for the promotion of a healthy and positive educational experience for students. University disciplinary policies and procedures are designed to promote an environment conducive to student learning and growth while protecting the University community. This Policy applies to all University students.

Policy:

It is not the intent of the University to institute a policy of parental/guardian notification for every incident involving student use of alcohol or other controlled substances. Rather, student affairs personnel will consider the following when interceding in situations where alcohol or drug abuse: has led to situations which threaten the health or safety of individual student or students; has contributed to a significant deterioration of the living-learning community; or has interfered with a University sponsored activity or event.

The University may choose to notify parent(s) or legal guardian(s) of a student's misconduct in the area of underage drinking or drug use, however, the University is generally not required to do so.

Cooperation with Authorities:

When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also the subject of a proceeding for a violation of the Student Conduct Code, the University may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on University premises and in the compliance with conditions imposed by criminal courts for the rehabilitation of student violators.

Computer Acceptable Use Policy:

The University's academic and administrative computing facilities are provided in order to promote and support academic pursuits. Academic computing facilities are therefore to be used only for instruction, coursework, and research activities. Administrative computing facilities are to be used in support of the University's mission. This Policy applies to all University students.

Policy:

All students at the University are expected to use computers, the internet, and electronic devices in a lawful manner consistent with all local, state, and federal laws, rules, and regulations and consistent with this Policy.

This Policy includes responsibilities and the ethical behavior expected of all University students. In addition, since the University is a member of the MOREnet Consortium, all computer users at the University are bound by [MOREnet's](#) acceptable use policy.

This Policy is a dynamic document that will change as new issues arise or further clarification of topics is required. If questions on acceptable use arise that are not directly answered by this Policy, the students should be conservative and consider it unacceptable use until clarification, amendment or exception to policies can be made by the appropriate University representative. The guidelines presented in this Policy reflect U.S. Copyright Law, laws of the State of Missouri and additional specific rules applicable to the University. It is the intent of the University to adhere to the provisions of copyright laws relative to software and to comply with license agreements and/or policy statements contained in the software packages used on campus. These policies may change from time to time so please see the most current policies at: <http://www.mssu.edu/academics/library/more-about-spiva/info-computer-policy.php>

U.S. Copyright Law and Software Licensing

1. All computer software is protected by the federal copyright law. It is illegal to make or distribute copies of copyrighted material without authorization.
2. The copyright owner may grant copying privileges for certain software. These special provisions will be specified in the documentation, license agreement, or in the software package. The user does have the right to make a backup copy for archival purposes.
3. Under no circumstances should copyrighted software be distributed outside the University through any mechanism, electronic or otherwise.
4. You are responsible for being aware of the licensing restrictions for the software you use on any system. Lack of knowledge does not justify a violation of the law or this Policy.
5. When in doubt, do not copy. Violation of copyright law or licensing agreements may result in University disciplinary action and/or may result in legal action against you.
6. In order to receive user support from the University's Computer Center, from microcomputer lab assistants, or from vendors, you may be asked to produce the manuals, serial numbers, or original diskettes as proof of proper software licensing.

Pursuant to Missouri Law, RSMo. 569.094-569.099, unauthorized access and interference with computer systems, computer data and other computer users illegal. Unauthorized use of passwords and the breach of security of any computer system are illegal.

Pursuant to Missouri Law, RSMo. 573.010-573.065, it is illegal to publicly display explicit sexual material and to promote, view, or possess child pornography. It is a violation of school policy to send/display defamatory, harassing, pornographic, obscene or patently offensive sexual materials to anyone. Additionally, this conduct can subject you to criminal and civil penalties. Do not participate in such conduct.

MSSU Rules and Regulations:

1. Always apply normal standards of academic ethics to your use of computing services.
2. Respect the equipment and privacy of others.
3. Drinks, food, and tobacco products are not allowed in campus computing facilities.
4. Campus computing facilities may not be used for personal profit.
5. Your computing activities should not interfere with the rights of other users.
6. High bandwidth applications are prohibited.

7. University property and equipment may be used only for those purposes related to the general activities and purposes of the University.
8. University equipment cannot be used for plagiarism, cheating, harassment or intimidation.
9. The University prohibits the use of its property for publishing or storing obscene, pornographic or offensive materials.
10. Wireless networks, including wireless routers, are prohibited in residence halls.
11. Students requesting network access in a residence hall are responsible for all activity performed at their network location.
12. Computers in residence halls connected to the University local area network must have adequate virus protection. Computers found to be infected with viruses or running applications negatively impacting network bandwidth are subject to disconnection to protect other users.
13. ISP, WEBTV, BBS or other modem connections from residence halls are not permitted.
14. Only Computer Center authorized TCP/IP connections are permitted. NetBIOS and NetBEUI are not permitted.
15. Peer-to-peer file and printer sharing are not permitted.
16. No inbound TCP connections are allowed from off campus locations.

Disciplinary Action:

All University students are expected to abide by the terms of this Policy. If a student violates this Policy, the University may subject the student to immediate disciplinary action, up to and including dismissal from the University. Prosecution under applicable state and federal laws may also be pursued and it is the University's intent to cooperate with law enforcement officials when carrying out their official duties related to computer and internet usage.

Electronic Device Policy:

Using personal electronic devices in the classroom or in other educational settings can be disruptive and hinder instruction and learning, not only for the student using the device but also for others. Consistent with this Policy, the University and each faculty and staff member has the right to determine if and how personal electronic devices are allowed to be used in the classroom or in other University settings. This Policy applies to all students of the University.

Policy:

Cell phones, smart phones, tablets, beepers, pagers, etc... and other similar electronic devices can be obvious distractions and generally should be turned off or set on silent or vibrating options. These items are expressly prohibited from being turned on in all classrooms, the library and during any University programs where they could be disruptive.

A student who fails to follow this Policy and/or refuses to silence an electronic device may be removed from the area in which they are causing a disruption and subject to discipline.

Academic Evaluation and Grade Appeals:

The University is committed to ensuring students are evaluated and graded in a fair and consistent manner and that evaluations and grades accurately reflect the work performed by the students. From time-to-time, students may be compelled to seek clarification and confirmation that the grade they earned in a course, on a test, quiz, or assignment, accurately reflects the work product of the student. This Policy sets forth the process for academic evaluation and grade appeals. This Policy applies to all University students.

Policy:

Faculty members are responsible for outlining course and grading policies to students at the beginning of each course. If a student has a complaint about a faculty member or believes that they have received a wrong grade on an examination, quiz, assignment, or for a course, the first step is to discuss the problem directly with the faculty member teaching the course to seek resolution.

If addressing the issue directly with the faculty member does not yield a satisfactory explanation or resolution, the student may bring the matter to the attention of the respective department head.

If the student is not satisfied after working with the department head, the next person in the line of appeal, is the respective school dean.

If the student wishes to make the formal grievance, the student must describe the issue and desired resolution in writing to the dean.

Should the person to whom the student would bring the appeal in this process as outlined above also be the faculty member in whose course the grade is being questioned, that faculty member will have no jurisdiction over the student's appeal. In such a case, the Vice President for Academic Affairs will call on an appropriate faculty member from the department or a related department to review the circumstances and make a recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs will be the final arbitrator in any appeal.

Willcoxon University Health Center:

Hours: 8 a.m. to 5 p.m.; Monday – Friday

Phone: 417-625-9323; FAX: 417-659-4376

Making Your University Experience a Healthy One!

Appointments Preferred. Call 417-625-9323

Health Center Staff:

Julie Stamps FNP – Health Center Director

Renee Peine, RN – Registered Nurse

William Hughes, DO - Campus Physician

Pamela Hosp - Department Secretary

Janelle Hall – Office Assistant

Services Available:**Diagnosis and treatment:**

Includes but is not limited to upper respiratory infections, hypertension, back and neck strain, ear infections, gastritis, allergies, skin rashes, dietary counseling, blood pressure screening, prescriptions, etc. Referrals to Freeman Urgent Care, ER or specialists available if needed.

Laboratory:

Analysis of blood and urine specimens is available at a special student rate. Results on most tests are available the next day.

Over-the-Counter Items:

Students can obtain medications for coughs, colds, flu, nausea, diarrhea, headaches and upset stomachs, minor first aid products, etc.

Hours:

The Health Center is open Monday through Friday from 8 a.m. to 5 p.m. Referrals can be made to Freeman Urgent Care or ER as needed.

Costs:

The Nurse Practitioner or Physician visits are free. There is a minimal charge for certain items, such as blood tests, lab work, breathing treatments & immunizations. Any charges may usually be billed to your student account.

Pharmacy:

A student discount is offered at May's Drug in Webb City and Joplin.

Preventive Services:

Monday - Friday, 8 a.m. to 5 p.m.

Appointments REQUIRED for these services

Additional Services Available:

Women's exams, HIV, STD testing, physicals, health education, & pregnancy prevention are among the services offered for a nominal fee. Condoms are available for free.

Communicable Diseases:

Students MUST be protected against meningitis, measles, mumps and rubella (MMR – requires two doses). It is recommended that all students be immunized once every ten years for Tetanus/Diphtheria (Td). Proof of immunization MUST be on file in the Student Health Center. Students not properly immunized or who have not had these diseases may be banned from University property if an outbreak occurs on campus. When a communicable disease is detected (whether student, faculty or staff member), the University's physician and nurse practitioner will assume responsibility for conducting a thorough review based upon the best medical and legal information available. Any actions taken will respect the individual's confidentiality and welfare as well as that of the University community.

Prevention of Blood Borne Diseases:

Safety guidelines will be disseminated regularly to appropriate offices. Anyone who comes in contact with another person's blood or body fluids should report the exposure to the Student Health Center. Do NOT

attempt to clean an area that has been contaminated by blood or body fluids. Please call Security so proper procedures may be used.

Emergency Policy:

If a health emergency occurs on campus, contact Campus Security at ext. 2222. If a situation may be life-threatening, call Joplin Emergency Medical Services (911) and then contact Campus Security.

Immunization Policies:

The University values and is committed to the health and welfare of members of the University community and has implemented the following Policy regarding immunizations. This Policy applies to all University students.

U.S. Students:

The University requires all students to provide records showing immunity to Measles, Mumps, and Rubella. Incoming students also must provide proof of a Tuberculosis (TB) screening administered within the last 12 months or submit to a screening by the Student Health Center. All immunizations must be up-to-date and records on file before students are permitted to enroll. Non-compliant students will be required to receive immunizations at the student's expense. If necessary, immunizations will be available during orientation, or an appointment can be made by calling Student Health Services at 417-625-9323 or by emailing HealthCenter@MSSU.edu.

International Students:

The University requires all International students to provide records showing immunity to Measles, Mumps, Rubella, and Hepatitis and demonstrate a negative history for active Tuberculosis (TB). All immunizations must be up-to-date and records on file prior to enrollment. Non-compliant students will be required to receive immunizations at the student's expense. If necessary, immunizations will be available during International Student Orientation. Students who refuse immunizations or arrive without sufficient immunization records will not be permitted to attend the University.

Immunization Policy Requirements:

Part I is mandatory for all students. Parts II and III are mandatory for students as indicated. Student should send immunization documents directly to the Student Health Center. Obtain copies of your immunization records, in English. Students should retain original documents. Copies of records may be destroyed after entry into the University database. Examples of acceptable documents include: copies of personal immunization records ("baby book"); copies of physician office or health department immunization records; or copies of high school or previous college immunization records.

PART I: Measles, Mumps, Rubella – Required for all students:

The University requires that all newly enrolled or readmitted students born after December 31, 1956 must comply with the two-dose measles immunization policy. If a second immunization is needed, it must be the combined MMR vaccine. Students who do not comply will not be allowed to register at the University.

MMR requirements:

2 doses of MMR vaccine.

1. The first dose must have been given at age 12 months or later. The second dose must have been given at least one month after the first one; OR
2. 1 dose of MMR vaccine AND 1 dose of rubella at 12 months of age or later. The second dose must have been given at least one month after their first dose; OR
3. Titer (blood test) results proving immunity to measles (rubella), mumps and rubella. Documentation is required.

PART II: Meningococcal Vaccine

Required for students living in residence halls. Missouri legislation requires students in University housing to either 1) show documentation of meningococcal vaccine or 2) sign a waiver that indicates that they have chosen not to receive the vaccine. To obtain the waiver for meningococcal vaccine, the pdf may be downloaded and printed from <http://www.mssu.edu/student-affairs/willcoxon-health-center/>

PART III: Tuberculosis (TB) Screening

Students must provide proof of a TB screening within the last 12 months or submit to a screening by the Student Health Center. Completion is required for all students in any of the following categories:

1. From or have lived for two months or more in Asia, Africa, the Caribbean, Central or South America or Eastern Europe.
2. Have been diagnosed with a chronic medical condition that may impair your immune system.
3. Health care work experience.
4. Volunteer or employee of a nursing home, prison or other residential institution.
5. Have had contact with a person known to have active tuberculosis.

If any of the above apply, TB screening is REQUIRED. TB Skin Test Screening: (Two step testing may be medically indicated). Call the Student Health Center at 417-625-9323 to schedule an appointment for screening.

OR

Provide documentation of TB screening (PPD Mantoux skin test read and documented in millimeters of induration) done in the U.S. within the past 12 months. Chest x-rays will be required for anyone with a positive skin test. X-ray films must have been taken within the past 12 months.

OR

Provide documentation of prior treatment of active TB disease, plus X-ray results with-in one year.

PART IV: Immunizations recommended, but not required, for all University students:

Tetanus/Diphtheria administered within the past 10 years.

Hepatitis B (3 doses). Provide dates of any doses already received.

Influenza vaccine. Available each fall and advisable for all students, but is especially recommended for those with asthma or other chronic illnesses.

Varicella (chicken pox). No vaccine is needed if there is a good history of natural infection. If history is questionable, a blood test can be done at the student's expense to determine immune status. If any of these immunizations have been received, please send a copy of your record. These immunizations may be

obtained at the Student Health Center and charged to the student's account. Call 417-625- 9323 if you wish to schedule an appointment. Questions about immunizations should be directed to 417-625-9323. Compliance/completion of the MMR requirements can be achieved at the City Health Department. Other routine immunizations available but not currently required (Hepatitis A, Hepatitis B, Meningococcal, Influenza, Diphtheria/Tetanus/Pertussis, Chickenpox) and travel vaccines (Typhoid Fever, Japanese Encephalitis, Immune Globulin, etc.) and information is available including the cost of the specific immunization, at the Student Health Center.

General Disease and Immunization Information MEASLES, MUMPS AND RUBELLA (MMR):

These common childhood illnesses may have serious consequences if experienced as an adult or during pregnancy. TWO MMRs, or equivalent, are required for those born after January 1, 1956. The second booster must have been received after 1980, as early vaccine was not consistently effective.

HEPATITIS A:

A viral infection resulting in inflammation of the liver and often leading to temporary jaundice and flu like symptoms most often transmitted by contaminated food. A 2-shot series offers protection for up to 10 years and is advised for all travelers to less developed areas.

HEPATITIS B:

Its early symptoms are similar to Hepatitis A, but with more severe course and the risk of later developing cancer of the liver and other complications. It is generally transmitted by contact with blood or body secretions from an infected person. It may be sexually transmitted. A 3-shot series is available that should offer 10 years or more of immunity. Hepatitis B vaccination is required of all health science students and recommended for all others.

TWINRIX:

A combination vaccination that protects against both Hepatitis A and B is available.

MENINGOCOCCAL MENINGITIS:

Though relatively rare and usually occurring as an isolated case, it may be rapidly fatal. A single shot will offer a lifetime protection against about one half of the bacterial serotypes that may cause this disease. Immunization is recommended by the American College Health Association and state mandated for residential students.

INFLUENZA:

Flu shots are available to all students and staff each fall/winter. It is strongly advised for those with asthma and other respiratory or heart conditions. This immunization requires a yearly update.

TETANUS/DIPHTHERIA or TETANUS/DIPHTHERIA/ PERTUSSIS:

After the initial childhood series, a booster every

10 years is important to provide continued protection. An earlier booster may be indicated for certain injuries.

Infectious Disease Policy Requirements:

STUDENTS (including continuing education and distance learning):

Students who travel in an affected area should arrive in the USA at least ten days before the start date for classes each semester. Those arriving on campus before the ten-day waiting period is complete should report to the University Health Center for an infectious disease screening before accessing University housing or attending class.

Students who have arrived in the USA at least ten days prior to beginning or resuming classes should report to the University Health Center after the tenth day to be cleared for classes. During the ten-day waiting period, it is important to self-monitor for symptoms and to record the results. NOTE: Please present self-monitoring results to the University Health Center when obtaining clearance for classes.

Students who can demonstrate hardship beyond their control that must arrive in the USA less than ten days before classes begin should go to the University Health Center to obtain an infectious disease screening and clearance to register. Examples of hardships include, but are not limited to: previously purchased non-refundable airline tickets; or an inability to obtain a necessary visa, etc. Those who travel in an affected area during the term of a semester should prepare to remain off campus (including classes) for ten days after their return. Students will be individually responsible for making arrangements with their instructors for class-related issues, and with the University Residence Life Office for off-campus residence issues during the ten-day waiting period. After the waiting period is complete, students should go to the University Health Center for clearance to return to class. During the ten-day waiting period, it is important to self-monitor for symptoms and to record the results. NOTE: Please present self-monitoring results to the University Health Center when obtaining clearance for classes.

FACULTY/STAFF (including new employees, student workers, adjunct faculty teaching assistants, and temporary employees)

Those that travel in affected areas should arrive in the United States at least ten days before beginning or resuming duties, unless approved for telecommuting. Faculty/Staff should consult a physician or the University Health Center after the tenth day to be cleared for work. During the ten-day waiting period, it is important to self-monitor for symptoms and to record the results. NOTE: Please present self-monitoring results to your physician or the University Health Center when obtaining clearance for work.

Failure to arrive in the USA at least ten days before beginning or resuming duties could render a faculty/staff member ineligible to perform work-related responsibilities on campus.

Preparation and Treatment:

University Health Center will work in conjunction with the University Department of Public Safety to implement preparation and control protocols should anyone with an infectious disease present himself or herself for treatment, or should a case arise on campus. The University Health Center will coordinate with local and county healthcare officials and providers to assure that appropriate measures are implemented for the treatment of individuals diagnosed with an infectious disease.

The University's Residence Life Office has developed an emergency plan of action for possible isolation or quarantine should anyone residing in University housing be diagnosed with an infectious disease.

Control Strategies:

The University recommends that faculty/staff and students limit travel in or around areas affected by a travel alert or advisory issued by the Centers for Disease Control (CDC) and/or World Health Organization (WHO). Anyone suspecting they have been exposed to the Avian Flu/Swine Flu or any other infectious disease should consult a physician as soon as possible.

A faculty/staff or student, who becomes symptomatic within ten days after travel to or around an affected area, or exposure to an infectious disease, should not attend class, come to work, or attend a University event/function until diagnosis has been made and clearance given by a healthcare provider.

Immunity from Liability:

Nothing in this policy may be construed to impose liability upon the State of Missouri, the County Health Departments, Missouri Southern State University or any officer, employee or agent thereof, acting on their behalf, for damages resulting from an infectious disease screening, monitoring, and/or treatment plan.

Residence Life:

On Campus Residence Requirements - All freshmen under the age of 21, unless they are married or live with a legal guardian, are required to live in the Missouri Southern Residence Halls as long as space is available.

General Information:

Missouri Southern houses over 900 students on campus. Blaine Hall and McCormick Hall offer both single and traditional rooms. The Quad, Apartment and Suite styles offer four-person housing units. All rooms on campus are furnished with twin-long size bed and mattress, desk, chair, closet/wardrobe, wastebaskets, and blinds. Students are required to bring sheets, pillow, blankets and all personal belongings. (Prohibited items include animals, open coil appliances, candles, incense, dartboards, wooden lofts and heaters.) The four-person units are also furnished with sofa, two lounge chairs, microwave, refrigerator, and three multi-use tables. No university furnishings are to be removed from rooms or suites. The residence hall contract for room and board accommodations includes housing over Thanksgiving and Spring Breaks. Housing is available between semesters for an additional cost. All residence hall facilities are equipped with Internet, cable and heating/air. Study lounges, recreational areas, vending machines and laundry facilities are also included. Additional amenities are available in the Mayes Student Life Center adjacent to the residence halls. The residence halls are staffed by the Director of Residence Life and three full-time professional Resident Directors who are assisted by paraprofessional Resident Assistants. The University also provides a 24-hour security department.

Residence Hall Association:

The Residence Hall Association (RHA) is a campus organization made up of representatives from all the residence hall units. The purpose of RHA is to promote the well-being of all residence hall students. Throughout the academic year, RHA will provide social and educational activities. A \$10 activity fee for RHA will be assigned to all Residents per-semester.

Room Assignments:

Room assignments are made in the order in which the contracts and deposits are received. Students may express a room preference. Assignments to the rooms cannot be guaranteed since the University reserves the right to assign rooms in what appears to be the best interest of all concerned. Reasonable privacy will be granted applicants in the occupancy of assigned accommodations, but the right is expressly reserved to enter any room at any time for reasons of health, safety, rules violations, misbehavior, or for necessary maintenance. Keys for rooms, buildings and mailboxes are the responsibility of each resident. Students will be charged for lost, damaged or copied keys.

Roommates:

It is important all residence hall students understand that Missouri Southern is not just a home away from home – it is a living experience. This experience may be shared with roommates who will not always share similar interests. Residents are expected to be considerate of others who live in the same room, apartment unit or building wing. Roommate disputes or other concerns that cannot be resolved by the residents themselves should be brought to the attention of the Residence Life staff.

Overnight Guest Policy (Friday and Saturday only):

The University believes that students living in residence halls should on occasion be permitted to have guests in the residence halls. This Policy applies to all students of the University.

Policy:

Weekend guests of the same sex or non-partner guests are permitted on Friday and Saturday nights only if advance arrangements are made with professional Residence Life staff and if approval is obtained from roommate(s).

No overnight guests under the age of seventeen (17) are permitted in residence halls at any time.

Residents are responsible for all activities and behavior of the guest(s) and must assume any penalties which may be incurred by the guest(s).

A charge of \$5 per night per guest will be charged to resident responsible for a guest.

Guests are expected to follow all University policies and rules. The University reserves the right to prohibit guests in the residence halls at its discretion.

Alcohol, Drugs or Tobacco:

The University seeks to maintain a safe and healthful environment free from alcohol, illegal drugs, and tobacco in all University residence halls. This Policy applies to all individuals present (residents and non-residents) in the University's residence halls.

Policy:

The following conduct is strictly prohibited in all University residence halls and will not be tolerated:

1. The possession and/or distribution of illegal drugs (prescription and non-prescription) or alcohol (note: alcohol containers for displays in rooms are also prohibited.)
2. The consumption and/or use of illegal drugs, alcohol, or tobacco (see University Smoking and Tobacco Use Policy for additional information regarding smoking and tobacco use) .
3. Disruptive, threatening, and/or dangerous behavior resulting from the influence of drugs and/or alcohol.

All residents should remember that they are responsible for the conduct of guests.

Disciplinary action will be taken for violation of the above conditions. Violation of these conditions may result in dismissal from the residence halls and the University.

Firearms:

The University values and is committed to the safety and well-being of all members of the University community, including, specifically, all students residing in University residence halls. Consistent with this commitment, the University has instituted this Policy prohibiting the possession of firearms, ammunition, explosive/incendiary materials, other weapons, and other potentially hazardous and/or dangerous materials in University residence halls. This Policy applies to all individuals present (residents and not-residents) in University residence halls.

The possession of firearms, ammunition, explosive/incendiary materials, other weapons, and other potentially hazardous and/or dangerous materials in University residence halls is strictly prohibited.

Anyone who becomes aware of a potential or actual violation of this Policy should contact the MSSU Police Department immediately.

Quiet Hours:

Students are expected to cooperate in maintaining a good environment at all times and quiet hours shall be observed as follows: 8 p.m. until 8 a.m.

Open House Hours (Visitation):

Generally visitors may be entertained in students' rooms during designated evening hours if approved by all roommates. Specific regulations will vary among the halls. No cohabitation is permitted. Roommate rights must be acknowledged at all times.

Mayes Student Life Center:

The Mayes Student Life Center is a dining hall and recreational facility. The first floor is for MSSU students, faculty staff and guests. It includes an aerobics room, a computer lab with internet access, laundry facility, a theatre room with surround sound, pool tables, table tennis, video game console stations, overnight movie check-out and more. The second floor of the facility houses the dining hall for students, faculty, staff and public use.

Dining Services:

Residence hall students select a meal plan which also includes different amounts of discretionary Dining Dollars. Dining Dollars can be used at the Mayes Dining Hall, the Lion's Den Food Court in Billingsly Student Center and University Java located in the lower level of the Library. In addition to residence life meal plans, special meal plans are available for purchase by commuter students at the Campus Card Service Center.

Campus Activities Board (CAB):

The Campus Activities Board (CAB) is a volunteer organization advised by the Assistant Director of Student Life. The purpose of the Campus Activities Board is to plan and assist in the promotion and production of programs appropriate to the University; to contribute to the development of the student by offering activities that enrich the learning experiences of the student; and to give CAB members developmental experience and specific skills which will benefit them in the future. Skills relating directly to future employment which may be acquired during the course of CAB involvement include, promotion and publicity, budgeting, program evaluation, conducting meetings, conflict resolution, team building, time management, stress management, and leadership.

Registered Student Organizations (RSO's):

Department Groups:

- Asian Culture Club
- Biology/Pre-Professional Club
- The Brass Alliance
- Chemistry Club
- Collegiate Chapter of National Association for Music Educators
- Collegiate DECA
- Computer Information Science Club
- Criminal Justice Student Association
- Entrepreneurship Club
- Environmental Health Club
- Epsilon Mu Sigma
- Finance and Economics Club
- French Connection
- Gamma Alpha Lambda Epsilon
- Geography Club
- History Club
- International Club
- Lion Ambassador/Rotaract
- Kinesiology Club
- Math Club
- Mock Trial
- Model Arab League
- Model European Union
- Model United Nations
- Phi Beta Lambda
- Physics Club
- Political Science Association
- Public Relations Student Society of America
- Psychology Club
- Radiology Club
- Respiratory Care Club
- Society of Manufacturing Engineers Chapter U-178
- Sociology Club
- Southern Ambassadors
- Southern Clay
- Spanish Club
- Student American Dental Hygienists' Association
- Student Athlete Advisory Council
- Student Missouri State Teachers Association
- Student Nurse Association
- TRIO – Teamwork, Responsibility, Initiative, Opportunity

Greeks:

- Alpha Sigma Alpha Sorority
- Kappa Alpha Order
- Kappa Sigma Fraternity
- Sigma Pi Fraternity
- Zeta Tau Alpha Sorority

Honor Societies:

- Delta Mu Delta
- Kappa Delta Pi
- Omicron Delta Kappa – Golden Crest Circle
- Phi Alpha Theta
- Phi Eta Sigma
- PSI CHI International Honor Society in Psychology
- Sigma Tau Delta
- Society for Collegiate Leadership & Achievement
- Student National Education Association

Student Government:

- Campus Activities Board (CAB)
- Student Senate

Religious Groups:

- Baptist Student Union
- Catholic Campus Ministry
- College Heights College Age
- Cru
- Episcopal Campus Ministry
- Fellowship of Christian Athletes
- Koinonia Christian Campus Ministry
- Latter Day Saint Student Associations
- Nurses Christian Fellowship

Special Interest Groups:

- Caduceus Club
- Chess Club
- College Democrats
- College Republicans
- Dreams Come True Dance Club
- Focal Point
- The Friendly Immigrant
- Gay-Straight Alliance
- Latinos Por un Mejor Manana
- League of Legends
- Love Your Melon Campus Crew
- MOSO Lionettes
- MOSO MANEiacs
- MSSU Canoe & Kayak
- MSSU Gold Dance Team
- Muslim Student Union
- NAMI Lions
- Native American Student Association
- Residence Hall Association
- Saudi Student Club
- Secular Student Alliance
- Social Work League of Lions
- Southern Black Student Union
- Southern Concepts
- Southern Players
- Southern Broadcasters Club
- Student Veterans Organization
- Vintage Swing Movement

Definition and Approval:

Student organizations are groups formed by or for students. The University values the diverse interests of students and encourages students who wish to create a student organization to follow this Policy and the procedures included herein. This Policy applies to all students and all potential and existing student organization.

Policy:

In order to use University facilities (meeting rooms, dining service, Student Senate funding, and the right to participate in University functions), the student organization must be officially recognized by the University. Official recognition lasts until the end of the current academic year. Student organizations reregister for the following academic year by resubmitting the application at the onset of the Fall semester.

To form a recognized student organization, interested individuals must follow this procedure:

1. Consult with the Office of Student Activities in Billingsly Student Center, room 210, to ensure against unnecessary duplication with similar organizations and to see if an organization of this type has existed in the past.
2. Secure a faculty or staff adviser.
3. Submit the application to the Student Activities Office and attend the registered student organization orientation. If the application is submitted following the orientation, the student organization must have a representative meet with the Director of Student Activities in order to gain approval.
4. Upon approval, the student organization is officially recognized through the remainder of that academic year.
5. Only recognized student organizations may engage in the activities described herein in accordance with applicable procedures.

Adviser:

Every registered student organization must have a faculty or staff advisor. The duty of the advisor is to assist the organization, through advice and counsel, to attain its stated goals and purposes. The students, not the University, designate most advisors for organizations, except for student government groups. The University does not pay any compensation attributable to advisory activities, and faculty members serving such roles do so voluntarily in their personal capacities. It is a requirement of the University that a student organization's advisor (or another faculty/staff member) attend all afterhours and on-campus gatherings of the organization.

Scheduling Activities:

To schedule any activity, the following procedure must be followed:

1. One recognized student organizations may sponsor activities;
2. The proper officer of that organization (president, social chairman, etc.) must personally visit the Office of Student Activities to:
 - a. Properly register the activity and its time, place, and type;
 - b. Check for conflicts;

- c. Fill out the appropriate facilities reservation forms;
- d. Be informed of University policies concerning publicity;
- e. Deviations from the policies must be granted by the Director of Student Activities.

Deadlines:

University facilities are available on a first-come, first-served basis. The sooner an event is scheduled, the better. The Student Center may be reserved up to a semester in advance, and a full two weeks' notice is required for any major social function. Organizational meetings and smaller social functions require at least five business days' notice.

Refreshments and Meals:

Food and beverages for any student organization meeting or event on campus must be ordered from the University Dining Service, located on the second floor of Billingsly Student Center. Absolutely no food or beverages may be brought on campus (indoors or outdoors) without prior approval of the Dining Services General Manager, regardless of whether the food was donated.

Annual Organization Report:

All approved student organizations are required to submit annually a form showing the name, advisor(s) and a representative of the student organization. These forms will be due in the Student Activities Office two weeks after classes begin. Any changes in the information contained in the form should be submitted within two weeks after such change occurs. Failure to file these forms and to keep them current will automatically place the student organization on "inactive" status. Only "active" student organizations are entitled to the privileges set forth herein, including, but not limited to: free reservation of facilities; eligibility for Student Senate money; participation in Homecoming; and listing as an official campus organization at the University.

Registered Student Organization Orientation:

In order for recognized student organizations to maintain their approved status, at least one representative of each currently recognized student organization must attend the registered student organization orientation at the beginning of the Fall semester. This event, sponsored by the Department of Student Activities, is mandatory. If a student organization representative fails to attend this orientation or if a student organization registers following the orientation, a student organization representative must schedule a time to personally meet with the Director of Student Activities. Once a registered student organization completes the required paperwork and has a representative attend the orientation or meet with the Director of Student Activities, registration is complete for the academic year.

Standard of Conduct and Discipline:

Students are adults who are expected to take responsibility for their own personal conduct, including the University rules necessary to maintain safety and order on campus and high academic standards. Student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the University. Such responsibilities include:

1. Compliance with all University regulations;

2. Taking reasonable steps as a organization to prevent violations of law or University rules, policies or regulations by members of the group;
3. A willingness to deal individually with those members of the student organization whose behavior reflects unfavorably upon that student organization or upon the University;
4. Acknowledging that the University strictly prohibits any and all forms of hazing. Hazing is defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this Policy.
5. Complying with all state and federal laws and local ordinances regulating the sale, possession and consumption of alcoholic beverages off campus (alcohol is prohibited on campus). It is a violation of Missouri law for any person under 21 years to purchase, attempt to purchase or have in their possession any alcoholic beverages without the appropriate licenses;
6. Properly advertising on campus. All posters, signs, announcements and banners prepared by student organizations must be approved at the Student Activities Office (BSC 210) BEFORE they are displayed on campus. Statements and/or pictures that infer alcohol consumption, or that could be interpreted as racist, sexist or negatively directed at other groups, are strictly forbidden. Most recognized student organizations including fraternities, sororities, religious groups and some service organizations are neither agents of the University nor subject to the control and direction of the administration. However, the Director of Student Activities, after consulting with representatives of the organization, shall have the authority to impose sanctions. Where the disposition proposed by the Director of Student Activities is not accepted, the student organization may appeal in writing to the Dean of Students. The student organization shall have the rights of notice and formal procedures. Any decision regarding a student organization appeal made by the Dean of Students is final.
7. Failure to follow the policies and procedures applicable to student organization membership, including the policies and procedures set forth herein, may subject a student organization to permanent or temporary suspension of their charter, withdrawal of University recognition and/or support, social probation, denial of use of University facilities or other appropriate action.

Use of the University Name:

No student or student organization may use any printed or written words or device on any letterhead, envelope or other printed matter or publication that has official connections or relations with the University, unless the use of such words or device is previously authorized by the Dean of Students.

Finances:

The monies of all recognized student organizations that receive University monetary support must be deposited with the University Business Office. Student organizations not receiving University monetary support may manage their own business affairs and may have their own checking accounts and purchasing procedures, but must not use the name of the University in the account. The University does not assume any financial or legal responsibility for student organizations.

Housing:

No student organization shall build, buy, rent or lease a house or other dwelling place without prior the approval of the University. Student organizations may make such requests through the Student Affairs Office.

Fundraising by Student Organizations:

Recognized student organizations may obtain fundraising approval through the Director of Student Activities under the following conditions:

1. That such activities do not conflict with the educational purposes of the University;
2. That such activities do not conflict with any activity already approved;
3. That funds derived from such activities must be used for educational purposes of the organization or the University;

Posters, Announcements, and Notices:

Regulations governing posters, announcements, notices, fliers, cards, pamphlets, brochures, sidewalk chalking and other advertising materials are as follows:

1. Items to be posted must be brought to the Student Activities Office, BSC room 210, for prior approval.
2. Any item to be approved must contain the name of the individual, department, or recognized student organization on whose behalf the announcement is posted. This must be on the front of multi-page documents.
3. Posters may be no larger than 22" x 28".
4. There is a limit of 5 posters, fliers, etc. per building per candidate or event.
5. Materials must be placed on general-use bulletin boards only and not on walls, windows, or doors. No form of announcement may be placed on, attached to or written on any structure or natural feature of the campus such as the sides of buildings, the surface of walkways or roads, posts, waste receptacles, trees, or stakes. Improperly placed materials will be removed and disposed of. A listing of these bulletin boards may be obtained from the Student Activities Office.
6. Student organizations may distribute non-commercial handbills, announcements, statements, or materials at any outdoor area on campus as long as the distribution does not materially and substantially disrupt the functioning of the institution. Examples of such disruptions include, but are not limited to destruction of University property, littering, impeding the free flow of traffic and persons and interfering with University events.
7. Materials may not be placed on automobiles parked on campus.
8. Permission for off-campus organizations to distribute literature on campus must be granted through the Student Affairs Office.

Sidewalk Chalking Policy:

All guidelines must be followed when chalking campus sidewalks.

1. Chalking on sidewalks is permitted for use by a currently enrolled student, registered student organizations, or University departments only to announce or publicize campus events, including but not limited to, student organization activities, Student Senate election candidate campaigning,

Homecoming candidate campaigning, departmental announcements, Career Fair information, and Graduation Expo information.

2. All chalking's need to be approved by a professional staff member in the Student Activities Office. Proposed sidewalk chalking shall be submitted on paper at least two (2) business days prior to the day of posting. The submission must include wording to be used and a sketch or description of any images used. The design must include the sponsor's name or identifiable logo.
3. Chalking's are permitted on horizontal sidewalk surfaces only; in areas that can be naturally washed by rain; and are not permitted under over-hangs or on buildings, benches, steps, trees, trash receptacles, or similar surfaces. All chalk used must be water soluble. Sponsors will be assessed clean-up charges for chalking that appears in unauthorized areas if the chalking is not voluntarily and expeditiously removed.
4. Chalking should take place no more than three (3) business days prior to the event and shall not remain more than three (3) business days after the event. Sponsors shall not depend solely on rain to remove chalking. If advertising remains longer than the allowed time, the sponsor may be assessed clean-up charges by Physical Plant or Billingsly Student Center.
5. All chalking with non-English language, words, phrases, writing, or symbols must file the English translation with the Student Activities Office and provide the English translation in the same chalking vicinity.
6. Any profanity and sexually suggestive drawings are prohibited. Any content that materially and substantially disrupts the functioning of the institution, or is unlawful (including libel or slander), or involves written or verbal speech that rises to the level of illegal harassment as defined by the University's policies prohibiting discrimination and harassment is strictly prohibited.
7. Complaints about chalking shall be made to the Director of Student Activities. The Director will review the complaint and confer with the Dean of Students if an offense has occurred. Offenses will be reviewed by the Dean of Students and appropriate actions will be taken. Threatening offenses shall be reported to Public Safety immediately and appropriate action will follow.

Defacing or altering another approved chalking is not allowed. Any deviation from the above policies must be approved by the Dean of Students, BSC room 347. Fraudulent filing practices or blatant abuse of the procedures could result in the revocation of a student organization's recognition.

Student Senate:

The Student Senate is the student governing body of the University. The officers and representatives are named through general elections of the student body. The Senate is composed of the following voting members: the President, Vice President, Secretary, Treasurer, Parliamentarian (nonvoting) and 36 elected Senators. Of the 36 elected Senators, nine shall be freshmen, nine shall be sophomores, nine shall be juniors and nine shall be seniors. Since its organization in 1937, the Student Senate has been given various responsibilities. Some of these are to appoint student members to the University faculty-student committees; to serve as a liaison with the administration of the University; to encourage the establishment of new campus organizations; to promote activities which will stimulate scholarship on campus; to participate in such activities as athletics and Homecoming; and, in general to initiate new programs for the academic and cultural benefits for all students. Two students are appointed to serve on the following Faculty Senate Committees:

- Academic Policies Special Events
- Admissions Athletics

- Student Conduct Library
- Scholarship & Performing Aids

The Student Senate at Southern is concerned about the interest and welfare of all students. Students are encouraged to take an active part in student government by making their wishes and ideas known to their representatives. The Student Senate Office is located in Billingsly Student Center. Students are invited to drop by to meet the officers and discuss matters of campus importance.

Campus Recreation:

Opened in the Fall of 2009, the George S. Beimdiek Recreation Center, is a 71,000 sq. ft. state of the art recreation and fitness space which includes over 100 pieces of cardio and fitness equipment, two fitness studios, three multi-purpose courts, indoor jogging track, wellness/testing center, and 150-seat theater. The purpose of the Campus Recreation program is to provide a wide variety of fitness, recreational and sport related activities to the university community. The Campus Recreation program conducts programming in the following areas:

Intramural Sports – flag football, volleyball, softball, racquetball, tennis, bowling, etc.

Fitness/Wellness – aerobics, water aerobics, personal training, discover classes, CPR, first aid, etc.

Aquatics – SCUBA, lifeguard training, water safety instructor, swim lessons, pool parties, etc.

Guidelines for Use of University Grounds:

Missouri Southern State University believes in freedom of expression for all persons. No person can be denied access to the campus for any constitutionally protected reason. This Policy applies to all members of the University community.

Policy:

Persons may conduct planned or organized demonstrations or gatherings with permission from the University.

A separate application for each use of University grounds shall be made to the MSSU Department of Public Safety. The applicant(s) shall state his or her names(s), the name of the sponsoring organization, if any, the purpose of the appearance on campus, and the date requested. Permission will be granted only for legal non-commercial purposes and subject to the following conditions:

1. Reservations must be approved no later than three (3) business days prior to the day of the event. The University reserves the right to deny approval if another organization has reserved the same space for the same time, in which case, ample alternative means of expression will be made available. First priority for use of facilities or outdoor space shall go to University entities/persons.
2. Entities/persons are financially responsible for all costs, including but not limited to, security and cleanup.
3. Activities that materially and substantially disrupt the functioning of the institution, or are unlawful, or involve written or verbal speech that rises to the level of illegal harassment as defined by the University's policies prohibiting discrimination and harassment will not be allowed.

4. Laws, regulations, ordinances, or policies of the United States, State of Missouri, Missouri Southern State University, Jasper County, and the City of Joplin or its agencies must be observed at all times.
5. Speech that is likely to incite riotous, physically violent reactions is prohibited. The physical safety of all persons on campus will be of prime importance.
6. Individuals or groups violate this policy are subject to removal from campus.
7. Any group sponsoring an event at the University must acknowledge and agree to follow this Policy and provide documentation that establishes that all persons participating in the event have been made aware of this Policy and agree to abide by it.
8. A MSSU security officer may accompany authorized person(s) or group(s) while on University grounds and may electronically record any related activities.

Outdoor Recreation – backpacking, basic water rescue, outdoor trips and outings, etc.

Open Recreation – drop-in recreational time in various activities; basketball, racquetball, swimming, weight training and walking/jogging

Special Events – A wide variety of activities will be offered Welcome Back Week, Homecoming Sports Fling, tabletop football, miniature golf tournament, etc. The Campus Recreation program offers programs for students, faculty and staff of all ages. The Campus Recreation program also offers activities on various days and times in an attempt to meet the needs of traditional and non-traditional students. So, don't miss out on the fun. There is an activity and a time for everyone. The Campus Recreation Office is located in the Billingsly Student Center 241.

Use of Facilities Policy Statement of the Board of Governors:

University physical facilities exist for the primary purpose of serving a planned and scheduled program of educational activity. At times, when not required in the regularly planned educational program and with prior approval, the University facilities may be made available for extracurricular use to departments and to their organizational units of the University. These include organizations composed exclusively of faculty and staff, organizations which exist for the benefit of the University and recognized student organizations. This Policy applies to all individuals/entities seeking the use of University facilities.

Policy:

When a facility is not in use by a regularly scheduled educational activity or by one of the University organizations listed above, the University President is authorized to approve its use by outside organizations, provided that the program does not pertain to soliciting political party membership or supporting or opposing political candidates, the raising of money for projects not directly connected with a University activity or for the conduct of private business.

If the invitation to an outside speaker or program requires a financial commitment, the business officer of the University shall negotiate and sign the contract. The finance officer will not honor requests for payment of an honorarium and/or expenses without prior written authorization. Any exceptions will be authorized by the President of the University.

Publicity and communications concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any stated or implied University sponsorship. The University is not available for exploitation; special interests out of harmony with its educational objectives will not be served.

Recognized student organizations may use University facilities for open or closed meetings, subject only to local campus scheduling regulations. If an off-campus speaker is to be invited to address an open meeting of a recognized academic student organization, the faculty advisor, the head of the department and the chairman of the division in which the organization is academically based must give their approval before the invitation is extended. Non-academic student organizations must have the approval of their advisor and the Student Activities Office before the invitation is extended.

The final step to gaining approval is the filing of this notice at least 10 days prior to the meeting in the Student Activities Office (BSC 210).

No University facility may be reserved for an open meeting without evidence of the required approval. A roster of recognized student organizations and their faculty advisors will be provided annually by the Dean of Students. In all open meetings at which an off-campus speaker will speak, a faculty member, selected by the sponsoring organization shall serve as a moderator and a reasonable period shall be reserved for questions from the audience.

In the event a request for the use of a University facility by a recognized student organization is not granted, it is the responsibility of the University officer to whom the request was made to notify promptly in writing the organization making the request stating the reasons for the denial.

Speakers may be invited to the campus to discuss political issues. Recognized student organizations may solicit memberships and dues at meetings. However, political party membership may not be solicited, political parties may not be supported or opposed, money may not be raised for projects not directly connected with a University activity and private business may not be conducted in University facilities.

The ultimate authority in the approval or disapproval of the aforementioned programs is the President of the University.

Leon C. Billingsly Student Center:

The Leon C. Billingsly Student Center (the “Student Center”) is resource that is open and accessible to members of the University community and others consistent with this Policy and the procedures set forth below for reserving space. This Policy applies to all members of the University community and non-University organizations interested in using Student Center facilities.

General hours of operation for the Student Center are:

During fall and spring semesters:

Monday - Friday: 6 a.m. to 10 p.m.

Saturday: 8 a.m. to 8 p.m.

Sunday: 12 noon to 10 p.m.

During semester breaks:

Monday – Friday: 8 a.m. to 5 p.m.

BSC hours may vary

Bookstore hours:

Monday – Thursday: 7:30 a.m. to 6:30 p.m.

Friday: 7:30 a.m. to 5 p.m.

Policy:

Eligibility and Policy Statement of Priority

1. The following are eligible to use the facilities of the Student Center:
 - a. Missouri Southern State University students
 - b. Missouri Southern State University faculty members
 - c. Missouri Southern State University staff members
 - d. Missouri Southern State University Alumni Association members
 - e. Guests of the above or of the University
2. Persons who use the Student Center facilities are expected to abide by the House Rules and other University Policies, rules and regulations.
3. Children will not be permitted in any area of the Student Center unless they are accompanied by and remain with a parent or guardian.

Student Center House Rules:

1. All spaces except the bookstore are under the supervision of the Dean of Students.
2. The Student Center lounge areas are for use by students, faculty, staff, and alumni or their guests, unless reserved through the Reservations Office, BSC 241 for other purposes.
3. No classes, lectures, labs or any type of class for credit shall be scheduled in the Student Center unless approved by the Dean of Students.
4. Voting boxes for student approved campus elections may be placed only in those areas of the Student Center approved by the Dean of Students.
5. Selling tickets to approved campus events by proper reservation for off-campus groups by special permission from the Director of Student Activities may be permitted in the Student Center.
6. Unapproved animals are not permitted in the building at any time.
7. Equipment and furnishings assigned to the Student Center shall not be removed for any reason except upon written permission of the Dean of Students.
8. The Student Center shall not be responsible for any articles lost in the building. Articles found in the building should be brought to the Student Activities Office for proper handling (Room 210).
9. Any damage to Student Center or equipment will be charged to the group using it at the time damage occurs unless individual responsibility can be established.
10. No persons, except authorized personnel, shall remain in the Student Center after official closing time.
11. Gambling is prohibited in the Student Center.
12. Failure to cooperate with persons employed to enforce this Policy and the rules and regulations may result in disciplinary action.

13. Student Center facilities are not to be used for promoting off-campus activities for a commercial nature by a sponsoring student organization.

Student Center General Procedures:

Events sponsored by the Campus Activities Board and Campus Recreation shall be given priority in the use of the facilities of the Student Center. Priority will next be given to recognized campus organizations and University committees, then to other groups on a first-come, first-serve basis.

1. Reservations of space and equipment for all events must be made with the Student Activities Office by an officer or authorized member of the sponsoring organization.
2. After assignment of space has been made, arrangements must be made with the Dining Services General Manager for all food and refreshments desired for an event held in the Student Center. All food and beverages used in the Student Center must be provided or approved by University Dining Services, subject to requirements of that service. This includes food and drinks that have been donated or prepared elsewhere.
3. Any group that has reserved rooms and failed to use them, or has shown disregard for equipment in the Student Center may be charged a room rental fee or denied further use of rooms, or both. Failure to notify the Student Activities Office of a cancellation 24 hours in advance of the event will result in a charge, where applicable, for the cost incurred for the event scheduled, custodial overtime accumulated, or equipment prepared.
4. All reservations must be made using the University's Billingsly Student Center Facility Request Form available here: <https://www.mssu.edu/student-affairs/rent-a-facility/Event%20Request%20Form.pdf>

Guidelines for Reservations:

The Student Center may be reserved up to one semester in advance for both campus and off-campus functions. Large-scale social functions requiring extensive setup or equipment require no less than two weeks advance notice, and smaller functions require at least two full working days' notice in order for proper preparations to be made. Seating arrangements for meeting and/or dining should be specified with the request for space. Final attendance counts and equipment needs must be confirmed with the Student Activities Office no later than noon two working days prior to the event.

Decorating:

Arrangements for setting up decorations must be made with the Student Activities Office, as available time will vary.

Decorations must be self-supporting. No pins, nails or tape may be used to attach any type of decorations to the walls or ceiling. Items may be hung from the ceiling in certain areas with fishing line or string, with prior notice.

All decorations not provided for in the above section must be approved by the Director of Student Activities.

All decorations and equipment not to be destroyed must be removed by the following morning, unless an earlier deadline is specified by the Student Activities Office. Groups leaving decorations and equipment to be disposed of will be billed for the time it takes the University Staff to clean up after the event.

Facility Fees:

Charges for the use of Student Center rooms and equipment may be obtained from the Student Activities Office at the time the reservation is made. Additional charges for custodial overtime and temperature control will be approximated at that time, but the actual charges will depend entirely on the amount of time the group uses the facility and the amount of clean-up required.

Non-University Groups:

Requests for the use of Student Center facilities by a non-University group or organization should be directed to the Director of Student Activities. The evaluation of the appropriateness and worth to the University program of a particular use of facilities by a non-University group or organization shall be at the discretion of the University, and include consideration for the following:

1. Relevance and contribution to the needs of the education program of the University.
2. Timeliness and intrinsic merit of the activity.
3. Availability of suitable space not needed for the educational activities of the University.

Lion Card ID:

Located in the lower level of Billingsly Student Center, the [Campus Card Service Center](#) and [Ticket Office](#) is a convenient location to obtain Lion Card IDs, place value in Lion Bucks debit accounts and obtain parking permits. In addition to Lion Card administration, the Campus Card Service Center is home to the MSSU Ticket Office. The Lion Card is a single card solution that serves as MSSU's official identification, tracks meal plans, provides debit account (Lion Bucks) capability, facility access control, and provides access to campus venues such as the Beimdiek Recreation Center. Value placed in a Lion Bucks debit account can be used to purchase:

1. Food at the Billingsly Student Center Food Court and University Java
2. Snacks and drinks from select vending locations on campus
3. Printing in University personal computer labs
4. Merchandise at the University Bookstore
5. Print and mail services at Office Services
6. Services at the Willcoxon Student Health Center

In order to take advantage of the debit account capability of the Lion Card, students must set up a Lion Bucks account at the Campus Card Service Center in person. A minimum deposit of \$10 is required at that time to open the account.

In addition to Lion Bucks purchases, the Lion Card system controls access to privileges such as:

1. Beimdiek Recreation Center access
2. Willcoxon Student Health Center services
3. Spiva Library resources
4. Student Housing Laundry Rooms

Tickets for selected athletic events as well as other on-campus events and area attractions, including amusement parks and the local movie theater, can be obtained at the Ticket Office located in Campus Card Service Center. Please see www.mssu.edu/business-affairs/ticket-office/ for ticket information.

Traffic, Security and I.D.s:

The University maintains its own public safety department to provide for the welfare and safety of the campus community. The department operates 24 hours a day every day of the year to assist in matters pertaining to safety, crime prevention/reporting and security on campus. The department is responsible for enforcement of campus parking regulations and campus lost and found. The Student Identification Card, which is issued in the Campus Card Service Center, must be carried by the student at all times for identification purposes, entry to the university dining hall for residence hall students and for student activity, athletic and library purposes. IDs must be surrendered to university officials upon request. Students are encouraged to be responsible for their own security and the security of others. The general and criminal laws of the United States, the state of Missouri and all city ordinances for Joplin, as well as parking and traffic regulations and rules of Missouri Southern State University are in full effect on campus.

Crime victim assistance is available on campus in the Student Services Office, with Residence Hall Staff members, or in the Counseling Center. Referrals for off-campus assistance can also be arranged.

Vehicle Registration:

All vehicles must be registered in order to use campus parking facilities. Vehicles may be registered and parking permits obtained at the [Campus Card Service Center](#) or the [Campus Police](#) office.

Services Provided by the University Police Department:

Performing directed and random patrols on campus

In an attempt to reduce fear/apprehension of crime on campus, University Police Department (UPD) Officers will provide a visible presence to help promote an atmosphere of safety for students, faculty/staff and all visitors.

Cooperation with Authorities Policy:

Purpose:

The University respects local, state and federal law enforcement authorities and appreciates that situations may arise when a University student is a subject of inquiry to law enforcement authorities. The University intends to cooperate with law enforcement authorities and this Policy applies to these situations. This policy applies to all University students.

Policy:

When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also the subject of a proceeding for a violation of the Student Conduct Code or other University policy, rule, or regulation, the University may advise off-campus authorities of the existence of an applicable University policy, rule, and/or regulation and of how such matters are handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on University premises and in the compliance with conditions imposed by criminal courts for the rehabilitation of student offenders.

Answering Calls for Service:

UPD Officers will respond to calls for [service](#) on campus, i.e., disturbance, trespassing, property destruction, theft, accident, etc. They will intervene in disturbances and investigate reported crime on campus. They will contact emergency services when needed and will investigate all criminal activity, including submitting cases to the Jasper County Prosecutor's office for the filing of charges. In addition to police functions, the officers are trained as first responders to deal with injuries and/or serious illness on campus through training in basic first aid, CPR and the use of the Automatic External Defibrillator.

Compiling reports for incidents and accidents:

UPD Officers will compile reports documenting crimes, significant occurrences, accidents, etc. that occur on campus. Copies of those reports are available at the UPD Office for a nominal charge.

Enforcing all traffic and parking regulations on campus:

In order to assure that handicapped persons have adequate parking, that emergency personnel have access and to facilitate safety and order on campus, UPD Officers will enforce all traffic and parking regulations on campus. University police officers may also enforce all Missouri State Statutes on campus.

Providing security for sports events, concerts etc., on campus:

UPD Officers provide security services at events on campus to insure that participants can enjoy the events with little concern for disruptions.

Checking buildings to insure that they are secure:

In addition to the various other duties, UPD Officers check to insure that buildings are properly locked in the evening hours. They also unlock doors to allow access for authorized persons entering buildings in the early morning hours and on weekends.

Monitoring activities in the Residence Halls:

To insure the safety of all students and Resident Advisors in the dorms, UPD Officers are on duty during the midnight hours to watch for unauthorized persons and to enforce the rules of the dorms. UPD Officers are committed to making sure the campus remains free from drugs/alcohol and violence.

Providing courtesy services for students:

UPD Officers provide many courtesy services for students and faculty/staff, i.e., unlocking cars, jump starts, escorts, etc. Any student or faculty/staff member are encouraged to contact a UPD Officer with any problem and they will directly assist or direct the person to the agency/service who can provide the assistance.

Timely Warning Policy:

The Clery Act requires that the University have and disclose emergency response and evacuation procedures in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. To inform the University community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of

students or employees occurring on the campus the University will issue a Timely Warning to the University community. This Policy is intended to ensure that the University is sufficiently prepared for an emergency situation on campus. The University's statement of policy along with other security-related policy statements is included in the University's Annual Security Report. This policy applies to all members of the University community

Policy:

The MSSU Police Department will issue a crime alert in a timely manner for immediate, as well as on-going, threats to safety and to aid in the prevention of similar crimes. Specifically, these crimes will include situations that are reported to the MSSU Police and that are considered serious or continuing threats to the University community. Timely Warnings will be communicated via one or more of the following: text message (Rave system), e-mail, posted notice, and/or media sources at the discretion of the Chief of the University Police Department.

Missing students will be immediately investigated by a number of individuals in key positions with the University. Any time a student is suspected of being missing the MSSU Policy should be contacted at 417-626-2222.

All members of the University community are responsible for and expected to keep their contact information up-to-date in the Rave system. Failure to update contact information in the Rave system could result in delays or failure to receive a Timely Warning.

Student Training:

Women's Self-Defense (RAD - Rape Aggression Defense) classes are offered to all female MSSU students in the fall and spring semesters as a Kinesiology class. This self-defense session teaches girls how to avoid risky situations and how to fight off an attacker. Both basic and advanced tactics are covered during the semester. The University Police Department uses the A.L.I.C.E. (Alert/Lockdown/Inform/Counter/Evacuate) training to teach students how to survive if they were to be confronted by a violent person with a weapon in a group setting. The "swarm" method (a technique for distracting and securing an attacker) is only used as a last resort when students are trapped and escape isn't possible.

Providing safety information to students:

UPD Officers provide literature regarding ways to be safe on and off campus, as well as how to keep property from being stolen. Those types of materials can be picked up at the UPD Office at the West end of the campus. To ask questions about the University Police Department, please call the University Police Chief at 417-625-9741.

For complete details regarding the function of the UPD, reporting crime, sexual assault information, student policies, alcohol and drug violations, etc., please visit

<http://www.mssu.edu/student-affairs/university-police/upd-annual-report-2016.pdf>

George A. Spiva Library:

James Capeci, Interim Library Director
Spiva Library 120, 417.625.9806

Librarians: Robert Black, Amber Carr, Nancy Crabtree, Hong Li, Charles Nodler, Lucy Wang

Spiva Library is the major information resource on campus, providing access to over 1 million research items in a variety of formats, including: print books and journals; electronic books and databases; and microfilm and microfiche. Collections housed in the archives include the Congressional Papers of Gene Taylor, a former member of the United States House of Representatives; Tri-State mining maps; the papers of Dr. Arrell Gibson, a noted Western historian; and MSSU archival material.

Helpful staff members are stationed throughout the library to support all materials and services. The staff is composed of degreed librarians, numerous support staff members, and student workers who serve in all areas of the library.

Hours for Fall and Spring Semesters*

1 p.m. - 11 p.m. Sunday
7:30 a.m. - 11 p.m. Monday through Thursday
7:30 a.m. - 5 p.m. Friday
9 a.m. - 5 p.m. Saturday

*Library hours differ during holidays, breaks, and summer.

Contact Numbers:

Archives – 417.625.9552
AV / Curriculum Materials – 417.625.9770
Career Services – 417.625.9343
Circulation/Interlibrary Loan – 417.625.9362
Director – 417.625.9806
Fax – 417.625.9734
Government Documents – 417.625.9770
Library Administrative Coordinator and Acquisitions Specialist – 417.625.9386
Reference – 417.625.9342
Technical Services – 417.625.9550
 Technical Services Librarian – 417.625.3107
 Technical Services Full-Time Clerk – 417.625.3103
 Technical Services Part-Time Clerk – 417.625.3105

Spiva Library works closely with the campus Disability Services Coordinator to ensure that the library is accessible to patrons with disabilities. Patrons with a disability may contact any library staff member for assistance.

Mission:

The George A. Spiva Library provides organization of and access to information essential to Missouri Southern State University's commitment to a liberal arts education and lifelong learning, with a firm emphasis on international studies and quality classroom teaching. The library also serves as a resource for residents in the region. Professional librarians and trained support staff expedite and enhance access to information through the sharing of expertise, participation in networks, the acquisition and maintenance of resources, creation of bibliographic tools and help guides, development of instruction programs, and the availability of reference services. The curriculum and research needs of students, faculty, and staff are met by providing timely access to information in the most beneficial format. Spiva Library will maintain and

enhance user-oriented services, introduce new technologies, and build collections that contain diverse points of view. These initiatives will further demonstrate the central role played by the library in supporting the mission of the University and the educational needs of our constituents.

Building:

The Cragin addition and renovation of Spiva Library took place in the fall of 2001. The new addition doubled the square footage of the library to 80,000. The changes provide a modern and up-to-date facility that is the center for campus study and research. University Java coffee shop on **the 1st floor** of the library allows students to study and enjoy a beverage or snacks. They may also surf the web on nearby computers or checkout and return materials at a secondary Circulation desk. The lounge area near the coffee shop is a popular place for faculty to meet with classes or conduct office hours. Archives and Technical Services are also located on the 1st floor.

The 2nd floor of the library houses the Main collection which circulates, private study rooms, a small computer lab, and Career Services.

The 3rd floor is considered the "research floor" of the library and it's where Circulation, Reference, and Periodicals are located. A large computer lab enables students to do their research on the internet and prepare papers or presentations. The Resource Development Center and University grant writer are located on the 3rd floor.

The Belk Faculty Reading Room on **the 4th floor** recognizes retired faculty and provides a unique space for meetings or grading papers. The adjacent Quiet Room is beautifully furnished and maintains the enforced quiet that many people desire in the library. Also located on the 4th floor are the audio visual collection, curriculum materials, government documents, and microforms. Wireless computer access is available throughout the library, as are Ethernet connections, to enable students to connect their own laptops to the campus backbone. Other open areas with comfortable lounge furniture or tables and chairs provide students with places to relax and study. Study rooms are available for students wanting privacy or to work in groups without disturbing others.

Online Catalog:

SWAN (SouthWest Academic Network) is the public catalog and available via the Internet at <http://swan.searchmobi.us/>.

The catalog allows a search of Missouri Southern's materials and/or those held by other members of the SWAN cluster of institutions. SWAN has grown to include:

- Missouri Southern State University,
- Baptist Bible College,
- Cottey College,
- Crowder College,
- Drury University,
- Evangel University,
- Missouri State University,
- Ozark Christian College,
- Ozarks Technical Community College, and
- Southwest Baptist University.

SWAN is one of nearly 20 clusters forming MOBIUS, a consortium linking the academic libraries of Missouri. MOBIUS enables a student to borrow a book from any academic library in Missouri and expect to receive it within an average of 48 hours. The requests are delivered Monday through Friday by an independent courier. This system eliminates tedious forms and provides rapid service. The book resources available number in the tens of millions and may be borrowed by MSSU students, faculty, and staff free of charge. Five large public libraries have joined MOBIUS in resource sharing and provide additional materials for our students. Currently, over 70 libraries form MOBIUS, including academic, public and special libraries, and the Missouri State Library.

Research:

Major periodical indexes in business, education, social science, history, psychology, English, biology, nursing and many other disciplines are available to MSSU students and professors on the internet, many in a full text format. Access to these resources is available through the library's web page <http://www.mssu.edu/library/>. Students and faculty may access these resources from off-campus through the proxy server using their Missouri Southern credentials. Spiva Library maintains print periodicals and microforms of back issues. Interlibrary loan requests for materials that are unavailable in-house or through MOBIUS are sent and received through an international computer network of libraries called OCLC. Periodical articles are rapidly sent and received via fax and email.

Instruction:

The teaching function of the library is important, as it should be in a university that prizes teaching excellence and contact with students. Every effort is made to ensure that students learn how to conduct effective research and to use information resources knowledgeably. Librarians provide tours of the library, workshops, class lectures, and individual assistance. An "Ask Us" button is located on the right side of the library's webpage for students to live chat with library staff, view FAQs or submit a question via email. If extensive research assistance is required, please call 417.625.9342 to schedule an appointment.

Equipment:

Five computer labs contain over 100 workstations for student use on every floor of the library, three with scanners, and all workstations are connected to black and white and/or color network printers. A portion of the workstations have specialty software such as AutoCAD 2012 for students in specific majors. Four additional workstations are available for quick searching. Digital and analog microform readers and printers are available for viewing and printing periodical back files. Black & white and color photocopiers are located throughout Spiva Library.

AVC, Curriculum, and Government Documents:

Located on the top floor of the Spiva Library is the Audio Visual Center. This area includes video and audiotape materials, compact discs, DVDs, slides, kits, and miscellaneous instructional materials. The AVC provides appropriate playback equipment for the materials. Curriculum textbooks, curriculum guides on microfiche as well as young adult and juvenile books that support the teacher education curriculum are housed in this area. Spiva Library is a selective depository for federal documents, which are located on the 4th floor. The staff provides limited production services such as laminating. There is a small inventory of videocassette and DVD players and televisions, audiocassette and recorders.

Classroom Visitation:

Generally only enrolled students are permitted in classrooms (no children). Prospective students may observe classes if instructor permission is granted. Unattended children (16 yrs. old and under) are not permitted on campus.

Philosophy Statement for the First-Year Experience:

Missouri Southern State University is committed to making the first year of college a success for each student. This ideal is translated into action by fostering five integrated components:

- a smooth transition into university life;
- a sense of shared responsibility;
- a challenging and stimulating learner centered academic environment;
- a sense of inclusive community;
- a comprehensive support program of personnel and resources.

The University facilitates the transition to higher education from diverse life experiences and develops lifelong learners for intellectual, cultural, and social exchanges. The responsibility for student learning is shared by all members of the campus community. The University's liberal arts foundation prepares students to become knowledgeable, critical thinkers who can meet the challenges and responsibilities facing global citizens. Missouri Southern fosters a sense of community, campus spirit, and support for its first year students by promoting connections with faculty, administrators, support staff, and peers. Continuous quality assessment of each of the components is conducted so that necessary changes are implemented to maximize the first-year experience.

Solicitation:

To avoid any potential or actual disruption of University operations or disturbance of faculty, staff, visitors, and students, the University has implemented this Policy prohibiting solicitation on campus. This Policy applies to all members of the University community and all other individuals present on the University campus.

Policy:

Salespersons and solicitors are not permitted on the campus. Solicitors are not permitted to solicit from students, faculty, or staff during school hours or upon the University campus. For purposes of this Policy solicitation includes, but is not limited to, any undertaking of an individual or group to promote the sale or use of a particular product or service, or a contribution to an individual or organization. Private business may not be conducted on University premises. Credit card sales and promotion are expressly prohibited. Exceptions to this Policy can be made by the Student Affairs Office when a recognized student organization is involved, and then only when such service is directly relevant to the purposes of that organization and to the purposes of the University.

Voter Registration:

All students are encouraged to participate in national, state, and local elections. As a result of the voter registration provision of the Higher Education Act (HEA), Missouri Southern provides voter registration forms and information to all students. For details, contact the Student Activities Office (BSC-210) or call 625-9346

This publication will be made available in alternative format upon request. Contact Christy Phillips or Brenda Hayes at 417.625.9392

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