



MISSOURI
SOUTHERN
STATE UNIVERSITY

STUDENT HANDBOOK
2013-2014

Missouri Southern
State University

Student Handbook
2013-2014

Revised August 2013

WELCOME TO SOUTHERN

Your university experience here at Southern will present you with many decisions, choices and opportunities; it will offer you many new and exciting areas in which you can expand and grow. The next few years you spend as an undergraduate student occur at a very special time in your life. In order to take advantage of this opportunity, you should always keep in mind that while professors may profess and teachers may teach, only the student can learn. Learning is up to you. Today a university degree is as common as a high school diploma once was. By itself it will not guarantee success. What will count in the future will be how much you know rather than what pieces of parchment you happen to possess. "College is what you make it" is more than a cliché; it is an accurate statement. It is our hope that you have a rich and rewarding experience at Southern, one which will tip the opportunities of the future in your direction.

Darren Fullerton

Vice President for Student Affairs

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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 Dean of Students, 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.

Whom To See

Student Affairs

Vice President for Student Affairs – Darren Fullerton
Billingsly Student Center 347, Ext. 3135

1. Student Services
2. Admissions
3. Career Services
4. Financial Aid
5. Registrar's Office

Dean of Students – Dr. Ron Mitchell
Billingsly Student Center 347, Ext. 9392

1. Residence Life (Housing), Health Center, Recreation Services, BSC, Student Activities, CAB, Student Senate
2. Student conduct
3. Student personnel issues
4. Student insurance
5. Student Handbook
6. University standards, policies, and procedures
7. Reporting emergencies, extended absences, and grievances
8. University food service
9. Campus Police Department - Public Safety

Dean of Retention and Student Engagement – Mark Lloyd
Billingsly Student Center 347, Ext. 9532

1. Advising, Counseling, and Testing
2. First Year Experience (FYE)
3. Student Success Center
4. Disability Services
5. TRIO Programs (Upward Bound, Educational Talent Search, Project STAY)

Special Assistant to the Vice President for Enrollment Management and Director of Career Services – Nicole Brown
Spiva Library 207, Ext. 9343

1. Filing of graduation placement papers
2. Full-time employment search assistance
3. Career information library
4. Tips for resumes, application letters and interviews
5. Interview scheduling

Director of Campus Recreation – Steven Benfield
Billingsly Student Center 241, Ext. 9693

1. Beimdiek Recreation Center
2. General information about recreation and intramurals
3. Scheduling for pool and racquetball courts
4. Information about special recreation classes, seminars, and training session.

Director of Student Activities – Landon Adams
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 intercession housing, conferences & camps
3. Information concerning the Mayes Student Life Center

Chief, Campus Police – Ken 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 Admissions – Derek Skaggs
Hearnes Hall 106, Ext. 9537

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

Director of Advising, Counseling, & Testing Services (ACTS) – Kelly Wilson
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
6. Information about Southern Welcome (summer orientation)

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

1. General information about all financial aid
2. Scholarships
3. On-campus employment information
4. Off-campus, part-time employment search assistance

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. Academic information including transcripts, grades, dropping a class, educational records and change of major
2. Directory information

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

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

Project STAY – Dory Quinn
Hearnes Hall 308, Ext. 9830

Academic Affairs

Vice President for Academic Affairs
Dr. Pat Lipira
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, Public Safety and Technology
5. Assessment and Institutional Research Center
6. Honors Program
7. Institute of International Studies
8. Distance Learning
9. Spiva Library

Assistant Vice President for Academic Affairs

Dr. Crystal Lemmons

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. Richard Miller

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. John Grossbeck

Plaster Hall, Room 302, Ext. 9603

1. Information concerning Business Administration, Marketing, Management, Accounting and General Business. Information Concerning School of Technology and all Technical Programs.

Dean, School of Education and Psychology

Dr. Al Cade

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

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

Dean, Health Sciences

Dr. Tia Strait

Anderson Justice Center, Room 126, Ext. 9328

1. Information Concerning Nursing and Dental Hygiene

Business Affairs

Vice President for Business Affairs

Rob Yust

Hearnes Hall, Room 204, Ext 9395

1. Business Office operations
2. Bursar
3. Physical Plant and maintenance
4. Computer Information Services
5. Human Resources

Development/Foundation

Vice President for Development

JoAnn Graffam

Hearnes Hall, Room 211, Ext. 9396

1. MSSU Foundation
2. Major gifts
3. Planned giving

Director of University Relations & Marketing

Cassie Matthes

Manson Annex, Ext. 9365

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

Student Conduct

A student enrolling in the University assumes the responsibility for personal conduct compatible with the University's function as an educational institution. Misconduct for which students are subject to discipline falls into the following categories:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University: The term "cheating" includes, but is not limited to, the following:
 - a) use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - c) the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
 - d) the misrepresentation of papers, reports, assignments, or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit or status in the university; failing to abide by the instructions of the proctor concerning test-taking procedures; examples include, but are not limited to, talking, laughing, failing to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity; influencing, or attempting to influence, any university official, faculty member, or employee responsible for processing grades, evaluating students, or for maintaining academic records, through the use of bribery, threats, or any other means of coercion in order to affect a student's grade or evaluation; any forgery, alteration, unauthorized possession, or misuse of university documents pertaining to academic records. Alteration or misuse of university documents pertaining to academic records by means of computer resources or other equipment also is included within this definition of "cheating."
2. Forgery, alteration or misuse of University documents, records or identification.
3. Obstruction or disrupting of teaching, research, administrative disciplinary procedures or other University activities, including its public service functions or of other authorized activities on University premises.
4. Physical abuse, threats of violence, or other conduct which threatens or endangers the health or safety of any person.
5. Nonconsensual sexual behavior including but not limited to rape; sexual assault; nonconsensual sexual touching of the genitals, breast or anus of another person or the touching of another with one's own genitals whether directly or through the clothing; or exposing one's genitals to another under circumstances in which he or she should reasonably know that his or her conduct is likely to cause affront or alarm, or sexual harassment.
6. Stalking another by following or engaging in a course of conduct with no legitimate purpose that puts another person reasonably in fear for his or her safety or would cause a reasonable person under the circumstances to be frightened, intimidated or emotionally distressed.
7. Harassment by engaging in a course of conduct directed at a specific person that serves no legitimate purpose that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.

8. Invasion of privacy by photographing or recording (using electronic or other means) another person in a state of full or partial nudity in a place where one would have a reasonable expectation of privacy without that person's consent, and distributing or transmitting that image without that person's consent.
9. Hazing, defined as initiating or disciplining fellow students by forcing them to do ridiculous, humiliating, dangerous, painful or illegal acts.
10. Theft of or damage to property of the University or a member of the University community or campus visitor.
11. Violation of University policies or of campus regulations, including campus regulations concerning the registration of student organizations, the use of University facilities or the time, place and manner of public expression.
12. Participation in any dangerous or potentially dangerous acts on campus property (roller skating, roller blading, cycling, etc.) or sledding on campus property.
13. Violation of rules governing residence in University owned or controlled property.
14. Disorderly conduct, stalking, sexual harassment, hateful behavior, or lewd, indecent or obscene conduct or expression on University owned or controlled property or at University sponsored or supervised functions.
15. Failure to comply with directions of University officials acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so. The student identification card, The Lion Card, must be carried at all times on campus and at MSSU special events. The Lion Card is the property of MSSU and must be surrendered to University officials upon request. The University reserves the right to request a student to produce the Lion Card at any time deemed necessary. Your Lion Card is not transferable and only to be used by the assigned cardholder.
16. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
17. Violation of federal, state or local law on University premises or at University sponsored or supervised activities. Gambling, alcoholic beverages, illegal drugs, narcotic paraphernalia, firearms, ammunition, explosives, BB guns, pellet guns, bows and arrows and anything else that could be construed as potentially lethal are specifically prohibited on University property.
18. Misuse of fire equipment or refusing to obey lawful directions by fire, safety or university officials.
19. Use of physical force directed at any person for any reason other than the protection of life and limb, deprive others of their rights, or damage property.
20. Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
21. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.

22. Theft or abuse of computer time, including but not limited to:
- a) unauthorized entry into a file, to use, read or change the contents, or for any other purpose;
 - b) unauthorized transfer of a file;
 - c) unauthorized use of another individual's access code, identification or password;
 - d) use of computing facilities to interfere with the work of another student, faculty member or University official;
 - e) use of computing facilities to interfere with normal operation of the University computing system.
23. Abuse of the University Judicial System, including but not limited to:
- a) failure to obey the summons of a University official;
 - b) falsification or misrepresentation of information before a University official or Student Conduct Hearing Committee;
 - c) disruption of the orderly conduct of a judicial proceeding;
 - d) harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during or after a judicial proceeding;
 - e) failure to comply with the sanction(s) imposed under the Student Handbook.
24. Conduct which adversely affects the student's suitability as a member of the academic community.
25. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations, including the operating a vehicle on University property under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.
26. Skateboarding/Longboarding is prohibited on campus.
27. Appropriate clothing is required in all building on campus, including but not limited to – shoes and shirts must be worn in all campus building at all times.
28. All on campus events including but not limited to: cultural, sporting, and academic events fall under the Student Conduct policies included in this handbook.
29. Smoking and the use of tobacco products (including cigarettes, smokeless tobacco, cigars, pipes, e-cigarettes, and other tobacco products) by students, faculty, staff and visitors are prohibited in all Missouri Southern State University buildings.

Student Discipline

Standards for Conduct

Students have the responsibility of upholding the standards, traditions and policies of the University which has granted them membership in the academic community at their own request. They also have the responsibility of making maximum use of their abilities or exercising good judgment, of observing the rights of others and of adhering to the requirements of adult society.

Disciplinary Actions

One or more of the following disciplinary actions may be imposed by the University for violation of University policies:

1. **Expulsion:** Separation from the University.

2. **Suspension:** Dismissal from the University for a stated period of time. Reinstatement is not automatic. Students who have been suspended must petition for reinstatement.
3. **Disciplinary Probation:** Disciplinary probation indicates the student's behavior has not met standards expected of students of Missouri Southern. A specified period is established in which the student is expected to display exemplary behavior. The disciplinary probation may also include a loss of designated privileges, including dismissal from University residence halls. As an educational component of the University's discipline process, students placed on disciplinary probation for violations in which their behavior indicates an alcohol or substance abuse problem may be referred to a mandatory on-campus alcohol/substance abuse educational program or referred to a comprehensive alcohol/substance treatment program as a condition of continued enrollment. Other possible sanctions for alcohol violations include fines (up to \$200) and/or parental notification. The violation of the terms of disciplinary probation or the infraction of any University policy during the period of probation may be grounds for suspension or expulsion.
4. **Warning:** Disciplinary warning is an official notification the student's behavior has been unacceptable for a student at Missouri Southern. Any additional misconduct may result in probation, suspension or expulsion.
5. **Restitution:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary of material replacement.
6. **Limited Access:** A student of student organization may be denied access to any or all University premises, or any activities or events arranged or sponsored by the University or student organizations, as the Dean of Students or the Vice President of Student Affairs determine appropriate.
7. **Loss of Privileges:** The Dean of Students or Vice President of Student Affairs may deny a student specific privileges for a designated period of time.

Rules of Procedure in Disciplinary Matters

The following rules of procedure shall be followed in any disciplinary proceedings commenced, subject to the inherent right of the Board of Governors and the delegated right of the Dean of Students to exercise supervision over all disciplinary matters of the University.

Administration: The Dean of Students is designated the primary officer for administration of discipline for unacceptable conduct or infraction of University rules and regulations, and he will initiate action in accordance with these regulations.

Preliminary Procedures: The Dean, or his designated representative, shall discuss, consult and advise with any student whose conduct is called into question and give the student the opportunity to present a personal version of the incident before initiating formal disciplinary procedures. Students shall attend such consultations as requested by the Dean or his designated representative.

Student Conduct Violation Disciplinary Action: The Dean, or his designated representative, after consulting with the student and when acceptable to the student, shall have the authority to impose any disciplinary action or sanction against the student.

Appeal of Disciplinary Action: Where the disciplinary action proposed by the Dean or his representative in the preliminary proceeding is not accepted by the student in writing, the student shall have the rights of notice, hearing and formal procedures as set forth before the Student Conduct Hearing Committee. Appeals must be submitted within 48 hours after the initial disciplinary action. The findings and actions of the Student Conduct Hearing Committee are final.

Temporary Suspension: The Dean of Students 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 Dean of Students 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 Dean of Students 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:

- to be present at the hearing;
- 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);
- to hear or examine evidence presented to the committee against the student;
- to question witnesses present and testifying against the student;
- to present evidence by witnesses or affidavit of any defense the student desires to offer;
- 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 Dean of Students 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 Dean 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 Dean 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 Dean of Students 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 Dean of Students in writing for permission to attend classes pending final determination of the appeal. The Dean of Students 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 appears to pose a serious threat to the health and safety of themselves or others, may be in violation of the Student Handbook and may be subject to the following extraordinary procedures.

1. Medical and/or Psychological Evaluation:

- a. The Dean of Students 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:
- b. Whether the student's behavior poses a threat to the safety of the student or others, and the nature, duration and severity of the risk. Whether the threat to safety would continue if the student remains on the campus and/or in the residence halls. Whether reasonable modifications of policies or procedures will mitigate the risk.
- c. 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:

The 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. 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.
- c. 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.

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.

Department of Public Safety Student Policies

1. All crimes occurring on campus should be reported immediately to the MSSU Department of Public Safety (Campus Police). Campus Police officers are available on campus 24 hours of every day. The emergency number to reach Campus Police is 626-2222 or just 2222 from a phone on campus. Someone is scheduled to be in the office anytime classes are in session. When no one is in the office the phone automatically rolls to a cell phone carried by the on-duty officer on campus. Campus Police officers will respond to all calls on campus, regardless of the nature and offer assistance. All criminal cases are investigated by the Campus Police Department. Campus Police officers are required to report all serious crimes and other crimes as required by Uniform Crime Reports submitted to the National Crime Information Center with the FBI.
2. Each student is responsible for becoming aware of the parking and traffic regulations booklet provided to all freshmen. It is necessary for Campus Police officers to enforce these regulations to ensure the safety of all students, visitors and faculty/staff members on campus.
3. All academic buildings are secured during the evenings and weekends. Access to the buildings is only allowed for faculty/staff members and students who are accompanied by faculty/staff members. Campus Police officers routinely patrol the campus to ensure security. All residence halls, except Blaine Hall, are locked at midnight Sunday-Thursday and at 2:00 a.m. on Friday and Saturday nights. One Campus Police officer is on duty in the residence halls from 11:00 p.m. until 7:00 a.m. each day.
4. These policies and procedures are published in the Student Handbook which can be found online on the MSSU web-site.
5. Crime prevention programs are presented each semester by the Campus Activities Board, Student Services and the Residence Halls Association. Pamphlets regarding crime prevention are distributed to all resident students and are made available at the Student Center.
6. MSSU does not have off-campus student organizations that are recognized by the institution.
7. Crime stats, as required through the Clery Act, are available at the Campus Police office, as well as on the Internet at www.mssu.edu.

Campus Activities Board (CAB)

The Campus Activities Board (CAB) is a volunteer organization that reports to the Director of Student Activities. 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 contract negotiation, promotion and publicity, budgeting, program evaluation, conducting meetings, conflict resolution, team building, time management, stress management, developing a leadership style, assertiveness, and various computer applications and web page construction.

Registered Student Organizations (RSO's)

Departmental Groups*

- Arabic Club
- Asian Club
- Biology/Pre-Professional Club
- Collegiate Middle Level Association
- Collegiate Music Educators
- National Conference
- Computer Information Science Club
- Criminal Justice Student Association
- Environmental Health Club
- French Club
- German Club
- History Club
- Kinesiology Club
- Lambda Epsilon Chi (Legal Studies)
- MSSU Business Education Assoc.
- National Broadcasting Society (NBS)
- Psychology Club/PSI CHI
- Public Relations Student Society of America
- Radiology Club
- Respiratory Therapy Club
- Russian Club
- Social Science Club
- Southern Concepts/Ad Club
- Spanish Club
- Student American Dental Hygienists Association
- Student Library Organization
- Student Nurses Association
- W.I.S.E.

Religious Groups

- Baptist Student Union
- Campus Crusade for Christ
- Catholic Campus Ministry
- Fellowship of Christian Athletes

- Koinonia Christian Campus Ministry
- Latter Day Saints Student Assoc.

Special Interest Groups

- Campus Recreation Advisory Board
- Climbing Club
- College Democrats
- College Republicans
- Ghost Hunters
- International Club
- International Student Economics Association
- Model Arab League
- Model United Nations
- MOSO Locas
- Native American Students Association
- Recycle Promoters Club
- Residence Halls Association
- Southern IMPACT
- Southern Players
- Student Alumni Association
- Students for Sensible Drug Policy

Greeks

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

Student Government

- Campus Activities Board (CAB)
- Student Senate

Honor Societies

- Alpha Chi
- Alpha Kappa Delta - Sociology
- Epsilon Mu Sigma - Honors Program
- Kappa Delta Pi - Education
- Omicron Delta Kappa - National Honor Society
- Phi Alpha Theta - History
- Sigma Tau Delta - English

Definition and Approval

Student organizations are groups formed by or for students. In order to use University facilities (meeting rooms, mail service, printing, dining service, Student Senate funding, and the right to participate in University functions), the organization must be officially recognized. Official recognition lasts until the end of the current academic year, and is renewed annually by filling out an organizational annual report form, supplied by the Office of Student Activities.

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

- Consult with the Office of Student Activities in Billingsly Student Center, room 210, to insure against unnecessary duplication with similar organizations and to see if an organization of this type has existed in the past. At this time the group may obtain an organization charter packet consisting of a blank constitution form and examples of approved constitutions.
- Secure a faculty/staff adviser.
- Formulate an organizational constitution using the examples in the packet, stating the goals and purposes of the group. Upon completion of the first draft of the constitution, consult the Director of Student Activities for suggestions and advisement.
- Collect and present the names of at least 10 charter members, all of whom must be regularly enrolled students of Missouri Southern who carry a minimum 2.0 cumulative GPA.
- If all paperwork is completely filled out and no changes are required, the constitution must be approved by the Director of Student Activities and the Dean of Students.
- Upon approval, the organization is officially recognized through the remainder of that academic year. An organization must be active for one full academic semester to be eligible for Student Senate funding.
- Upon receipt of application materials, new organizations may be tentatively approved by the Director of Student Activities until the formal process is completed. This will enable the group to use University facilities on a temporary basis. If an organization has been inactive for a year, it can be reactivated by simply filling out an annual report form, supplied by the Office of Student Activities. Reactivated organizations are not eligible for Senate funding until the next full semester.

Minimum grade point requirements

It is recommended that each member of a recognized student organization have a minimum 2.0 cumulative GPA. Each group is free to set higher standards, but the minimum must be maintained.

Adviser

Every recognized organization must have a faculty or staff adviser. The duty of the adviser is to assist the group, through advice and counsel, to attain its stated goals and purposes. The students, not the University, designate most advisers 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 an organization's adviser (or another faculty/staff member) attend all afterhours, on-campus gatherings of the group.

Scheduling Activities

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

1. Only 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
3. See the Director of Student Activities if the event should be listed on the Student Activities calendar.
4. Deviations from the policies must be granted by the Director of Student Life.

Deadlines

Facilities are 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 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 organizations are required to submit annually a form showing the name, adviser(s) and officers of the 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 organization on "inactive" status. A semester end report is also due by the last week of the semester. This report will show activities, meetings, projects and fundraisers the club has had during the year. Only "active" campus organizations are entitled to the following privileges: club mailbox in Student Center; free reservation of facilities; eligibility for Student Senate money; participation in Homecoming; and listing as an official campus organization at Missouri Southern. Inactive organizations that want to reactivate must submit their annual report; have their group reapproved by the Director of Student Activities and the Dean of Students. Once reactivated, the organization must wait one full academic semester to receive funds from Student Senate.

Leadership Training

In order for recognized student organizations to maintain their approved status, at least one representative of each currently recognized group must attend each of the leadership training sessions sponsored by the Department of Student Activities and the Student Senate. Failure to have a representative attend each of the sessions may suspend the group's right to request funding from Student Senate.

Standard of Conduct and Discipline

Students are adults who are expected to take responsibility for their own personal conduct, subject to those 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 University regulations;
2. taking reasonable steps as a group to prevent violations of law or University regulations by members of the group;
3. a willingness to deal individually with those members of the group whose behavior reflects unfavorably upon that group or upon the University;
4. acknowledging that the University strictly prohibits any form of hazing. (Definition of hazing: to initiate or discipline fellow students by forcing them to do ridiculous, humiliating, dangerous or painful things.) Failure to accept the responsibilities of group membership may subject that organization to permanent or temporary suspension of charter, withdrawal of University recognition and/or support, social probation, denial of use of University facilities or other appropriate action;
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 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 organization may appeal in writing to the Dean of Students. The organization shall have the rights of notice and formal procedures. Any decision regarding an organization appeal made by the Dean of Students is final.

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. Organizations not receiving university monetary support may manage their own business affairs. They 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 clubs or organizations.

Housing

No student organization or group shall build, buy, rent or lease its house without the approval of the University. Organizations may make such requests through the Student Affairs Office.

Fundraising by Recognized Student Organizations

1. Recognized student organizations may engage in one fundraising activity per semester with the approval of the Director of Student Activities and under the following conditions:
2. that such activities do not conflict with the educational purposes of the University;
3. that such activities do not conflict with any activity already approved;
4. that funds derived from such activities must be used for educational purposes of the organization or the University;
5. Submission of a written financial report, certified by the organization adviser, to the Director of Student Activities no later than two weeks following the event.

Posters, Announcements, and Notices

Employees of the University, students, and recognized student organizations may post non-commercial announcements on the University's general-purpose bulletin boards. 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 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.
6. Student organizations may distribute non-commercial handbills, announcements, statements, or materials at any reasonable outdoor area on campus consistent with the orderly conduct of University affairs, the maintenance of University property, the avoidance of litter and the free flow of traffic and persons.
7. Materials may not be placed on automobiles parked on campus.
8. Distribution by means of accosting or shouting at individuals is prohibited.
9. 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 chalkings 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. Chalkings 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 or sexually suggestive drawings are prohibited. Any religious or racial, sexual libel, and language deemed defamatory, threatening, or strongly offensive 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. 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 group's recognition.

Elections

Rules governing Student Senate Executive Officer Elections, Student Senate General Elections, and Homecoming Royalty Elections are as follows:

1. Distance: No campaigning or posters within 30 feet of the polling place on the days of the elections will be permitted.
2. Posters shall not exceed 22" x 14" and must be removed the day after the election by the candidate. All posters must be approved by the Student Activities Office, BSC 210, prior to being put up. Unstamped posters will be taken down. Posters may not be placed on interior wood, glass, walls, pillars, or on any structure or natural feature of the campus such as doors, walkways, roads, posts, waste receptacles, trees, or stakes. Posters must be placed in designated areas only!

3. Fliers, not to exceed 8 1/2" x 11" must be approved by the Student Activities Office prior to being put up and may be placed on bulletin boards only. Unstamped fliers or fliers placed anywhere but on bulletin boards will be taken down. There shall be no more than 2 fliers or leaflets per bulletin board. Fliers may not be placed in or on cars or under doors in the residence halls. Approved fliers may be placed on tables in the Lions Den Food Court and Mayes Dining Hall.
4. Voting: Each regularly enrolled student at MSSU may vote in primary and/or final elections upon presentation of their ID card. (Online students are not eligible to vote.)
5. Absentee ballots may be obtained in the Office of Student Activities (Homecoming Election) or the Office of the Dean of Students (Student Senate Elections) the week prior to each election by students whose programs require that they be off-campus during voting times (i.e. Nursing, Student Teaching, etc.).
6. Results of the final elections will be confidential until announced.

Any grievance concerning election procedures or campaign infractions must be registered in the Office of Student Activities for Homecoming Elections or the Office of the Dean of Students for Student Senate Elections within 24 hours of the closing of the polls.

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:

- Food at the Billingsly Student Center Food Court and University Java

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. A designated open area is available for outside speakers during the hours from 9:00 a.m. to 3:00 p.m. weekdays, providing the gathering will not block walks, entrances, roads or parking areas, or cause safety hazards. A separate

application for each use of the 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, but subject to the following conditions:

Reservations must be approved no later than three (3) business days prior to the day of the event.

1. First priority for use of facilities or outdoor space shall go to University entities/persons. Other entities/persons shall be limited to five reservations per semester and no more than three reservations can be approved at a time. If other entities/persons do not request a conflicting time, additional requests will be processed.
2. Entities/persons are financially responsible for all costs, including but not limited to, security and cleanup.
3. Activities that are disruptive to ongoing classes or university programs will not be allowed. Maintenance of the educational programs and activities of the University will be of first priority and must not be disrupted. Noise disturbances shall be avoided and outdoor events which could create noise disturbances on campus will not be approved after the last day of classes through the end of finals each fall and spring semester.
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 abusive towards students and/or conduct 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 who for any reason are unwilling to comply with this policy must leave the campus.
7. Any group sponsoring such an event at Missouri Southern State University must acknowledge Missouri Southern State University policy and provide documentation that establishes that all persons participating in the event have been made aware of Missouri Southern State University policy. The term "participating" includes actual participants and those working at the event.
8. A security officer will 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. The ultimate authority in the approval or disapproval of the aforementioned programs is the President of the University. 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 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 adviser, 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 adviser and the Student Activities Office before the invitation is extended. The final step 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 advisers 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 case 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.

Electronic Device Policy

Cell phones, beepers, and pagers, etc. 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.

Smoking and Tobacco Use Policy

The Board of Governors of Missouri Southern State University prohibits smoking and tobacco use of any kind. Tobacco products are not permitted in any campus buildings. Smoking and the use of tobacco products (including cigarettes, smokeless tobacco, cigars, pipes, e-cigarettes, and other tobacco products) by students, faculty, staff and visitors are prohibited in all Missouri Southern State University buildings.

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 Dean of Students except for academic regulations which will be interpreted by the Vice President for Academic Affairs.

Solicitation

Salesmen and solicitors are not permitted on the campus. The Missouri statutes regarding solicitation on public school premises form the basis for the policy at Missouri Southern.

The Missouri statute follows:

Section 163.370. No agent, solicitor or other such person shall solicit, offer for sale or sell any subscription, policy, service, article or thing whatsoever to any teacher or pupil in any public school of this state while such teacher or pupil is upon the premises of such school. Any person violating any provision of this section shall, upon conviction, be deemed guilty of a misdemeanor. (R.S. 1959)

Solicitors are not permitted to solicit from students or faculty members during school hours or upon the campus. Private business may not be conducted on University premises. Credit card sales and promotion are expressly prohibited. Exceptions to this solicitation policy can be made by the Dean of Students when a student organization is involved, and then only when such service is directly relevant to the purpose 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.

Residence Life

On Campus Residence Requirements - All freshmen under the age of 21 are required to live in the Missouri Southern Residence Halls to the extent space is available, unless they are married or live with their parents.

General Information

Missouri Southern houses over 700 students on campus. The two main residence halls, Blaine Hall and McCormick Hall, offer both single and traditional rooms. Four-person apartment style units house additional students. The Residence Life Office is located in Billingsly Student Center, Room 347. The rooms on campus are furnished with twin-long size beds, desks, chairs, lamps, wastebaskets, blinds and night stands. 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 apartment units are also furnished with sofa, chair, lamps, coffee table, microwave and small refrigerator. No university furnishings are to be removed from rooms or suites. Resident students are also entitled to telephone voice mail with individual access codes upon request. The residence hall contract for room and board accommodations does not include housing over Thanksgiving and Spring Breaks. However, students needing housing during these times may register and stay in the halls for a minimal per night charge. Housing between semesters is also available. All residence hall facilities are individually heated, air conditioned and cable ready. Study lounges, recreational areas, vending machines and laundry facilities are also included. Additional amenities are available in the Student Life Center

adjacent to the residence halls. The residence halls are staffed by three full-time professional Resident Directors who are assisted by a paraprofessional staff of 24 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 room 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. Smoking and other tobacco usage is only permitted outside of buildings, not less than 50 feet from any entrance

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 must be shared with roommates who will not always share similar interests. Every resident must always remain 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 a Resident Director.

Overnight Guest Policy (Friday and Saturday only)

Weekend guests of the same sex are permitted if advance arrangements are made with a Resident Director and if approval is obtained from roommate(s) (\$5.00 charge). No guests under the age of 17 are permitted in residence halls at any time without approval of a Resident Director. Residents are completely responsible for all activities and behavior of the guest and must assume any penalties which may be contracted by the guest.

Alcohol, Drugs or Tobacco

The following conduct will not be condoned:

1. the possession or distribution of drugs or alcohol on university property; (empty alcohol containers for displays in rooms are also prohibited.)
2. the use of drugs, alcohol or tobacco (see university tobacco use policy) in the residence halls; or
3. conduct 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

Firearms, fireworks, paint ball equipment, ammunition, bows and arrows, explosives or lethal weapons of any description shall not be brought into the residence halls.

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. Monday-Sunday.

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 used by only MSSU students, faculty and staff and includes an aerobics room, a computer lab with internet access, laundry facilities, a theatre room with surround sound, pool tables, table tennis, foosball, and more. The second floor of the facility houses the dining hall for students, faculty, staff and public use.

Hours – During fall and spring semesters:

Monday – Friday: 8 a.m. – 12 Midnight

Saturday - Sunday: 10 a.m. – 12 Midnight

Dining Services

Food service is bid by the University and handled by a professional food service company (Sodexo). The Mayes Student Life Center dining hall operates on funds received from board payments and cash sales of individual meals. All residence hall students select from one of three meal plans which also include different amounts of discretionary Dining Dollars. Dining Dollars can be used at the Mayes Dining Hall near the residence life complex, 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.

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.

University Media

University-Student Broadcasting,
KGCS-TV and 88.7/KXMS Radio

Missouri Southern publications provide laboratory experiences for students majoring in communications, art and English who are qualified to participate in this activity. Non-majors are also invited to participate if they are interested and if they qualify. The publications, KGCS-TV and 88.7 KXMS present opportunities for creative art, creative writing, journalistic writing and broadcasting and serve as a medium for intellectual investigation and free and responsible discussion of campus, national and international issues. All editors, reporters and writers for the various publications are committed to the universally accepted principles of journalism.

Computer Acceptable Use Policy

To report perceived network outages or loss of Internet access in the residence halls, please contact the MSSU Computer Help Desk via email at helpdesk@mssu.edu or call 417-659-4444. For problems related to Blackboard please contact the Blackboard Help Desk at blackboardhelp@mssu.edu or call 417-625-9885.

MSSU'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 and research activities. Administrative computing facilities are to be used in support of MSSU's mission. Listed here are certain responsibilities and the ethical behavior expected of you as a computer user. In addition, since we are members of the MOREnet Consortium all computer users at MSSU are bound by their acceptable use policy, which can be viewed at <http://www.more.net/about/policies/aup.html>. This Acceptable Use 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 document, the user 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 here reflect U.S. Copyright Law, the Law of the State of Missouri and additional specific rules relative to the MSSU campus. It is the intent of Missouri Southern State 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/infoserv/documents/ComputerUsePolicy.html>. If you need further clarification.

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.
3. The user does have the right to make a backup copy for archival purposes.
4. Under no circumstances should copyrighted software be distributed outside the university through any mechanism, electronic or otherwise.
5. 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.

6. When in doubt, do not copy. Violation of copyright law of licensing agreements may result in university disciplinary action and/or may result in legal action.
7. In order to receive user support from the 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.

State of Missouri Law, RSMo. 569.094-569.099

A state law now makes 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.

State of Missouri Law, RSMo. 573.010-573.065

It is illegal to display explicit sexual material or child pornography. It is a violation of school policy to send/display defamatory, harassing, pornographic, obscene or patently offensive sexual materials to anyone. This conduct can subject you to criminal and civil penalties. Do not participate in such conduct.

MSSU Rules and Regulations

- Always apply normal standards of academic ethics and polite conduct to your use of computing services.
- Respect the equipment and privacy of others.
- Drinks, food, and tobacco products are not allowed in campus computing facilities.
- Campus computing facilities may not be used for personal profit.
- Your computing activities should not interfere with the rights of other users.
- High bandwidth applications are prohibited.
- Any use for personal or private purposes is prohibited.
- Missouri Southern property and equipment may be used only for those purposes related to the general activities and purposes of the University.
- Missouri Southern equipment cannot be used for plagiarism, cheating, harassment or intimidation or for the promotion of political or religious agendas.
- Missouri Southern prohibits the use of its property for publishing or storing obscene, pornographic or offensive materials.
- Wireless networks, including wireless routers, are prohibited in residence halls.
- Students requesting network access in a residence hall are responsible for all activity performed at their network location.
- 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.
- ISP, WEBTV, BBS or other modem connections from residence halls are not permitted.

- Only Computer Center authorized TCP/IP connections are permitted. NetBIOS and NetBEUI are not permitted.
- Peer-to-peer file and printer sharing are not permitted.
- No inbound TCP connections are allowed from off campus locations.

Disciplinary Action

It is the expectation of the University that all students 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 suspension. Prosecution under applicable state and federal laws may also be pursued.

Leon C. Billingsly Student Center

Operation Hours

During fall and spring semesters:

Monday through 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 through Friday • 8 a.m. to 5 p.m.
 BSC hours may vary

Bookstore hours:

Monday through Thursday • 7:30 a.m. to 6:30 p.m.; Friday • 7:30 a.m. to 5 p.m.

Student Center House Rules

Section I. Eligibility and Policy Statement of Priority

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

Section II. House Rules

- A. All spaces except the bookstore are under the supervision of the Dean of Students.

- B. 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.
- C. 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.
- D. Voting boxes for student approved campus elections may be placed only in those areas of the Student Center approved by the Dean of Students.
- E. 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.
- F. Animals are not permitted in the building at any time.
- G. Equipment and furnishings assigned to the Student Center shall not be removed for any reason except upon written permission of the Dean of Students.
- H. 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).
- I. Any damage to building or equipment will be charged to the group using it at the time damage occurs unless individual responsibility can be established.
- J. No persons, except authorized personnel, shall remain in the Student Center after official closing time.
- K. Gambling is prohibited in the building.
- L. Failure to cooperate with persons employed to enforce regulations may result in appropriate disciplinary action.
- M. Student Center facilities are not to be used for promoting off-campus activities for a commercial nature by a sponsoring student organization.

Section III

A. Priorities:

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.

B. General Procedures:

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.

C. Deadlines 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.

D. Decorating:

1. Arrangements for setting up decorations must be made with the Student Activities Office, as available time will vary.
2. 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.
3. All decorations not provided for in the above section must be approved by the Director of Student Activities.
4. 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.

E. Facility Fees

Charges for the use of Billingsly 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.

F. Non-University Groups

Requests for the use of Student Center facilities by a non-university group 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 based upon the following criteria:

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.

Sexual Harassment Policy

Missouri Southern State 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. "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
2. or 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 Students. 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 or conduct, nor sexual harassment persists.

Drug and Alcohol Prevention Program

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, Missouri Southern State University established a drug and alcohol prevention program for its students. The University's program is described below.

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 also is not acceptable. Any student of Missouri Southern State 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:

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 Services Office (417.625.9392). Such referrals will respect individual confidentiality. A main objective of the 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 objective, 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, 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 a program 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 judicial action from the University. Student violators may, however, be required to participate in a University alcohol and drug education program. This Medical Amnesty policy is implemented at the discretion of the Dean of Students and applies only to emergencies.

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.

Academic Evaluation and Grade Appeals

Faculty members are responsible for outlining 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 or for a course, the initial step is to discuss the problem directly with the faculty member teaching the course. If that step does not result in a satisfactory explanation or resolution of the perceived problem, the student may bring the matter to the attention of the respective department head. The next

person in the line of appeal, should the student continue to contest the issue and wish to pursue an appeal, is the respective school dean. If the student wants to make the grievance formal, 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 person has no jurisdiction over the 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, who will be the final arbitrator in any such appeal.

Student Grievance Procedure

To the extent possible, all 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.

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 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 then speak with the Dean of the Specific college.
4. If the student does not reach an acceptable solution with the the Dean of the Specific college he/she should then 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 Dean of Students or with the Vice President of Student Affairs.

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 Dean of Students or with the Vice President of Student Affairs.

Formal Process:

Any student grievance that was not solved 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. A grievance must be filed by a student within the current school year. For additional information on filing a grievance please contact the Vice President of Student Affairs office in 347 Billingsly Student Center – 471-625-9522.

Equal Opportunity

“Missouri Southern State University does not discriminate on the basis of handicap, race, color, religion, national origin, sex or age in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of any of its programs and activities, as specified by Federal laws and regulations.”

Disability Access

Missouri Southern State University strives to ensure that no qualified person with a disability shall, solely by reason of the disability, be denied access to, participation in, or the benefits of any program or activity operated by Missouri Southern. Reasonable accommodations are provided to ensure equally effective access to the university. If an individual with a currently documented disability requires an accommodation, or wishes to file a grievance, he or she should contact the Coordinator of Disability Services in the Learning Center.

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.

It is not the intent of Missouri Southern 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 use the following guidelines to intercede in situations where alcohol or drug abuse has led to situations which threaten the health or safety of individual 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 not required to do so. While the University may notify parent(s) or legal guardian(s) of concerns about alcohol and drug abuse by a student, it will not discuss the situation with parent(s) or legal guardian(s) without the student's documented verbal or written consent.

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.

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.

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 RN, FNP

William Hughes, DO - Campus Physician

Pamela Hosp, Department Secretary

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

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

U.S. Students:

MSSU 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:

MSSU 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.

Policy Instructions

Part I is mandatory for all students. Parts II and III are mandatory for students as indicated. 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

MSSU 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 MSSU.

MMR requirements:

2 doses of MMR vaccine. 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** 1 dose of MMR vaccine AND 1 dose of rubeola at 12 months of age or later. The second dose must have been given at least one month after their first dose. **OR** Titer (blood test) results proving immunity to measles (rubeola), 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/health/home.htm>.

PART III: Tuberculosis (TB) Screening

- A. Students must provide proof of a TB screening within the last 12 months or submit to a screening by the Student Health Center.
- B. Completion is required for all students in any of the following categories:
 - From or have lived for two months or more in Asia, Africa, the Caribbean, Central or South America or Eastern Europe.

- Have been diagnosed with a chronic medical condition that may impair your immune system.
 - Health care work experience.
 - Volunteer or employee of a nursing home, prison or other residential institution.
 - Have had contact with a person known to have active tuberculosis.
- C. 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 within 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

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 MSSU 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 MSSU 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 MSSU 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 MSSU 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 MSSU 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 MSSU 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 MSSU 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 MSSU 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 MSSU 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

- MSSU Health Center will work in conjunction with the MSSU 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 MSSU
- 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 MSSU 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.

Policies

General Provisions

- A. These University-wide policies shall apply to the campus, to University-controlled property, to University- sponsored and University-supervised functions.
- B. These policies became effective July 1, 1971.
- C. 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.

- D. 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.

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.

George A. Spiva Library

Wendy McGrane, Library Director
Spiva Library 120, 417.625.9801

Librarians: Robert Black, James Capecci, Amber Carr, Wendy McGrane, Charles Nodler, Nancy Schiavone, Lydia Welhan

Spiva Library is the major information resource on campus, providing 279,753 print volumes including state and federal government documents. A law collection, 73 electronic databases, a 754,193 item microform collection, 308 print journal subscriptions, and 67 full-text electronic journal subscriptions provide additional materials for student research. 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.

Staff & Hours

Helpful staff members are stationed throughout the library to support all materials and services. The staff is composed of seven librarians, thirteen full-time and part-time support staff members, and many student workers who serve in all areas of the library.

Library hours* are as follows:

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
1 p.m. - 11 p.m. Sunday

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

Contact Numbers

Archives - 417.625.9552
AV / Curriculum Materials - 417.625.9770
Career Services - 417.625.9343
Circulation - 417.625.9362
Director - 417.625.9801
Document Delivery - 417.625.3180
Fax - 417.625.9734
Government Documents - 417.625.9770
ITS Help Desk - 417.659.4444
Reference - 417.625.9342
Secretary - 417.625.9386
Technical Services - 417.625.9550

Accessibility

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, Snacks and drinks from selected vending locations on campus, Printing in University personal computer labs, Tickets at the Lion Card Service Center Merchandise at the University Bookstore Print and mail services at Office Services. In addition to Lion Bucks purchases, the Lion Card system controls access to privileges such as:

- Beimdiek Recreation Center access
- Willcoxon Student Health Center services
- Spiva Library resources Career Services, and the ITS help desk.

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. Cell phones are prohibited 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.missouri.edu>.

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,
- Assemblies of God Theological Seminary,
- Baptist Bible College,
- Cottey College,
- Crowder College,
- Drury University,
- Forest Institute of Professional Psychology,
- Missouri State University,
- Ozarks Technical Community College, and
- Southwest Baptist University.

SWAN is one of eleven 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 millions and may be borrowed by MSSU students, faculty, and staff free of charge. Two large Missouri public libraries have joined in resource sharing and provide additional materials for our students.

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/spivalib>. Students and faculty may access these resources from off-campus through the proxy server using their Missouri Southern identification. 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 a Librarian' feature is available from the library's webpage for students to email reference questions and receive a timely response from a professional librarian. If extensive research assistance is required, please call 417.625.9342 to schedule an appointment.

Equipment

Four computer labs containing 96 workstations, three with scanners, connected to black and white and/or color network printers are available for computer use in the library. 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. Two LCD projectors and laptops are used to provide instruction.

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, filmstrips, 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; they are also located on the 4th floor. The staff provides limited production services such as overhead transparencies, laminating, and duplicating audiotapes. There is a small inventory of slide projectors, videocassette and DVD players and televisions, audiocassette recorders and filmstrip projectors. Equipment is housed in each campus department; therefore, the equipment is limited to basic items.

University Services

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

Where to Go for Help

Joplin Services

Ambulance. 911

Joplin Police Department. 911

Fire . 911

Wilcoxon University Health Center,

BSC. 625-9323

Pregnancy testing (free), Immunizations

Planned Parenthood, 710 Illinois. 781-6500

Pregnancy Tests, Physical exam and pap, Birth control pills

Family Planning Clinic, 305 Virginia. 781-0352

Pregnancy testing, Physical exam and pap, Counsel/treatment of STDs, Birth control pills and other forms of contraception

Joplin City Health Department, 513 Kentucky . 623-6122

STD clinics, AIDS testing and counseling, Immunization clinics

American Red Cross . 624-4411

Crosslines (Clothing). 782-8384

Salvation Army. 624-4528

Alcohol/Drug 24-hour Help Line . 1-800-711-6375

Alcoholics Anonymous . 673-8591

Narcotics Anonymous . 781-2210

Area Agency on Aging. 781-7562

AIDS Project of the Ozarks . 1-800-743-5767

Ozark Center, 3010 McClelland

(Counseling). 781-2410

Crisis Intervention . 782-2255

Crack Abuse Action Helpline/Treatment. 1-800-234-0420

Rape Hotline, Family Self Help Center . 782-RAPE

Lafayette House, 1809 Connor. 782-1772

Shelter for victims of domestic violence, drug and alcohol abuse; Shelter for homeless pregnant and parenting teens

Financial Medical Assistance,

601 Commercial. 624-3246

Alcohol 24 hr. Crisis Line. 1-800-333-2294

National STD Hotline . 1-800-227-8922

Ozark Center Emergency Crisis (answered 24 hours).781-2410

Legal Aid of Western Missouri . 782-1650

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.

Harassment

Missouri Southern State University is committed to fostering a work and learning environment where all individuals are treated fairly and with respect. It is, and continues to be, University policy that harassment

of employees, students, and applicants for employment or admission is unacceptable conduct. It is further the policy of MSSU to provide a work and learning environment for faculty, staff and students that is free from all forms of harassment, intimidation or exploitation. Prohibited harassment includes, but is not limited to threats, bullying, cyber bullying, and offensive verbal, written or physical conduct. Employees of MSSU that feel that they have been harassed should contact the MSSU Human Resources Office. All other situations should be reported to the MSSU Dean of Students office. This policy supplements and does not replace any existing university policy.

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

Revised August 2013