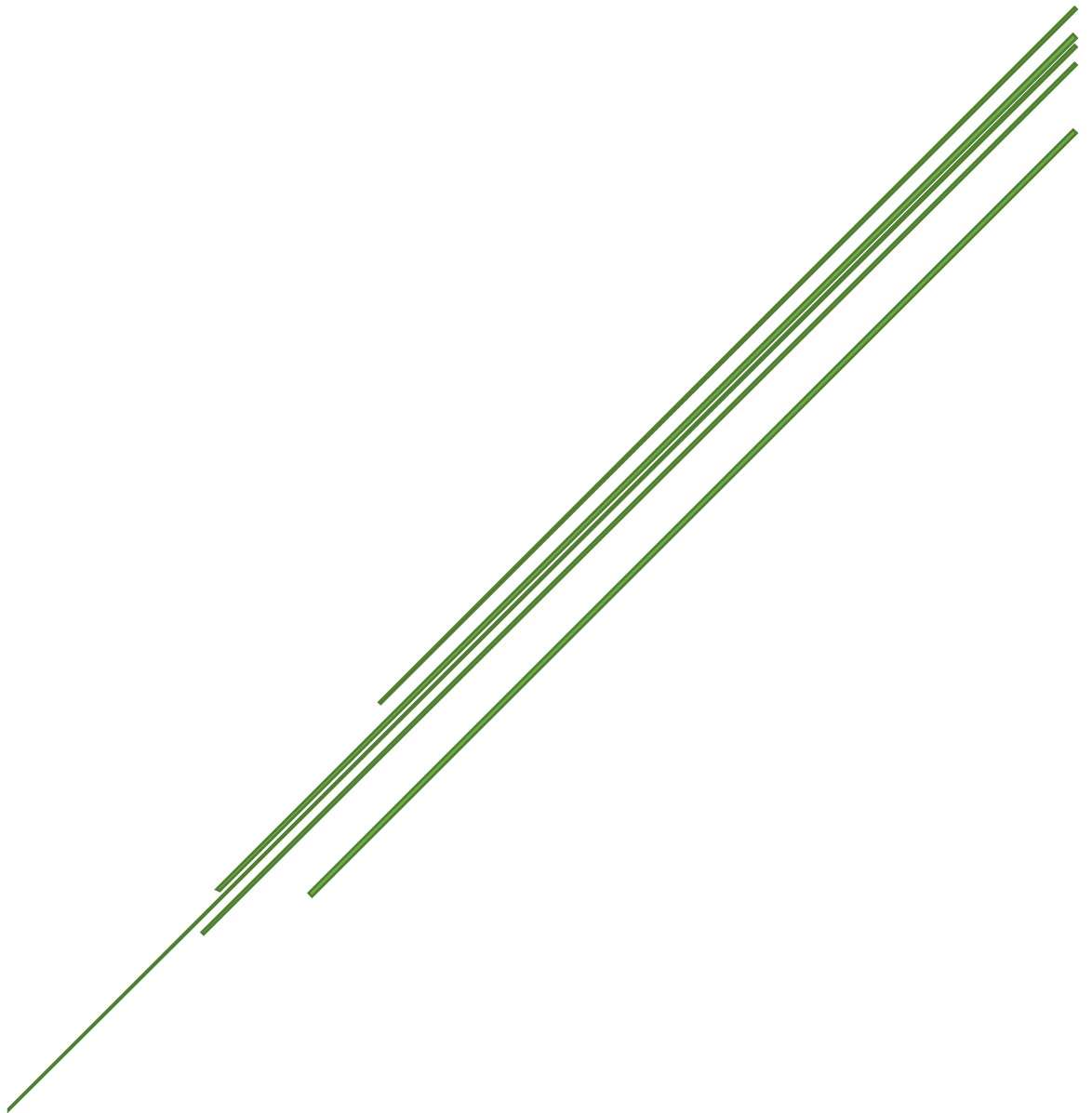


MISSOURI SOUTHERN STATE UNIVERSITY

Student Handbook 2023-2024



WELCOME TO MISSOURI SOUTHERN

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

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

Attending Missouri Southern State University will not only provide you with an education but also foster opportunities to build friendships and skills that will last you a lifetime.

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

Dr. Julie Wengert

Associate Vice President for Student Success

Statement of Principles

Missouri Southern State University (MSSU) has an obligation to its students and to the larger society to provide the fullest opportunity for a free exchange and critical evaluation of diverse viewpoints. This means freedom to teach, learn, discuss, and 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, discuss, and explore. The University's dedication to the spirit of free inquiry requires the examination and evaluation of controversial viewpoints but 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.

Student Handbook Revision and Posting Procedures

The MSSU Student Handbook is edited and published each year to the University's website via the Dean of Students Office. The Student Handbook may also be updated at any point during the academic year. When a new iteration of the Student Handbook is published with any policy changes during the Fall or Spring semesters, a notification email is sent to the student population. The Director of Student Conduct and Residence Life is responsible for editing and revising the Student Handbook with relevant policies, procedures, and contact information. Prior to finalizing the Student Handbook for the academic year, it is reviewed by department administration to assure its contents are accurate, timely, and appropriate.

Academic Integrity

MSSU 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 Office of Student Conduct, who may act on the report by issuing a written warning or by recommending disciplinary probation, suspension, or expulsion. Penalties for academic dishonesty may include a failing grade on the assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate.

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Whom to See

Academic Affairs

Provost & Vice President for Academic Affairs:

Hearnes Hall 206, 417-625-9394

- **Registrar**
Hearnes Hall 101, 417-625-9389
 1. Maintains student academic records
 2. Certifies graduation requirements
 3. Issues transcripts and provides degree audits
 4. Transfer evaluations and enrollment certification
 5. Registration information
 6. Family Educational Rights & Privacy Act (FERPA)
- **Financial Aid**
Hearnes Hall 109, 417-625-9325
 1. General information about all financial aid
 2. Scholarships
 3. Student employment
 4. Veterans financial aid services
- **Upward Bound**
Anderson Criminal Justice 19, 417-625-9880
- **Talent Search**
Anderson Criminal Justice 19, 417-659-5440
- **Institutional Effectiveness**
Plaster Hall 221, 417-625-9349
- **Dual Credit**
Webster Hall 116, 417-625-9785
- **Institute of International Studies**
Webster Hall 337, 417-659-4442
- **Digital Learning**
Webster Hall 109, 417-625-9651

Associate Vice President for Academic Affairs & Vice

Provost *Hearnes Hall 208, 417-625-9394*

- **Spiva Library**
417-625-9362
- **Honors Program**
Spiva Library 1st Floor, 417-625-3005
- **Testing Services**
Webster Hall 118, 417-625-9577
 - a. iBT/CBT exams

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

Student Success

Associate Vice President for Student Success

Hearnes Hall 308, 417-625- 9392

Student Success Center

Hearnes Hall 308, 417-625-3550

- **Advising/Academic Success Coaching**
 1. Advising services
 2. Academic planning and scheduling
- **Career Services**
 1. Hire A Lion
 2. Career assessment/career prep workshops
 3. Optimal Resume
 4. Interview scheduling
- **Disability Services**
 1. Disability accommodations provided based on documented disability
 2. Testing center for students with disabilities
 3. Advocacy for students with disabilities
 4. Assistive technology needs
 5. Disability resources for faculty and staff
- **Academic Support & Recovery Services**
 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
 3. Specialized academic advising and coaching
- **Orientation & Special Student Populations**
 1. Summer bridge
 2. First-year student orientation
 3. Special student population programming
- **Project STAY**
Hearnes Hall 301, 417-625-9830

Dean of Students/Title IX Coordinator

Billingsly Student Center 347, 417-625-3032

- **Residence Life**

Mayes Student Life Center 106, 417-659-4261 (Resident Directors)

1. Information concerning on-campus housing
2. Information about intersession housing, conferences, and camps
3. Information concerning the Mayes Student Life Center

- **Student Conduct**

Billingsly Student Center 347, 417-625-9531

1. Navigate campus procedures
2. Advocate for students
3. Academic Dishonesty

- **University Police**

Public Safety Annex

Non-emergencies (Joplin Police Department): 417-623-3131

On-Campus Service Calls: 417-626-2222

Emergencies: 911

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

- **Willcoxon Health Center**

Billingsly Student Center 242, 417-625-9323

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

- **Counseling**

Billingsly Student Center 347, 417-625-3032

1. Personal counseling services
2. Prevention support and programming

Director of Student Engagement/Global Leaders

Spiva Library 118, 417-625-3004

- **Recreational Services**

Billingsly Student Center 241, 417-625-9693

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

- **Campus Activities**

Billingsly Student Center 210, 417-625-9346

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

Chief Financial Officer

Hearnes Hall 209, 417-659-3797

- **Financial Services**
Hearnes Hall 211, 417-625-9512
 1. Finance & Budget
- **Bookstore & Card Services**
Billingsly Student Center 2nd floor, 417-659-5463
- **Food Services**
Mayes Dining Hall, 417-625-9825
- **Human Resources**
Hearnes Hall 217, 417-625-9395

Executive Vice President

Hearnes Hall 208, 417-625-3153

- **University Development**
Hearnes Hall 212, 417-625-3153
- **Physical Plant**
Physical Plant Warehouse, 417-625-9305

Dean of Admissions

Hearnes Hall 106, 417-625-9378

- **Admissions**
Hearnes Hall 106, 417-625-9378
 1. Admissions procedures
 2. General information about the University
 3. International Student Admissions
 4. Campus Tours
- **University Relations & Marketing**
Mansion Annex, 417-625-9617

Other University Services

Athletic Ticket Office	417-625-9820
Central Switchboard	417-625-9300
Student Senate Office	417-625-9361

General Policies

These University-wide policies shall apply to the campus, to University-controlled property, to University-sponsored and University-supervised functions.

For the purpose of these policies, a student is defined as one who is currently enrolled at MSSU. the University President may extend coverage for these policies to students who have completed the immediately preceding term and are eligible for re-enrollment. 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.

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 neither a valid reason for being unaware of University policies or procedures; nor of one's academic, financial, immunization, immigration, or judicial status at the University.

Policy Changes

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

Procedures for Recommending Change

Recommendations for changes in University regulations contained herein will be made to the Student Conduct 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 Provost & Vice President for Academic Affairs.

Equal Employment Opportunity Policy Statement

MSSU is a community that respects all individuals and follows a policy of non-discrimination 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, sex, gender identity, pregnancy, genetic information, color, race, religion, disability, veteran's status, national origin, ancestry, or sexual orientation, or any other-legally-protected class. MSSU operates in accordance with federal law and applicable Missouri statutes with regard to

any insurance and retirement program offered or sponsored by the University.

Tobacco Free Campus Policy

In keeping with the mission and values of MSSU and out of respect to students, employees, visitors, and the environment, it is the policy of MSSU to prohibit tobacco products in facilities, grounds, property, and vehicles owned, leased, or controlled by the University.

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

It is the responsibility of all administration, faculty, staff, and students to abide by the University's tobacco policy. Employees and students are encouraged to communicate this policy with courtesy, respect, and diplomacy especially with regards to visitors. Any individual willfully ignoring this policy is subject to discipline by and under University policies. Offenders are subject to discipline appropriate to their status, e.g., students are subject to the student discipline process as outlined in the student handbook and faculty/staff are subject to discipline from their appropriate supervisor and held to established administrative policies regarding conduct. Guests or visitors that repeatedly violate the policy may be asked to leave campus. Those with questions, concerns, or complaints related to this policy may contact the Dean of Students Office at 417-625-3032.

Substance Abuse Policy

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

Students are prohibited from consuming alcoholic beverages and illegal drugs on University owned or controlled property, as well as during University sponsored or supervised activities. Exceptions may apply to students aged 21 and over, who may be permitted to consume alcoholic beverages at University sponsored events, when permission has been granted for alcohol to be served.

Irresponsible alcohol or other drug usage off campus resulting in disorderly conduct on campus is also prohibited. Any student of the University found to have manufactured, dispensed, possessed, or used a controlled substance in violation of the Substance Abuse Policy of this University will be subject to discipline in accordance with University policy and reported to local, state, or federal law enforcement authorities for criminal

prosecution. Criminal prosecution for these acts could lead to conviction and such a conviction could result in a sentence imposing a monetary fine, imprisonment in a state or federal penitentiary, or both.

Health Risks

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

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

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

Marijuana

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

Cocaine

Addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis

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

Varieties 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 Counseling Services, 417-625-9392 or the Dean of Students Office at 417-625- Such referrals will respect individual confidentiality. A main objective of the University's Drug and Alcohol Prevention Program is to encourage healthy attitudes and behaviors on the part of all students and responsible decisions about alcohol/drug use. A final objective is to provide students with the necessary skills to help them carry out the decisions they have made in regard to their use or nonuse of alcohol/drugs, and how to effectively handle certain "high pressure" situations.

To meet the above objectives, information and assistance is provided to students in several ways. Alcohol and drug films are shown, and programs conducted in all orientation classes, which are required for all new students. Additional alcohol and drug information is presented in other academic classes including Kinesiology and Lifetime Wellness. Pamphlets about alcohol and drug use are distributed each semester in residence hall rooms and in the Student Life Center. Special alcohol and drug training is provided annually for residence hall staff and orientation leaders.

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

Constitution Day

The university recognizes that per federal law, each educational institution that receives federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students.

1. The University recognizes that September 17th of each year is designated by the Federal Government as U.S. Constitution Day and Citizenship Day. This day commemorates the September 17, 1787, signing of the United States Constitution.
2. Each educational institution that receives federal funds for a fiscal year is required to hold educational program/s about the U.S. Constitution and Citizenship for its students. As such, the University will offer educational programming regarding the U.S. Constitution and Citizenship on September 17th of each year. If September 17th falls on a Saturday, the University will offer programming on the previous day. If September 17th falls on a Sunday, the University will offer programming on the next available day that classes are in session.
3. The University has assigned the responsibility of these educational programs to the Social Sciences academic department.
4. The Social Sciences Department will be responsible for advertising any and all such educational programs and will forward copies of all relevant advertisements and announcements to the Dean of Students Office.

Voter Registration

The Higher Education Act Reauthorization of 1998 requires that all colleges and universities supply each student with a Voter Registration Application Form. Visit the online form is available at www.sos.mo.gov/elections/goVoteMissouri/register.aspx.
Registering in Joplin, MO

We at MSSU realize that many of you are already registered and may prefer to vote by absentee ballot in your home district. However, if you wish to vote in Jasper County (Joplin), you are eligible to do so. If you are already registered, you must check the address change box in Section 1 of the Registration Application Form and complete the form to change your registration to allow you to vote in Joplin. If you have never registered and wish to vote here, check the new registration box. Once form is completed, attach a first-class stamp and mail to:

Jasper County, County Clerk's Office

302 S. Main, Rm. 102
Carthage, MO 64836
(417) 358-0413
FAX (417) 358-0415
Website: <http://www.jaspercounty.org/election.html>

MSSU Student Code of Conduct

Mission/Vision/Philosophy of MSSU Code of Conduct

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

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

Each member of MSSU community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by violating the rules below, campus conduct proceedings are used to assert and uphold the *Student Code of Conduct*. The student conduct process at MSSU is not intended to punish students; rather, it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with University's policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

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

Core Values for Student Conduct at MSSU

- **Integrity:** MSSU students exemplify honesty, honor, and a respect for the truth in all of their dealings.

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

MSSU students are responsible for knowing the information, policies and procedures outlined in this document. MSSU reserves the right to make changes to this code as necessary. All changes are in effect once posted online. Students are encouraged to check for the online versions of all policies and procedures at policy.mssu.edu.

Jurisdiction

Students at MSSU are provided a copy of the *Student Code of Conduct* annually in the form of a link on the MSSU website. Hard copies are available upon request from the Student Conduct Office. Students are responsible for reading and abiding by the provisions of the *Student Code of Conduct*.

The *Student Code of Conduct* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, including all MSSU-affiliated student organizations. For the purposes of student conduct, MSSU considers an individual to be a student once they have attended a class, participated in an online class, or are physically present on the MSSU campus, and thereafter as long as the student has a continuing educational interest in MSSU.

MSSU retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave. If sanctioned, a hold may be placed on the student's ability to re-enroll, and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, MSSU may invoke these procedures. Should the former student be found responsible, MSSU may revoke that student's degree.

The *Student Code of Conduct* applies to behaviors that take place on campus, at MSSU-sponsored events, and may also apply off-campus when the Dean of Students (or designee) determines that the off-campus conduct affects a substantial MSSU interest. A substantial MSSU interest is defined to include:

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

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

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

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

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

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

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

from the University will not prevent the University from investigating and apply sanctions if deemed appropriate.

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

Violations of the Law

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

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

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

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

Core Values and Behavioral Expectations

The University considers the behavior described in the following sub-sections as inappropriate for the University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, or professional. MSSU encourages community members to report to University officials all incidents that involve the following actions. Any student

found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Conduct Procedures.

Statement of Principles

MSSU 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. 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 Dishonesty

Plagiarism

Plagiarism consists of taking someone else's ideas, words, or other types of work product and presenting them as one's own. To avoid plagiarism, students are expected to be attentive to proper documentation of acknowledgement.

- enclose quotations in quotation marks and acknowledge its source
- cite the source of every summary, paraphrase, abstraction, or adaptation of material originally prepared by another person
- cite material from the internet as if it were from a traditionally published source

Cheating on an Examination

A student must not receive or provide any unauthorized assistance on an examination, including additional tools authorized by the faculty. This includes tampering with any testing equipment (webcams, monitors, etc.) and any Honorlock violations.

Copying or Collaborating on Assignments Without Permission

Submitted work must belong to that student alone. If the work was a product of collaboration, each student is expected to clearly acknowledge in writing all persons who contributed to its completion. Unless the instructor states otherwise, it is a violation of integrity to collaborate with others while completing any assignment, test, laboratory experiment, writing, reports, or problem sets.

Fabrication or Falsification of Data or Records

It is a violation of integrity to fabricate or falsify data in laboratory experiments, research papers, or in any other circumstances; or to provide false information on a

resume or other document in connection with academic efforts. This includes the forging of signatures.

Other Forms of Deceit, Dishonesty, or Inappropriate Conduct

- submitting the same work, or essentially the same work, for more than one course
- request an academic benefit based on false information or deception. This includes requesting an extension of time or a better grade from an instructor.
- making changes on any test, paper, problem set, or class assignment being submitted
- willfully damage the efforts of work of other students
- steal, deface, or damage academic materials or facilities
- submitting academic work under someone else's name. This includes but is not limited to sitting for another person's exam; both parties will be held responsible.
- Turning in AI generated work as one's own.

This list is not intended to be exhaustive. To seek clarification, students should ask the instructor or Director of Student Conduct and Residence Life for guidance.

Other Conduct Violations

- **Unauthorized Access**

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

- **Collusion**

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

- **Violation of Trust/Attempts to Defraud**

Violations of positions of trust within the community. Includes any activity intended to misrepresent any official, document, or identification used or issued by the University.

- **Election Tampering**

Tampering with the election of any MSSU-registered student organization.

- **Taking of Property**

Intentional and unauthorized taking of MSSU property or the personal property of another including goods, services, and other valuables.

- **Stolen Property**

Knowingly taking or maintaining possession of stolen property.

- **Disruptive Behavior**

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

- **Rioting**

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

- **Unauthorized Entry**

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

- **Trademark**

Unauthorized use (including misuse) of MSSU or organizational names and images.

- **Damage and Destruction**

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

- **Gambling**

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

- **Weapons Possession**

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

- **Fire Safety**

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

1. Intentionally or recklessly causing a fire which damages MSSU or personal property or which causes injury.
2. Failure to evacuate a MSSU-controlled building during a fire alarm.
3. Improper use of MSSU fire safety equipment.

Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on MSSU property. Such action may result in a local fine in addition to University

sanctions.

- **Ineligible Pledging or Association**

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

- **Animals**

Animals, with the exception of animals that provide assistance (e.g., seeing-eye dogs), are not permitted on campus except as permitted by law. Emotional support animals residing on campus must be registered through Disability Services and Residence Life before coming onto campus.

- **Wheeled Devices**

Skateboards, longboards, roller blades, roller skates, bicycles, and similar wheeled devices are not permitted inside University buildings, residence halls, or on tennis courts. Skateboards and longboards can only be ridden in designated areas on MSSU property.

- **By-standing**

1. Complicity with or failure of any student to appropriately address known or obvious violations of the *Student Code of Conduct* or law
2. Complicity with or failure of any organized group to appropriately address known or obvious violations of the *Student Code of Conduct* or law by its members.

- **Abuse of Conduct Process**

Abuse or interference with, or failure to comply in MSSU processes including conduct, Title IX, and academic integrity hearings including, but not limited to:

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

- **Harm to Persons**

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

- **Threatening Behaviors**

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

- **Bullying and Cyberbullying**

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

- **Hazing**

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

- **Intimate Partner/Relationship Violence**

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

- **Stalking**

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

- **Public Exposure**

Includes deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts. This includes electronically dispersed videos and images.

- **Alcohol**

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

- **Drugs**

Use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia on campus except as expressly permitted by law and the University's Drug Policy. This includes the possession of any prescription drugs not prescribed to

the individual. Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, this includes all forms of cannabis both for recreational and medical use.

- **Prescription Medications**

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

- **Failure to Comply**

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

- **Financial Responsibilities**

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

- **Arrest**

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

- **Other Policies**

Violating other published MSSU policies or rules, including all residence hall policies.

- **Health and Safety**

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

- **Use of Electronic Devices in the Classroom**

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

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

1. Students should obtain permission of the instructor before using recording devices in class. Students with documented disabilities, and as an approved accommodation, will be allowed to audio record lectures.
2. Students, observers, or visitors of any description may not produce or make publicly available recordings, audiotapes, or videotapes of classroom or laboratory lectures, presentations, demonstrations, or activities without the express permission of the instructor.

3. In the event permission is obtained from the instructor to produce or make available such recordings, the recordings may not be employed for any purpose other than individual academic study without the express permission of the instructor.
4. Recordings of lectures, presentations, demonstrations, or activities may not be sold or in any way contracted to a third party without the express written consent of the instructor.

- **Sexual Misconduct**

The Office of Student Conduct may address allegations of sexual misconduct that do not meet the definition or jurisdictional requirements of the Title IX Sexual Harassment policy.

Overview of the Conduct Process

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

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

Formal Conduct Procedures

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

Group Violations

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

1. take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit,

2. have received the consent or encouragement of the organization or of the organization's leaders or officers, or
3. were known or should have been known to the membership or its officers.

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

Amnesty

MSSU strives to promote a culture of good faith reporting. As such, there are several circumstances in which a party is eligible for amnesty when filing a report. Abuse of amnesty requests can result in a decision by the Dean of Students office not to extend amnesty to the same person repeatedly.

For Victims

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

For Those Who Offer Assistance

To encourage students to offer help and provide assistance to others, MSSU pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Dean of Students, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options may be explored, but no conduct proceedings or conduct record will result.

For Those Who Report Serious Violations

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the MSSU are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Safe Harbor

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

Notice of Alleged Violation

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

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

The Dean of Students office will assume responsibility for the investigation of the alleged violation.

Investigation

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

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

When an investigation is held, the possible outcomes include:

1. A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed, and records should so indicate.
2. An informal resolution to the allegation in which parties agree to a mutually satisfying outcome in lieu of a formal investigation.
 - a. An informal resolution can be made at any point during the investigative process.
 - b. An informal resolution must be agreeable to both the complainant and respondent. The resolution must also be accepted by the Director of Student Conduct and Residence Life or designee.
3. A decision to proceed with further investigation and/or referral for a "formal" resolution.

University Investigation Procedures

1. Initiate any necessary remedial actions on behalf of the victim, if any.

2. Determine the identity and contact information of the party bringing the complaint whether that person is the initiator of the complaint, the alleged victim, or a MSSU proxy or representative.
3. Conduct an immediate investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns, and the nature of the complaint.
 - a. If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the victim.
 - b. Should the complainant not wish to proceed with the complaint, notify the complainant of whether the University intends to pursue the complaint regardless of their involvement. Also, inform the victim of their rights in the process and option to become involved if they so choose.
4. Conduct a comprehensive investigation to determine if there is reasonable cause to believe that the responding student violated University policy, and to determine what specific policy violations should serve as the basis for the complaint.
 - a. If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action.
5. Interview all relevant witnesses.
6. Obtain all documentary evidence and information that is available.
7. Obtain all physical evidence that is available.
8. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline.
9. Make a finding based on a preponderance of the evidence (whether a policy violation is more likely than not).
10. Meet with the responding student and provide a report on the investigation's proceedings and findings. The meeting will include information concerning the investigation's findings, sanctions, and any remedial measures which will remain in effect at the conclusion of the investigation. The student may then:
 - a. accept the findings and sanctions,
 - b. appeal/reject a portion of the findings and/or sanctions
 - c. appeal/reject all of the findings and sanctions
11. Share the findings and update the complainant on the status of the investigation and the outcome.

If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the Code, the process will end. If the University's finding is that the responding student is in violation and the responding student does not submit a written request for appeal within the designated time frame (see appeal procedures), the University considers this an uncontested allegation. The Director of Student

Conduct and Residence Life (or designee) will then determine the sanction(s) for the misconduct which the responding student may accept or reject. If accepted, the process ends.

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

Interim Action

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

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

Administrative Conference Process

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

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

During the Investigation/Conference

1. The parties have the right to an advisor/advocate of their own choosing, including attorneys. Typically, advisors are members of the campus community;

but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair, and suggest questions to their advisee.

2. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Director of Student Conduct and Residence Life. Formal rules of evidence are not observed. The Director of Student Conduct and Residence Life may limit the number of character witnesses presented or may accept written affidavits of character instead.
3. All procedural questions are subject to the final decision of the Director of Student Conduct and Residence Life.
4. Notification of the Conduct Investigator's decision will be made in writing and may be delivered by one or more of the following methods, in person by the Director of Student Conduct and Residence Life (or designee), mailed to the local or permanent address of the student as indicated in official MSSU records, or emailed to the student's MSSU-issued email account. Once mailed, emailed, and/or received in-person, such notice will be presumptively delivered. In cases of sexual harassment and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each.

Conduct Sanctions

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

1. Warning: An official written notice that the student has violated MSSU policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at MSSU.
2. Restitution: Compensation for damage caused to MSSU or any person's property. This could also include situations such as failure to return a reserved space to proper condition, labor costs, and expenses. This is not a fine but rather a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. Fines: Reasonable fines may be imposed.
4. Community/MSSU Service Requirements: For a student or organization to complete a specific supervised MSSU service.
5. Loss of Privileges: The student will be denied specified privileges for a designated period of time.
6. Confiscation of Prohibited Property: Items whose presence is in violation of MSSU policy will be confiscated and will become the property of MSSU. Prohibited items may be returned to the owner at the discretion of the Director of Student Conduct and Residence Life and/or University Police.

7. Behavioral Requirement: Includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
8. Educational Program: Requirement to attend, present, and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
9. Restriction of Visitation Privileges: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
10. MSSU Housing Probation: Official notice that, should further violations of Residence Life or MSSU policies occur during a specified probationary period, the student may immediately be removed from MSSU housing. Regular probationary meetings may also be imposed.
11. MSSU Housing Reassignment: Reassignment to another MSSU housing facility. Residence Life personnel will decide on the reassignment details.
12. MSSU Housing Suspension: Removal from MSSU housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to MSSU housing may be specified. Under this sanction, a student is required to vacate MSSU housing within 24 hours of notification of the action. Though this deadline may be extended upon application to, and at the discretion of, the Director of Student Conduct and Residence Life. If deemed necessary, this sanction may be enforced with a trespass action. Prior to reapplication for MSSU housing, the student must gain permission from the Director of Student Conduct and Residence Life (or designee). This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension. In addition to Housing Suspension, the student will also be placed on MSSU Disciplinary Probation.
13. MSSU Housing Expulsion: The student's privilege to live in, or visit, any MSSU housing structure is revoked indefinitely. If deemed necessary, this sanction may be enforced with a trespass action. In addition to Housing Expulsion, the student will also be placed on MSSU Disciplinary Probation.
14. MSSU Disciplinary Probation: The student is put on official notice that, should further violations of MSSU policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
15. Eligibility Restriction: The student is deemed "not in good standing" with MSSU for a specified period of time. Specific limitations or exceptions may be granted by the Director of Student Conduct and Residence Life. Terms of this conduct sanction may include, but are not limited to, the following:
 - a) Ineligibility to hold any office in any student organization recognized by MSSU or hold an elected or appointed office at MSSU; or
 - b) Ineligibility to represent MSSU to anyone outside the MSSU community in any way including participating in the study abroad program, attending

conferences, or representing MSSU at an official function, event, or intercollegiate competition as a player, manager, or student coach, etc.

16. MSSU Disciplinary Suspension: Separation from MSSU for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action. Though this deadline may be extended upon application to, and at the discretion of, the Director of Student Conduct and Residence Life. During the suspension period, the student is banned from University property, functions, events, and activities without prior written approval from the Director of Student Conduct and Residence Life. This sanction may be enforced with a trespass action as necessary.
17. MSSU Disciplinary Expulsion: Permanent separation from MSSU. The student is banned from University property and the student's presence at any MSSU sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. [This sanction will be noted as a Conduct Expulsion on the student's official academic transcript].
18. Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Conduct and Residence Life (or designee).

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

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

Notification of Outcomes

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

In cases where MSSU determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or non-forcible sex offense, MSSU may also release the above information publicly and/or to any third party. FERPA

defines "crimes of violence" to include arson, assault offenses (includes stalking), burglary, criminal homicide (manslaughter by negligence or murder and non-negligent manslaughter), destruction/damage/vandalism of property, kidnapping/abduction, robbery, or forcible sex offences.

Failure to Complete Conduct Sanctions

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

Appeal Review Procedures

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

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

In order to appeal, the aggrieved party must submit a detailed written statement to the Director of Student Conduct and Residence Life (or designee) in the Student Conduct Office within 48 hours after the initial disciplinary action.

An appeal must be based on one or more of the following grounds:

- The discipline imposed is too severe or too lenient
- New information, previously unavailable, would have resulted in different discipline
- Material and prejudicial violation of procedural rights occurred that affected the determination of the discipline

If the written appeal meets one or more of the grounds listed above, it will be sent to the Student Conduct Review Committee. In the event that the written statement of

appeal fails to state a permissible ground for appeal and/or does not describe the basis for the appeal, the appeal may be summarily dismissed.

Temporary Suspension

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

General Statement of Procedures

Unless dismissed 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. 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 advisor 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 Dean of Students, or their 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 probation, suspension, or expulsion.

Notice

The Director of Student Conduct and Residence Life 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:

1. to be present at the hearing.
2. to have an advisor or counselor of the student's choice at any time during the hearing (but such advisor or counselor shall have no right to participate otherwise in the hearing except with the express consent of the committee).
3. to hear or examine evidence presented to the committee against the student.
4. to question witnesses, present and testifying against the student.
5. to present evidence by witnesses or affidavit of any defense the student desires to offer.
6. to be informed in writing of the findings of the Student Conduct Review Committee and any disciplinary action it imposes; and
7. 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 advisor or counselor, and call to the attention of the student charged and the advisor any special or extraordinary procedures to be employed during the review and permit the student to make formal objections thereto.

Conduct Review Procedures

1. Opening Statement: The Director of Student Conduct and Residence Life shall make opening remarks outlining the general nature of the case.
2. Presentation of University Evidence: The University shall then present its evidence in the matter by witnesses or reports.
3. 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.
4. Student's Evidence: The student may then present evidence through witnesses or reports.
5. Rebuttal Evidence: The Committee may permit the University or the student to offer any material in rebuttal.
6. Determination by Committee: The Student Conduct Review Committee shall then make its findings and determination in executive session out of the presence of the Director of Student Conduct and Residence Life and the student charged. No discipline shall be assessed against a student except by majority vote of the Committee.
7. Official Report of Findings and Determination: The Committee shall transmit in writing its determination and findings to the Director of Student Conduct and Residence Life and the student charged.
8. 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.

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.

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 advisor prior to any ruling. Rules of common courtesy and decency shall be respected at all times
5. advisors and counselors will not be permitted to address the Committee without permission of the Chairman, except for the clarification of a procedural matter or an objection to the procedure, after recognition by the Chairman

Record of Review

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

Student Status During Appeal

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

final disciplinary action imposed shall be effective from the date of the action of the Student Conduct Review Committee.

Emergency Evaluation Procedures

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

1. Medical and/or Psychological Evaluation:
 - a. The Associate Vice President for Student Success or their designee may direct a student to participate in a medical and/or psychological evaluation whenever the behavior of the student appears to pose a serious threat to the health and safety of such student or others. The medical and/or psychological evaluation process is designed to assess, but not to limit the following:
 - i. whether the student's behavior poses a threat to the safety of the student or others
 - ii. the nature, duration, and severity of the risk
 - iii. whether the threat to safety would continue if the student remained on the campus and/or in the residence halls
 - iv. whether reasonable modifications of policies or procedures will mitigate the risk
 - b. Whether the student needs assistance or referral to appropriate support or treatment services, failure to respond to a directive from a University official to complete the medical and/or psychological evaluation, or failure to provide necessary records of prior treatment by the date requested may result in administrative action, up to and including temporary suspension from the University or the residence halls until the evaluation and records request requirements are met.
2. Withdrawal Prior to Evaluation: A student, who leaves, withdraws, or fails to return to the University before the medical and/or psychological evaluation is completed may be banned from campus and not be permitted to register for classes until the outstanding matter is resolved.
3. Withdrawal by Administrative Action: The Director of Student Conduct and Residence Life 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, or

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

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

Non-Discrimination and Non-Harassment Policy

Complaints involving allegations of discrimination and harassment are governed by the University's Non-Discrimination and Anti-Harassment Policy which can be found here [Non-Discrimination and Anti-Harassment Policy](#).

Title IX: Sexual Harassment Policy

Complaints involving allegations of sexual harassment are governed by the University's Sexual Harassment Policy which can be found here [Sexual Harassment Policy](#).

Student Disability Services

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

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

This policy is intended to be consistent with Section 504 of the Rehabilitation Act of 1973, which states that no recipient of federal financial assistance may discriminate

against qualified individuals with disabilities solely by reason of disability. This policy is also intended to be consistent with Title II of the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008, and the Missouri Human Rights Act. To the extent it is inconsistent with said laws, the legal requirements and standards shall govern. (MSSU Policy 1.00)

Student Accommodation Determination Authority Policy

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

In the reasonable accommodation request process the Coordinator shall, among other things, review student requests for accommodations, engage in the interactive process with requesting students, evaluate any necessary supporting documentation/materials, confer (when necessary) with other University personnel (e.g., faculty member), analyze the reasonableness of the requested accommodation(s), consider any reasonable alternatives, and ultimately issue one of the following. (1) approving the requested accommodation(s) in full, or (2) approving the requested accommodation(s) in part, or (3) denying the requested accommodation(s).

Policy and Process for Implementing Approved Student Accommodations

The University will provide students with reasonable accommodations that have been approved through the accommodation process as determined by the Coordinator of Student Disability Services. This policy applies to all University approved reasonable accommodations for students. After the Coordinator of Student Disability Services (the "Coordinator") approves a reasonable accommodation for a student, the student and the Coordinator will work together to develop an Accommodation Plan. (the "plan") The student is ultimately responsible for notifying and working with faculty members, or other appropriate staff, to coordinate implementation of approved reasonable accommodations.

The plan will remain in effect until either it's expiration date passes, the student requests an adjustment to the approved plan, or additional accommodation.

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

Requesting and Receiving Accommodation Procedures

Below are detailed instructions on how students should go about requesting and implementing an accommodation that has been listed on his or her plan. All forms mentioned below are available in the Disabilities Services Office located in the Student Success Center. These forms can be made available in alternative formats upon

request. Students who need assistance completing forms should see the Student Success Center staff.

Approved Testing Accommodations

1. Go to <http://www.mssu.edu/student-affairs/disability-services/> and click on "Forms and Documents" under Helpful Information. Complete the Student Test Accommodation Request form and submit. Student may also pick up the Test Accommodation Request form at the Student Success Center. These forms should be completed for every exam.
2. Tests must be scheduled at least 48 hours prior to test day and time.
3. Under no circumstances will taking a test in the Student Success Center be an excuse for missing class. If an exam could potentially interfere with your next class, then the exam will be scheduled at different time. You may be asked to start your exam at an earlier time than the class to avoid time conflict.
4. The instructor may also go to <http://www.mssu.edu/student-affairs/disability-services/>, click on "Forms and Documents" and complete Instructor's Test Accommodation form and submit it. The instructor may also upload the exam to this online form.
5. The instructor is responsible for getting the test to the Student Success Center. Tests must be dropped off in person, e-mailed, faxed, or uploaded along with the Instructor Test Accommodation form.

Approved Alternative Setting for Taking Tests

1. All tests must be scheduled with the Student Success Center at least 48 hours prior to testing.
2. It is the student's responsibility to remind their instructor to complete the form online at <http://www.mssu.edu/student-affairs/disability-services/>. The student should not assume that because they have taken a test in the Student Success Center previously that the instructor will automatically remember the next time.
3. Arrive at scheduled time of exam. It is suggested to arrive a few minutes early to prepare for the exam.
4. If a student is late, it is the discretion of the Coordinator whether or not the exam will be given. It may be rescheduled or deferred to instructor's decision.
5. All personal effects including books, bags, cell phones, watches, pagers, coats, pocket contents, etc. must be secured in a locker in the Student Success Center.
6. Students are only allowed to bring into the exam room the items indicated by instructor on his or her instruction sheet. The Student Success Center will supply any needed scrap paper. The Student Success Center staff will not and cannot deviate from instructor's instructions.
7. Student Success Center staff may ask to search any item a student is authorized to take into an exam.
8. Students are allowed to take minimal food and drink into an exam. Care should be taken to ensure these items do not spoil or ruin exam materials. Student

Success Center staff may choose to not allow some food and drink at their discretion.

9. The completed exam must be turned in to the front desk or to the Coordinator. Under no circumstances should the student leave without turning the exam into the proper person.
10. Students will be monitored while taking any exam and will be recorded by camera. Other students may be in the room in which the exam is being taken. They also will be testing.
11. A test proctor may confront a student about any activity that he or she deems suspicious. A student found in possession of any testing aid not authorized by the instructor will be considered to be cheating. The test will be terminated immediately, and the instructor will be notified. The instructor will determine the appropriate course of action with regard to the student's grade. The Director of Student Conduct and Residence Life will be notified. Written notation of the event will be entered into the student's file held by the Coordinator.
12. If the student feels they have been unfairly accused of cheating, they may file a grievance in accordance with University policy.

Approved Note Taking Services

1. Students authorized to receive note taking services on their plan are encouraged to enroll for classes during early registration.
2. Each semester, the student should fill out the *Request for Note Taking Services* form located in the Student Success Center and/or online: <http://www.mssu.edu/student-affairs/disability-services/> under the "Forms and Documents" tab. This form must be filled out each semester as class schedules change.
3. The form should be completed as soon as possible. Requests for note taking services received after the start of semester may take up to four weeks to fill.

Approved Electronic Textbooks or in Braille

1. Students who are authorized to receive electronic textbooks on their authorized plan are encouraged to enroll for classes during early registration.
2. Students who have their own account with Learning Ally, formerly known as Recordings for the Blind and Dyslexic (RFB&D) or other lending libraries are encouraged to order their own books. Student Success Center staff can assist you with identifying titles, authors, etc.
3. If the student does not have an account with Learning Ally, they must fill out the *Request for Alternate Format Textbooks* form and turn it in to the Coordinator as soon as possible.
4. Please note that books ordered from a vendor can take approximately four weeks to arrive. If a book is not available from a vendor, it will take approximately three weeks to get the first installment of that book recorded or brailled on campus. Students are encouraged to place their orders early.

5. If a textbook is being recorded or brailled on campus, the student must provide the Coordinator with a copy of their course syllabus before recording/Brailing can start. Knowing the order of chapters is crucial for timely recording and/or Brailing.
6. Student must provide a receipt showing proof of book purchases before receiving the alternate format.

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

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

Approved Sign Language Interpreting Services

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

Approved Exception to Attendance Policies

1. Class attendance is critical to a student's mastery of knowledge and/or skills taught in a specific course.
2. Students are expected to follow the attendance policy established by the instructor in each class.
3. The University recognizes there may be times when a qualified student with a disability cannot attend class because of disability-related reasons.
4. If such a student believes it may not be possible to abide by the attendance policy because of medical issues related to a disability, the student should contact the Coordinator prior to beginning of the semester, or as soon as possible after the need for an exception arises, to discuss the matter of a possible accommodation. Determination of eligibility for a disability-related exception to the attendance policy is made by the Coordinator in consultation with the instructor of the course for which the exception is sought and, if necessary, with the department chair or other appropriate administrator.
5. Students should understand even though an exception to the attendance policy has been made for them, absences are likely to have a negative impact on their

academic performance because of content and experiential learning they have missed by not being in class. Students should make special effort to attend class for quizzes and exams and to observe deadlines for submission of assignments.

6. Students should be aware an exception to attendance policy will not be possible in all courses because class attendance is an essential, integral part of some courses. Some academic programs or majors may not be amenable to exceptions to the attendance policy. Students who know that attendance may be an on-going issue for them should consult with the academic department regarding the feasibility of attendance exceptions in the specific program of their interest.
7. The University will make every effort to reasonably accommodate a student's disability related academic needs. Please note that neither the University nor an individual faculty member is required to waive an essential or fundamental academic requirement of a course, regardless of the nature of a student's disability.
 - a. Academic departments identify and define essential or fundamental academic requirements for its courses and instructors may establish an acceptable number of excused absences in light of these essential requirements. Attendance requirements for each course are usually stated on course syllabus.
 - b. The following questions will be considered when determining extent to which attendance is an essential requirement of course and whether an exception to attendance policy may be appropriate:
 - i. Is there classroom interaction between instructor and students and among students themselves?
 - ii. Do student contributions in class constitute a significant component of the learning process?
 - iii. Does the fundamental nature of course rely on student participation as an essential method of learning?
 - iv. To what degree does a student's failure to attend class constitute a significant loss to the educational experience of other students in the class?
 - v. What does course description and syllabus say regarding attendance? Each instructor may have different requirements regarding attendance.
 - vi. By what method is the final grade calculated?
8. With all disability accommodations, exceptions to the attendance policy will be determined on an individual, case-by-case basis depending on:
 - a. extent to which supporting medical or psychological documentation from a licensed professional qualified to diagnose and treat the disability in question supports need for an exception to an attendance policy, and/or
 - b. the reasonableness of accommodation in each requested class as determined by discussions between the Coordinator and course instructor based upon above criteria. In questionable cases, the academic

department head and/or other appropriate academic administrator will be included in these discussions.

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

Reasonable Accommodation of Full-Time Status for Part-Time Students

In some instances, the University may assign full-time student status as a reasonable accommodation to students who are enrolled in less than the full-time semester credit load (<12 credit hours per semester). This policy applies to students who engage with the University in the student accommodation process. The University recognizes some disabilities may have an impact on a student's ability to fulfill a full-time course load (>

12 credit hours per semester). Some students may be enrolled part-time but may be eligible for full-time status because of their disability.

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

Steps required to grant full-time status to part-time student:

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

Student Accommodation Request Documentation Policy

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

Documentation may be required from one or more sources in order to evaluate an accommodation request. [The Coordinator of Student Disability Services shall determine whether supporting documentation is necessary to evaluate a request for accommodation.](#)

Documentation will be kept confidential and will be used to establish whether the requesting individual has substantial limitation in a major life activity, and whether the

request accommodation is appropriate and reasonable given the circumstances. To be most helpful and informative, supporting documentation, regardless of the source, should contain following the six features:

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

Confidentiality of Student Disability Documentation Policy

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

Access to a student's accommodation request and related documentation will be maintained as confidential. Primarily, only the Coordinator will have access to this documentation. Documentation may be made available to other University officials on a need-to-know basis that is related to the accommodation process or implementing approved reasonable accommodations. The Coordinator will determine other University employees who may have a need to know. A student may choose to release his or her information to other University departments on campus through written consent. Documentation covered by this policy will be kept in a secure area within the Student Disability Services office. Access to the student folders is limited only to Coordinator unless it is necessary to provide information to arrange approved reasonable accommodations to the student. Documentation and student records will be destroyed ten years after student's last semester of attendance.

Student Accommodations for Standardized Testing Policy

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

Students with disabilities who require reasonable accommodations for various standardized tests (i.e., ACT, CLEP, C-Base, etc.) should contact the Testing Center Coordinator (Webster Hall, Room 117) The Testing Center Coordinator, in coordination with the Coordinator of Student Disability Services, will work together to evaluate, approve, or deny, and provide (when appropriate) testing accommodations based on the request of each student.

Requirements and procedures for obtaining accommodations vary from test to test. Some testing agencies allow the University to determine appropriateness of accommodations. Other testing agencies do not allow the University's Testing

Coordinator to make these decisions. Instead, students must file his or her request directly with the testing agency.

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

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

Student Reasonable Accommodation Grievance Policy and Procedures

Students who requested a reasonable accommodation from the University and are dissatisfied with the approved reasonable accommodation(s), with the implementation of approved reasonable accommodation(s), or for any other reason related to the student's reasonable accommodation policy or process, shall engage in this policy and procedures to adjudicate their grievance with the University. This policy applies to all University students.

Grievances related to the approval or denial of reasonable accommodations or to the implementation of approved reasonable accommodations should follow procedures outlined below in the [Grievance Procedure – Academic Issues](#) section.

Disability Services Grievance Procedure – Academic Issues

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

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

1. meet with the Coordinator to discuss the situation and determine whether an agreed upon resolution can be reached,
2. if an agreed upon resolution cannot be reached, the grieving party should meet with the Associate Vice President of Student Success (Hearnes 308),
3. the decision of the Associate Vice President for Student Success is the final decision of the University.
4. if a grieving party is a faculty member, the decision is binding,
5. if a grieving party is a student, the student may file a complaint with the Office of Civil Rights or Department of Justice. Forms are available via the Office of Civil Rights' and the Department of Justice's web pages, and <https://www.hhs.gov/civil-rights/filing-a-complaint/index.html>

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

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

Disability Services Grievance Procedure – Non-Academic Issues

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

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

1. meet with the Coordinator to discuss the situation and determine whether an amicable resolution can be reached,
2. if an amicable resolution cannot be created, the student should then meet with the Associate Vice President of Student Success (Hearnes 308).
3. the Associate Vice President will meet with the Coordinator to review details surrounding the grievance. The Associate Vice President will consult with other relevant campus administrators (i.e., Director of Physical Plant, Director of Student Conduct and Residence Life, etc.) as the situation warrants,
4. the Associate Vice President will then meet with the student to discuss possible resolutions to the grievance,
5. the Associate Vice President will hear the grievance and render a decision in consultation with legal counsel and the President of the University. A written copy of the decision will be mailed to the student within five business days,
6. the decision of the Associate Vice President is the final decision of the University. If the student remains dissatisfied after this process, the student may file a complaint with the Office of Civil Rights or the Department of Justice. Forms are available at Office of Civil Rights’ and Department of Justice’s web pages, and <https://www.hhs.gov/civil-rights/filing-a-complaint/index.html>
7. if at any point during the grievance procedure an amicable resolution is reached, the parties may end this process.

All Other Approved Reasonable Accommodations

To implement all other approved reasonable accommodations, students should visit with the Coordinator of Student Disability Services. Students can do this either by setting up an appointment, calling 417-625-9516, or emailing Musser-L@MSSU.edu.

Student Service Animal and Emotional Support Animal Policy

I. Statement of Policy

The University supports the use of service animals and emotional support animals on campus by students with disabilities in appropriate circumstances and in accordance with this policy. Students with questions about the use of service animals or emotional support animals should refer to this policy and visit the Student Disability Services office located in the Student Success Center in Hearn Hall, Suite 308, or via phone at 417625-9516. This policy applies to all students at the University.

II. Definitions

Service Animals: Service animals are defined under the Americans with Disabilities Act ("ADA") as dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are working animals, not pets. The work or tasks performed must be directly related to the individual's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Examples: Examples of work or tasks that service animals perform include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as books or the telephone, alerting a person to a sudden change in blood sugar levels, providing physical support and assistance with balance and stability to individuals with mobility disabilities, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Miniature Horses: The University may permit the use of a miniature horse on the same basis as a service animal if the horse has been trained to do work or perform tasks for the benefit of the individual with a disability and after an assessment of the following factors: the type, size, and weight of the miniature horse and whether the facility can accommodate these features; whether the handler has sufficient control of the miniature horse; whether the miniature horse is housebroken; and whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Emotional Support Animals ("ESAs"): An ESA is a companion animal which provides therapeutic benefit, such as alleviating or mitigating symptoms of a person's disability. ESAs are not service animals. However, an ESA may be permitted on campus as a reasonable accommodation. Prior approval must be obtained pursuant to the procedures and standards outlined below.

Owner: A student or employee who has an approved ESA on campus.

Handler: A person with a disability that a service animal assists or a personal care attendant who handles the animal for a person with a disability.

III. Specific Procedures

a. Service Animals

Students with disabilities who wish to bring a service animal to the University campus – including residential facilities, classrooms, and other University facilities – may do so without prior approval. However, students are strongly encouraged to reach out to the Coordinator of Student Disability Services located in the Student Success Center on campus to ensure that their experience bringing the animal to campus is smooth.

Additionally, students with service animals who plan to live in residential facilities are also strongly encouraged to inform Residence Life and Campus Dining Services that they plan to have a service animal living with them. Advance notice of a service animal for residential facilities may allow more flexibility in meeting a student's needs.

b. Emotional Support Animals: Student Requests

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

The University considers each request for an ESA on an individualized basis. Upon receipt of a request for an ESA, Student Disability Services will engage in an interactive process with the student to determine if the use of the animal is a reasonable accommodation.

The University needs certain information from a student in order to evaluate a student's request for an ESA. A disability exists when a person has a physical or mental impairment that substantially limits one or more major life activities. Students and health care professionals should consult the following information to understand what information is needed to support an accommodation request. The

University relies on health care professionals to provide accurate information to the best of their knowledge, consistent with their professional obligations, and relying on their personal knowledge of the student as their patient/client.

Documentation demonstrating the student's need for an ESA should include the following:

The patient's name,
Whether the health care professional has a professional relationship with the patient/client involving the provision of health care or disability-related services,
Whether the patient has a physical or mental impairment,
Whether the patient's impairment(s) substantially limit at least one major life activity or major bodily function,
Whether and why the patient needs the animal, and
The type of animal(s) for which the reasonable accommodation is sought.

When providing information about the need for the ESA, documentation should explain whether the patient needs the animal because it does work, provides assistance, or performs at least one task that benefits the patient because of his or her disability, or because it provides therapeutic emotional support to alleviate a symptom or effect of the disability of the patient/client. Said another way, this information explains the relationship or connection between the student's disability and the ESA and demonstrates that the animal is necessary for the student to enjoy their living arrangements. If the student requests approval of an animal other than a small, domesticated animal that is traditionally kept in the home, the University may seek additional information supporting the request.

Health care professionals should include professional licensing information and sign and date documentation provided.

Through the interactive process, the University may propose an equally effective alternative to a requested accommodation and may deny a request for an ESA if allowing the animal in University facilities would constitute a fundamental alteration of a program or be an undue burden.

ESAs are generally not permitted on campus other than in the designated residential room or apartment of an individual who has received approval. The animal cannot be taken into classrooms or other buildings on campus or allowed to roam freely on campus grounds. Students with disabilities may request approval from Student Disability Services to have an ESA accompany them to other campus areas as a reasonable accommodation. In evaluating alternatives for accommodations, the preferences of the student are considered, but the ultimate decision regarding the type of accommodation, if any, is made by Disability Services.

IV. General Standards for the Removal of Service Animals or the Disapproval/Removal of Emotional Support Animals

Decisions to remove a service animal or disapprove/remove an ESA will be made on a case-by-case basis, taking into account all surrounding circumstances. However, the following general standards reflect reasons why an animal may be removed or disapproved:

The animal poses a direct threat to the health or safety of others. For example, the animal displays aggressive behavior towards others or has a serious illness,

The animal causes or would cause substantial physical damage to the property of the University and other community members, including but not limited to students, faculty, staff, and visitors,

The animal poses an undue financial and administrative burden to the University,

The animal would fundamentally alter the nature of the University's educational and/or business operations,

The animal is out of control and the handler/owner does not take effective action to control it. If the out-of-control behavior happens repeatedly, the handler/owner may be prohibited from bringing the animal into University facilities until the handler/owner can demonstrate that s/he has taken significant steps to mitigate the behavior,

The animal is not housebroken,

The animal is defined as a dangerous wild animal according to the Revised Statutes of Missouri,

The animal is considered a high rabies-risk animal as defined by the Missouri Department of Health and Social Services, and/or

The handler/owner does not abide by their responsibilities as outlined in this policy.

The University considers the following factors in determining whether to approve the presence of an ESA in its facilities:

The size of the animal and whether it is too large for the classroom, office, or relevant space;

Whether the animal's presence would force another individual from using that space (e.g., serious allergies);

Whether the animal's presence would be disruptive to the academic or work environment;

Whether the animal is housebroken;

Whether the animal's vaccinations are up to date;

Whether the animal poses or has posed in the past a direct threat to the individual or others, such as injuring or acting aggressively; and

Whether the animal causes or has caused excessive damage to University facilities.

When an animal has been properly removed pursuant to this policy, the University will work with the handler/owner to determine reasonable alternative opportunities to participate in the University's services, programs, and activities without having the animal on the premises.

V. Responsibilities of Handlers/Owners

Laws, Ordinances, and Policies: Handlers/owners are responsible for complying with all state laws and local animal ordinances and are subject to all University policies.

Proper Identification: All animals are subject to local licensing and registration requirements.

Health and Vaccination: Animals must be immunized against diseases common to that type of animal. All vaccinations must be current. These animals must wear a rabies vaccination tag and, in the case of ESAs, vaccination documentation must be provided to Student Disability Services or Human Resources prior to the animal being allowed into any facilities.

Caring for the Animal: The cost of care, arrangements and responsibilities for the well-being of the animal are the sole responsibility of the handler/owner at all times. The University will accept no responsibility for the care of any animal covered by this policy.

Animals must be kept clean and well groomed. University facilities may not be used for this purpose.

Animals cannot be left unattended for an extended period of time. Animals cannot be confined to a vehicle, tethered, or abandoned at any time.

Keeping the Animal Under Control: The animal should be fully controlled by the handler/owner, including responding to voice and/or hand commands (if this can reasonably be expected of the type of animal at issue). If an animal is found loose or unattended, the animal is subject to immediate removal.

Being Responsible for Damage Caused by the Animal: Handlers/owners are personally responsible for any damage caused by their animals and must take appropriate precautions to prevent property damage. The handler/owner will be required to pay for any damages caused by the animal.

Being Responsible for Waste: Cleaning up after the animal is the sole responsibility of the handler/owner and it must be done immediately. Waste must be bagged and discarded in outdoor receptacles. No waste may be flushed down toilets or discarded in interior waste bins. In the event that the handler/owner is not

physically able to clean up after the animal, it is then the responsibility of the handler/owner to seek the assistance of someone capable of cleaning up after the animal.

Leash Requirements: Service animals should be on a leash at all times, unless the owner is unable to use a leash due to a disability or the use of the leash would interfere with the animal's ability to perform its duties. In that case, the owner must be able to control the service animal by other effective means such as voice controls or signals. ESAs must be on a leash or in a carrier while on University property.

Observing Good Animal Etiquette: To the greatest extent possible, the handler/owner should ensure that the animal does not display behaviors or make noises that are disruptive or frightening to others, unless it is part of the service being provided to the handler (e.g., barking to alert the handler of danger).

Emergency Situations: The handler/owner is expected to follow all University procedures for emergency evacuation and participate in emergency evacuation drills. Individual needs must be arranged in advance with appropriate University personnel. An emergency contact will be necessary to ensure the animal is cared for in the event the owner is unable to provide care.

Other Conditions and Restrictions: In response to a particular situation, the University reserves the right to impose other reasonable conditions or restrictions on the use of service animals and ESAs as necessary to ensure the health, safety, and reasonable enjoyment of University programs and activities by others.

VI. Other Information Specifically Related to Service Animals

a. Permitted Inquiries

In general, members of the University community should not ask about the nature or extent of a person's disability. However, as permitted by the ADA, if it is not obvious that the animal is required because of a disability, the handler may be asked:

If the animal is required because of a disability, and
What work or task the animal has been trained to perform.

The handler should not be asked for documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, University community members should not make inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., if the dog is observed guiding an individual who is

blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

b. Areas Off Limits to ESAs and Service Animals

ESAs are permitted only in the building(s) or other areas of campus approved through the reasonable accommodations process.

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

Research Laboratories: The natural organisms carried by dogs and other animals may negatively affect the outcome of the research. At the same time, the chemicals and/or organisms used in the research may be harmful to service animals,

Mechanical Rooms/Custodial Closets: Mechanical rooms, such as boiler rooms, facility equipment rooms, electric closets, elevator control rooms and custodial closets, are off-limits to service animals. The machinery and/or chemicals in these rooms may be harmful to animals,

Food Preparation Areas: Food preparation areas are off-limits to service animals per health codes,

Areas Where Protective Clothing is Necessary: Any room where protective clothing is worn is off-limits to service animals. Examples impacting students include the kiln, chemistry laboratories, wood shops and metal/machine shops, and/or

Areas Where There is a Danger to the Service Animal: Any room, including a classroom, where there are sharp metal cuttings or other sharp objects on the floor or protruding from a surface; where there is hot material on the floor (e.g., molten metal or glass); where there is a high level of dust; or where there is moving machinery is off-limits to service animals.

Questions regarding areas that are off-limits to service animals should be directed to the Student Disability Services Office or the laboratory instructor if in a laboratory setting. Exceptions may be granted in some circumstances.

c. Service Animals in Training: Service animals in training are permitted in all public facilities on the same basis as working service animals, provided that the dog is on a leash and is being led or accompanied by a trainer for the purpose of training the dog and the trainer has documentation confirming the trainer is affiliated with a recognized or certified service dog training organization. Service animals in training are not permitted in classrooms, offices, or other areas of campus buildings not open to the general public without prior approval obtained from Student Disability Services through the reasonable accommodation process.

VII. Additional Matters

Animal No Longer Necessary: Student Disability Services or Human Resources should be notified when an animal covered by this policy will no longer be on campus or, in the case of ESAs, is no longer needed as an accommodation.

Conflicting Disabilities: Some people may have allergic reactions, asthma, respiratory diseases or other responses to animals that are substantial enough to qualify as disabilities. The University is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible. If an individual has a disability that may be affected by the presence of animals, please contact the Director of Student Conduct and Residence Life.

Concerns: Concerns regarding an animal covered by this policy can be brought to the attention of Student Disability Services.

VIII. Grievance Procedure Related to Service Animals and Emotional Support Animals

If the decision is made to deny a request for or remove an animal covered by this policy, the affected individual may file a formal written grievance with the Director of Student Conduct and Residence Life pursuant to the Non-Discrimination and Non-Harassment Policy.

IX. Reasonable Modifications to this Policy

Individuals wishing to request a modification or exception to this policy as a reasonable accommodation should contact Student Disability Services.

Students Equal Access to Technology Policy

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

The University will take both a retroactive and proactive approach to ensuring access to technology and electronic information. The Chief Information Officer (Information Technology) in conjunction with the Coordinator of Student Disability Services will

monitor all new technology acquisitions for accessibility and review current technology for enhancement of accessibility for students with disabilities.

Notification of Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the University received a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of their 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 Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by 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

MSSU reserves the right to notify the parents/guardians of dependent students regarding any conduct situation particularly alcohol and other drug violations. MSSU may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student. The University supports the theory that students, parent(s) or legal guardian(s), and the University are partners with responsibilities for the promotion of a healthy and positive educational experience for students. University disciplinary policies and procedures are designed to promote an environment conducive to student learning and growth while protecting the University community. This policy applies to all University students. It is not the intent of the University to institute a policy of parental/guardian notification for every incident involving student use of alcohol or other controlled substances. Student Conduct personnel will consider the following when interceding in situations where alcohol or drug abuse has led to situations which threaten the health or safety of an individual student or students, has contributed to a significant deterioration of the living-learning community, or has interfered with a University sponsored activity or event. The University may choose to notify parent(s) or legal guardian(s) of a student's misconduct in the area of underage drinking or drug use; however, the University is generally not required to do so.

Cooperation with Authorities

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

Computer Acceptable Use Policy

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

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

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

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

Pursuant to Missouri Law, RS MO. 569.094-569.099, unauthorized access and interference with computer systems and computer data are illegal. Unauthorized use of passwords and the breach of security of any computer system are illegal. Pursuant to Missouri Law, RS MO. 573.010-573.065, it is illegal to publicly display explicit sexual material and to promote, view, or possess child pornography. It is a violation of school policy to send/display defamatory, harassing, pornographic, obscene, or patently offensive sexual materials to anyone. Additionally, this conduct can subject individuals to criminal and civil penalties. Do not participate in such conduct.

MSSU Rules and Regulations for Acceptable Computer Use

1. always apply normal standards of academic ethics to any use of computing services,
2. respect the equipment and privacy of others,
3. drinks, food, and tobacco products are not allowed in campus computing facilities,
4. campus computing facilities may not be used for personal profit,
5. computing activities should not interfere with the rights of other users,
6. excessive high bandwidth use is prohibited,
7. university property and equipment may be used only for those purposes related to University activities,
8. university equipment cannot be used for plagiarism, cheating, harassment, or intimidation,
9. the University prohibits the use of its property for publishing or storing obscene, pornographic, or offensive materials,
10. personal wireless networks, including wireless routers, are prohibited,
11. students with registered devices are responsible for all activity of the device, and/or
12. computers in residence halls connected to the University local area network must have adequate virus protection.

Disciplinary Action

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

Academic Grievance

Academic Grievance and Grade Appeals Policy

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

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

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

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

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

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

Willcoxon Health Center

MSSU and the Willcoxon Health Center are partnering with Med+Proctor for immunization and tuberculosis tracking. See the Health Center's website for the most up to date information about this process. Please check your university email for Med+Proctor communication.

Three Requirements for all Students Enrolled at MSSU

1. Complete a Medical History form available at Southern Welcome, on the Health Center page of www.mssu.edu/health, or at the Health Center in the BSC. This is the only requirement that is NOT completed in Med+Proctor.
2. In Med+Proctor, upload proof of 2 MMR vaccines or immune blood tests (titers). If born prior to 1957, you will not need to upload any documents, but you will still need to log into Med+Proctor to complete other requirements. If you cannot provide proof, please contact the Health Center for instruction – titers &/ or vaccination may be necessary at student expense. Students who do not have proof of MMR vaccinations or immune titers on file at the Health Center may be banned from University property in the event of an outbreak.
3. In Med+Proctor, complete the Tuberculosis (TB) Risk Assessment. Students will answer seven questions about TB as required by Missouri legislation. This requirement does not mean that every student will need a TB test. If you answer "yes" to any of the questions, you will be prompted to contact the Health Center to discuss if a TB test is needed.

Meningitis Requirement for Students Living in Campus Housing

Proof of Meningitis Vaccine (MCV4) ≥16 yrs for students living in campus housing per Missouri state legislation. **MCV4 vaccine documentation must meet the requirement and be uploaded to Med+Proctor prior to moving in.** Students will

NOT be allowed to move in without documentation of MCV4 ≥ 16 yrs. Find more information on our website or refer to backside of the medical history form. For current immunization recommendations, please refer to the American College Health Association website or Centers for Disease Control website.

Communicable Disease

When a communicable disease is detected (whether student, faculty, or staff), 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. For the latest information and answers about our response to COVID-19, go to www.mssu.edu and click on "COVID-19 update". If a religious or medical exemption is needed, please call the Health Center for instruction.

Health Insurance

MSSU recommends health insurance for all students. Some programs require health insurance coverage. If you are uninsured, check with the Willcoxon Health Center for options. If you currently have health insurance coverage, we recommend the student have a copy of the current card and know which local hospital is in network in case of emergency (Freeman or Mercy Hospital). You can find this information by calling the customer service number on the insurance card and asking which hospital is in network for Joplin, Missouri. The Health Center does not bill health insurance. If you have a chronic health condition, we recommend you establish care with a primary care physician in Joplin.

Services Available

Currently enrolled students at MSSU are able to obtain acute care treatment from the Willcoxon Health Center through appointments. Students under the age of 18, must have parental consent on file for certain services at the Health Center. There is a parental consent section on the medical history form. The Health Center is not a primary care provider. Appropriate referrals will be determined. Talk with the Health Center staff about available services and charges.

Over the Counter Items

Students can obtain minor first aid, some over the counter medications (pain reliever, cough, cold, upset stomach, diarrhea, headache, etc.), condoms, and tampons at no cost without appointment.

Pharmacy

There is no pharmacy on campus, but there are several pharmacies nearby. For students living in campus housing, some local pharmacies deliver to campus.

Prevention of Bloodborne Diseases

Do NOT attempt to clean an area that has been contaminated by blood or body fluids.

Please call University Police so proper procedures may be used.

Emergency Policy

In the case of a health care emergency on campus call 911 and then contact University Police 417-626-2222. Health emergencies should not be transported to the Health Center. EMS should be called, and the person should be evaluated at the location of emergency.

Residence Life

All first-year freshmen students taking 8 credit hours or more are required to live on campus unless they are over the age of 21, married, have a child, are active military, or are residing with a parent or legal guardian within a 60-mile radius of the Missouri Southern State University campus.

General Information

Missouri Southern houses over 700 students on campus. The Quads, Apartments, and Suites style offer four-person housing units. Lion Village offers four, two, and one person housing units. All rooms on campus are furnished with twin-long size bed and mattress, desk, chair, closet/wardrobe, dresser chest, and wastebaskets. Students are required to bring sheets, pillow, blankets, and all personal belongings. Prohibited items include pets, open coil appliances, candles/wax burners, incense, dartboards, wooden lofts, and heaters. The four person units are also furnished with a sofa, two lounge chairs, microwave, refrigerator, and multi-use tables. No University furnishings are to be removed from rooms or suites. All residence hall facilities are equipped with internet and heating/air. Study lounges, recreational areas, vending machines, and laundry facilities are also included. Additional amenities are available in the Mayes Student Life Center adjacent to the residence halls. The residence halls are staffed by the Director of Student Conduct and Residence Life and three full-time professional Resident Directors who are assisted by paraprofessional Resident Assistants. The University also provides a 24-hour University Police 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.

Room Assignments

Assignment of accommodation will be made by the applicant or the University after the completed application contract, accompanied by the required deposit, is received by the Residence Life Office. Assignments to the rooms cannot be guaranteed since the University reserves the right to assign rooms in what appears to be the best interest of all concerned. Reasonable privacy will be granted applicants in the occupancy of

assigned accommodations. The right is expressly reserved for University officials to enter any room at any time for reasons of health, safety, rule violations, misbehavior, or for necessary maintenance. Keys for rooms, buildings, and mailboxes are the responsibility of each resident. Students will be charged for lost, damaged, or copied keys.

Roommates

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

Alcohol, Drugs or Tobacco Policy

The University seeks to maintain a safe and healthy environment free from alcohol, illegal drugs, and tobacco in all University residence halls. This policy applies to all individuals present (residents and non-residents) in the University's residence halls. The following conduct is strictly prohibited in all University residence halls and will not be tolerated:

1. the possession and/or distribution of illegal drugs (prescription and non-prescription) or alcohol (note: alcohol containers for displays in rooms are also prohibited),
2. the consumption and/or use of illegal drugs, alcohol, or tobacco (see University Smoking and Tobacco Use Policy for additional information regarding smoking and tobacco use),
3. disruptive, threatening, and/or dangerous behavior resulting from the influence of drugs and/or alcohol, and/or
4. pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, this includes all forms of cannabis for both recreational and medical use.

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

Firearms

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

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

Quiet Hours

Students are expected to cooperate in maintaining a good environment at all times and quiet hours shall be observed from 10pm-10am.

Open House Hours (Visitation)

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

Mayes Student Life Center

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

Dining Services

Residence hall students select a meal plan which includes discretionary Dining Dollars. Dining Dollars can be used at the Mayes Dining Hall or the Lion's Den Food Court in Billingsly Student Center. In addition to residence life meal plans, special meal plans are available for purchase by commuter students at the Bursars Office.

Student Activities

Campus Activities Board (CAB)

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

Registered Student Organizations (RSOs)

MSSU is home to over 80 registered student organizations. It's likely that one (or two, or three) of them will be just right for you; but if we do not have a club that is tailored to your interest, let us know and we will see if we can help you out. Being involved in extra-curricular activities, such as RSOs gives you the opportunity to meet people with similar interests, develop leadership skills, get to know your professors outside of the classroom, serve the community, and provide additional professional experience for your future in the workforce or graduate school. Active membership in an RSO

highlights your experiences and skills to potential employers. Organizations often invite guest speakers in, so it is also a great way to do some networking with someone who works in the field. To see what organizations MSSU has to offer, you can go to [MSSU.presence.io](https://mssu.presence.io). If you have questions or comments about our RSOs, contact the Student Activities Office at 417-625-9346 or stop by Billingsly Student Center, Room 210.

Definition and Approval

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

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

To form a recognized student organization, interested individuals must follow these procedures:

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

Advisor

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

Scheduling Activities

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

1. 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, and
 - e. deviations from the policies must be granted by the Director of Student Activities.

Deadlines

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

Refreshments and Meals

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

Registered Student Organization Orientation

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

Standard of Conduct and Discipline

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

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

Use of the University Name

No student or student organization may use any printed or written words or device on any letterhead, envelope or other printed matter or publication that has official

connections or relations with the University unless the use of such words or device is previously authorized by a University Official.

RSO Finances

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

Fundraising by Student Organizations

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

1. such activities do not conflict with the educational purposes of the University,
2. such activities do not conflict with any activity already approved,
3. funds derived from such activities must be used for educational purposes of the organization or the University, and
4. activity does not conflict with the department of University Advancement's mission or objectives.

Posters, Announcements, and Notices

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

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

7. Materials may not be placed on automobiles parked on campus.
8. Permission for off-campus organizations to distribute literature on campus must be granted through the Dean of Students 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. Chalkings 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 MSSU's Physical Plant or the Student Activities Office.
5. Organizations who are chalking with non-English language, words, phrases, writing, or symbols must file the English translation with the Student Activities Office and provide the English translation in the same chalking vicinity.
6. Any profanity and/or sexually suggestive drawings are prohibited. Any content that materially and substantially disrupts the functioning of the institution, or is unlawful (including libel or slander), or involves written or verbal speech that rises to the level of illegal harassment as defined by the University's policies prohibiting discrimination and harassment is strictly prohibited.
7. Complaints about chalking shall be made to the Director of Student Activities. The Director will review the complaint and confer with the Director of Student Conduct and Residence Life if an offense has occurred. Offenses will be reviewed by the Director of Student Conduct and Residence Life and appropriate actions will be taken. Threatening offenses shall be reported to University Police immediately and appropriate action will follow.

Defacing or altering another approved chalking is not allowed. Any deviation from the above policies must be approved by the Director of Student Conduct and Residence

Life, BSC room 347. Fraudulent filing practices or blatant abuse of the procedures could result in the revocation of a student organization's recognition.

Leon C. Billingsly Student Center

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

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

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

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

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

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

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

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

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

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

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

Eligibility and Policy Statement of Priority

The following are eligible to use the facilities of the BSC:

- MSSU students
- MSSU faculty members
- MSSU staff members
- MSSU Alumni Association members
- Guests of the above or of the University

Persons who use the BSC facilities are expected to abide by all University policies, rules, and regulations.

- Children will not be permitted in any area of the BSC unless they are accompanied by and remain with a parent or guardian.
- The BSC lounge areas are for use by students, faculty, staff, and alumni or their guests, unless reserved through the Student Activities Office for other purposes.
- No classes, lectures, labs, or any type of class for credit shall be scheduled in the BSC unless approved by the Student Affairs Office.
- Voting boxes for student approved campus elections may be placed only in those areas of the BSC approved by the Dean of Students.
- 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 BSC.
- Only approved service animals are allowed in the building.

- Equipment and furnishings assigned to the BSC shall not be removed for any reason except upon written permission of the Assistant Vice President of Student Success.
- The BSC 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).
- Any damage to BSC or its equipment will be charged to the group using it at the time damage occurs unless individual responsibility can be established.
- No persons, except authorized personnel, shall remain in the BSC after official closing time.
- Gambling is prohibited in the BSC.
- Failure to cooperate with persons employed to enforce this policy and the rules and regulations may result in disciplinary action.
- BSC facilities are not to be used for promoting off-campus activities for a commercial nature by a sponsoring student organization.

BSC General Procedures

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

1. Reservations of space and equipment for all events must be made with the Student Activities Office by an officer or authorized member of the sponsoring organization.
2. After assignment of space has been made arrangements must be made with the Dining Services General Manager for all food and refreshments desired for an event held in the BSC. All food and beverages used in the BSC 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 BSC may be charged a room rental fee or denied further use of rooms, or both. Failure to notify the Student Activities Office of a cancellation 24 hours in advance of the event will result in a charge, where applicable, for the cost incurred for the event scheduled, custodial overtime accumulated, or equipment prepared.
4. All reservations must be made using the University's Billingsly Student Center Facility form at <https://mssu.emscloudservice.com/>.

Guidelines for Reservations

The BSC may be reserved up to one year 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. Smaller functions require at least two full working days' notice in order for proper preparations to be made. Seating arrangements

for meeting and/or dining should be specified with the request for space. Final attendance counts and equipment needs must be confirmed with the Student Activities Office no later than noon two working days prior to the event.

Decorating

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

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

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

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

Facility Fees

Charges for the use of BSC 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. Actual charges will depend entirely on the amount of time the group uses the facility and the amount of clean-up required.

Non-University Groups

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

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

Student Senate

Billingsly Student Center 347
417.625.3032

The Student Senate serves as the governing body for students and acts as a liaison between faculty/staff and the student body. The responsibility for student government rests not only with the student officers, boards, and committees but also with each member of the student body. The Student Senate is made up of elected senators from

each class and the executive officers. The Student Senate is funded from student activity fees.

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, 150-seat theater, and the Midwestern Esports Center. 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, basketball, soccer, etc.

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

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

Esports–Midwestern Esports Center provides a combination of console and PC gaming options.

UPD Guidelines-Use of University Grounds

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

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

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

1. Reservations must be approved no later than three (3) business days prior to the day of the event. The University reserves the right to deny approval if another organization has reserved the same space for the same time; in which case, ample alternative means of expression will be made available. First priority for use of facilities or outdoor space shall go to University entities/persons.
2. Entities/persons are financially responsible for all costs, including but not limited to, security and cleanup.

3. Activities that materially and substantially disrupt the functioning of the institution, or are unlawful, or involve written or verbal speech that rises to the level of illegal harassment as defined by the University's policies prohibiting discrimination and harassment will not be allowed.
4. Laws, regulations, ordinances, or policies of the United States, State of Missouri, MSSU, Jasper County, and the City of Joplin or its agencies must be observed at all times.
5. Speech that is likely to incite riotous or physically violent reactions is prohibited. The physical safety of all persons on campus will be of prime importance.
6. Individuals or groups who violate this policy are subject to removal from campus.
7. Any group sponsoring an event at the University must acknowledge and agree to follow this policy and provide documentation that establishes that all persons participating in the event have been made aware of this policy and agree to abide by it.
8. A MSSU security officer may accompany authorized person(s) or group(s) while on University grounds and may electronically record any related activities.

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

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

Special Events – A wide variety of activities will be offered: Welcome Back Week, Rec Center Open House, dive-in movies, 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.

Lion Card ID

Located on the 2nd floor of Billingsly Student Center, the Campus Card Service Center is a convenient location to obtain Lion Card IDs, place value in Lion Bucks debit accounts, and obtain parking permits.

The Lion Card is a single-card solution that serves as MSSU's official identification and tracks meal plans, as well as providing debit account (Lion Bucks) capability, facility access control, and access to campus venues such as the Beimdiek Recreation Center.

For your convenience, a Lion Bucks account has been created for you. Lion Bucks accounts are used for the purchase of campus goods and services using your Lion Card ID. The money on your account carries over each semester. No fees are charged for using the account and any remaining money is yours to withdraw when you graduate. Your account will become activated by making your first deposit. Your deposit options are:

1. online - Login to [LioNet](#) and select the link "Manage My Lion Card",

2. by kiosk machine located in the Library. The kiosk only accepts cash and does not give change, and/or
3. in person during office hours at the Campus Card Service Center located in Billingsly Student Center room 109 or the Bursar's Office located in Hearnese Hall room 105.

Lion Bucks can be used to purchase goods and services at the following venues:

1. MSSU Bookstore,
2. Lion's Den and Mayes Dining Hall,
3. Willcoxon Health Center,
4. Office Services printing and shipping, and/or
5. Printing at open campus computer labs including the Library.

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

1. Beimdiek Recreation Center access,
2. Willcoxon Student Health Center services, and/or
3. Spiva Library resources

Account holders receive a 10% discount for using Lion Bucks at these locations. Complete terms and conditions can be found online at <http://www.mssu.edu/business-affairs/lion-card/terms-conditions.php>

Discounts are available to Lion Card holders at a variety of locations. For an updated list please visit www.MSSU.edu/LionCard.

University Police Department

The University maintains its own university police 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 students at all times for identification purposes. This includes entry to the University dining hall for residence hall students, student activities, athletics, 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 MSSU are in full effect on campus. Crime victim assistance is available on campus in the Student Conduct Office, Dean of Students 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 [University Police Department](#) office.

Performing Directed and Random Patrols on Campus

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

Cooperation with Authorities Policy

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

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 their status as a student. If the alleged offense is also the subject of a proceeding for a violation of the Student Conduct Code or other University policy, rule, or regulation, the University may advise off-campus authorities of the existence of an applicable University policy, rule, and/or regulation and of how such matters are handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on University premises and in the compliance with conditions imposed by criminal courts for the rehabilitation of student offenders.

These are the numbers to use in contacting the UPD for each type of situation:

Emergency: 911

Report a Crime or Non-Emergency: 417-623-3131

On-Campus Service Calls: 417-626-2222

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

Compiling Reports for Incidents and Accidents

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

Enforcing All Traffic and Parking Regulations on Campus

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

Providing Security for Sports Events, Concerts etc., on Campus

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

Checking Buildings to Ensure that they are Secure

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

Monitoring Activities in the Residence Halls

To ensure the safety of all students and Resident Directors in the residence halls, UPD officers are on duty during the midnight hours to watch for unauthorized persons and to enforce the rules of the residence halls. UPD officers are committed to making sure the campus remains free from drugs, alcohol, and violence.

Providing Courtesy Services for Students

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

Timely Warning Policy

The Clery Act requires that the University have and disclose emergency response and evacuation procedures in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. To inform the University community of a significant emergency or dangerous situation, the University will issue a timely warning. This policy is intended to ensure that the University is sufficiently prepared for an emergency situation on campus. The University's statement of policy along with other security-related policy statements is included in the University's Annual Security Report. This policy applies to all members of the University community.

The MSSU University Police Department will issue a crime alert in a timely manner for immediate, as well as on-going threats to safety and to aid in the prevention of similar crimes. Specifically, these crimes will include situations that are reported to UPD and

that are considered serious or continuing threats to the University community. Timely warnings will be communicated via one or more of the following: text message (Rave system), e-mail, posted notice, and/or media sources at the discretion of the Chief of the University Police Department.

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

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

Student Training

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

Providing Safety Information to Students

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

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

<http://www.mssu.edu/student-affairs/university-police>

George A. Spiva Library

James Capeci, Library Director

Spiva Library 120, 417.625.9806

Librarians: Amber Carr, Whitney Hamm, James Capeci

Spiva Library is the major information resource on campus, providing access to over 1 million research items in a variety of formats, including: print books and journals; electronic books and databases; and microfilm and microfiche. Collections housed in the archives include the Congressional Papers of Gene Taylor, a former member of the

United States House of Representatives; Tri-State mining maps; the papers of Dr. Arrell Gibson, a noted Western historian; and MSSU archival material.

Along with these research materials, Spiva Library also houses several individual and private group study rooms, a large quiet room, various public study spaces, a technology enhanced instruction classroom, and multiple computer labs.

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

Hours for Fall and Spring Semesters*

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

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

Contact Numbers:

Archives and Special Collections – 417.625.9552
Assistant Director – 417.625.3124
Circulation/Interlibrary Loan – 417.625.9310
Collections and Content Specialist – 417.659.4039
Director – 417.625.9806
Fax – 417.625.9734
Library Administrative Assistant– 417.625.3553
Library Cataloging Specialist – 417.625.9794
Library Operations Specialist – 417.625.9310
Reference – 417.625.9342

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 MSSU'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 need 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. The Honors and Global Leaders programs, including offices and a classroom, are located on the 1st floor of the library. The Art Department's Collaborative Classroom, which includes the African Art Collection, is located on the 1st floor. Spiva Library's Archives and Special Collections Department is also located on the 1st floor.

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

The 3rd floor is considered the "research floor" of the library and it is where Circulation and Reference public service desks are located. A large computer lab enables students to do their research on the internet and prepare papers or presentations.

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 is the Technical Services, public help service desk and the curriculum, juvenile, young adult, government documents, microfilm/fiche, and legal collections. Finally, the 4th floor has two computer labs, one of which is equipped with specialized software – for example, SPSS – for students.

Wireless computer access is available throughout the library, as are WiFi and Ethernet connections, to enable students to connect their own laptops to the campus Information Technology infrastructure. Other open areas with comfortable lounge furniture or tables and chairs provide students with places to relax and study. 16 reservable study rooms are available – seven of which have dedicated technology and some reserved for testing – 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.searchmobius.org/>

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, Cottey College, Crowder College, Drury University, Evangel University, Ozark Christian College, Ozarks Technical Community College and Southwest Baptist University.

SWAN is one of nearly 11 clusters forming MOBIUS, a consortium linking the academic libraries of Missouri. MOBIUS enables a student to borrow a book from any academic library in Missouri and expect to receive it within an average of 48 hours. The requests are delivered Monday through Friday by an independent courier. This system eliminates tedious forms and provides rapid service. The book resources available number in the tens of millions and may be borrowed by MSSU students, faculty, and staff free of charge. Six large public library systems have joined MOBIUS in resource sharing and provide additional materials for our students. Currently, over 78 libraries form MOBIUS, including academic, public, and special libraries, and the Missouri State Library.

Research:

Access to these resources is available through the library's web page at: <http://www.mssu.edu/academics/library/>. The library provides access to hundreds of databases, and hundreds of thousands of electronic books. Students, staff, and faculty may access these resources from off-campus through the proxy server using their Missouri Southern credentials. Spiva Library maintains print periodicals and microforms of back issues. Students, staff, and faculty may borrow materials by presenting their campus ID at one of the two circulation desks. Interlibrary loan requests for materials that are unavailable in-house or through MOBIUS are sent and received through an international computer network of libraries called OCLC. Periodical articles are rapidly sent and received via fax and email.

Instruction:

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

Equipment:

Four computer labs contain over 100 workstations for student use on the 2nd, 3rd, and 4th floors of the library, three with scanners, and all workstations are connected to black and white and/or color network printers. One of the computer labs have workstations with

specialty software such as AutoCAD for students in specific majors. Three additional workstations are available for quick searching. Digital and analog microform readers and printers are available for viewing and printing periodical back files. A color photocopier is located near the Main Circulation Desk on the 3rd floor of Spiva Library.

Solicitation

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

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

Revised July 2023