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STUDENT HANDBOOK
2024-2025

WELCOME TO MISSOURI SOUTHERN

Missouri Southern State University's mission is to educate and graduate knowledgeable, responsible, successful global citizens. Missouri Southern State University will be a premier public comprehensive university that is the first-choice destination for students, faculty and staff. The university will be recognized for its innovation and productive partnerships spanning from regional to global. We will be dedicated to educating and inspiring diverse learners, external engagement, and helping students and communities realize their greatest potential. We believe in academic excellence; a student-centered culture; global knowledge; community engagement; integrity, responsibility, and accountability; and diversity, equity, and inclusion.

College is a time for both learning and personal growth. Throughout your journey, you'll meet staff, faculty, and administrators dedicated to supporting your well-being and success. We encourage you to share any questions, concerns, comments, or suggestions you may have. Your feedback is invaluable as it helps us advocate for you and improve your college experience.

At Missouri Southern State University, you'll not only receive a solid education but also develop lasting friendships and skills. We're thrilled to welcome you to the Lion community.

We are here to help you achieve your academic and personal goals. Whether you need support navigating the Student Handbook or just someone to talk to, don't hesitate to reach out. We are committed to your growth and success through a range of services, programs, and opportunities tailored to your needs.

Tamika Harrel, Psy. D.

Dean of Students/Title IX Coordinator

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Statement of Principles

Missouri Southern State University (MSSU) is committed to fostering a free exchange and critical evaluation of diverse viewpoints. This involves allowing freedom to teach, learn, discuss, and critically analyze ideas within the University setting. To support this, the administration, faculty, and students share the responsibility of maintaining the institution's freedom to explore and discuss ideas. While MSSU supports the examination of controversial viewpoints, it does not require endorsement of them. Diverse perspectives must be recognized while ensuring that discussions remain respectful and orderly, upholding human dignity and the responsibilities of the University.

Equal Opportunity 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.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) See FERPA notice of student rights and responsibilities [here](#).

Parental Notification

MSSU may notify parents/guardians of dependent students about any conduct issues, particularly alcohol or drug violations. For non-dependent students under 21, parental notification may also occur for such violations. This is at the discretion of administrators, following FERPA guidelines or with student consent. The University aims to partner with students and their families to foster a positive educational environment. While not every incident involving alcohol or drugs will result in parental notification, the University reserves the right to do so when student health, safety, or the community is at risk.

Cooperation with Authorities

When a student is charged with a legal violation by federal, state, or local authorities, the University will not request or provide special treatment due to the individual's student status. If the alleged offense also involves a violation of the Student Conduct Code, the University may inform off-campus authorities about the code and its internal handling procedures. The University will fully cooperate with law enforcement and other agencies in enforcing the law on campus and in complying with court-imposed conditions for the rehabilitation of student offenders.

Resource Contacts

Academic Affairs

Provost & Vice President for Academic Affairs

Hearnes Hall 206, 417-625-9394

Associate Vice President for Academic Affairs & Vice Provost

Hearnes Hall 210, 417-625-9801

Spiva Library

417-625-9362

Honors Program

Spiva Library 1st Floor, 417-625-3005

Testing Services

Webster Hall 118, 417-625-9577

Associate Vice President for Student Success & Pathways to Success Project Manager

Hearnes Hall 308, 417-625-9532

Student Success Center

Executive Director of Student Success

Hearnes Hall 308, 417-625-3550

Advising

Career Services

Academic Support & Recovery Services

Orientation & Special Student Populations

Student Employment

Tutoring

Pathways to Success – Title III Grant

Hearnes Hall 301

Disability Services, 417-625-9516

Project Stay, 417-625-9830

Dean of the College of Arts and Sciences

Hearnes Hall 306, 417-625-9385

Dean of the College of Business, Communication and Technology

Plaster Hall 302, 417-625-9319

Dean of the College of Health, Life Sciences and Education

Health Science Building 112, 417-625-9314

Dean of Students/Title IX Coordinator

Billingsly Student Center Suite 347, 417-625-3032

Residence Life

Mayes Student Life Center 106, 417-625-4261

Student Conduct

Billingsly Student Center Suite 347, 417-625-9531

University Police

Public Safety Annex, 417-626-2222

Willcoxon Health Center

Billingsly Student Center 242, 417-625-9323

Counseling Services

Billingsly Student Center Suite 347, 417-625-9559

Student Activities

Billingsly Student Center 210, 417-625-9346

Recreational Services

Billingsly Student Center 241, 417-625-9693

E-Sports

Billingsly Student Center 210, 417-625-9538

Director of Institutional Effectiveness

Billingsly Student Center 109, 417-659-4379

Director of the Institute of International Studies

Webster 337, 417-625-9736

Director of Digital Learning

Webster 109, 417-625-9651

Director of Adult Degree Completion

Taylor Hall 206, 417-625-9521

Director of MOSO CAPS

Plaster Hall 111, 417-625-9623

Financial Services

Chief Financial Officer

Hearnes Hall 209, 417-659-3797

Finance and Budget

Hearnes Hall 211, 417-625-9512

Bookstore and Campus Card Services

Billingsly Student Center 2nd floor, 417-625-9551

Food Services

Mayes Dining Hall, 417-625-9825

Lion's Den, 417-625-9300

Human Resources

Hearnes Hall 217, 417-625-9395

University Advancement

Executive Vice President

Hearnes Hall 206, 417-625-3072

University Development

Hearnes Hall 214, 417-625-3104

Physical Plant

Physical Plant Warehouse, 417-625-9305

Admissions

Associate Vice President for Admissions and Enrollment

Hearnes Hall 106, 417-625-9378

Associate Director of Admissions

Hearnes Hall 106, 417-625-9715

Registrar

Hearnes Hall 101, 417-625-9389

Financial Aid

Hearnes Hall 109, 417-625-9325

Bursar

Hearnes Hall 105, 417-6625-9381

University Relations & Marketing

Mansion Annex, 417-625-9617

Upward Bound

Anderson Criminal Justice 19, 417-625-9880

Talent Search

Anderson Criminal Justice 20, 417-659-5440

Dual Credit

Webster 116, 417-625-9785

Global Leaders

Spiva Library 118, 417-625-3005

Other University Services

Athletic Ticket Office

417-625-9815

IT Helpdesk

417-625-9300

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 policies and procedures [here](#).

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:

- 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
- any situation that significantly impinges upon the rights, property significantly breaches the peace and/or causes social disorder; and/or
- 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:

- 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"
- 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:

- the responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- the responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and

- 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.

Academic Integrity

MSSU is committed to academic integrity and expects all members of the university community to uphold this standard. Academic work should be evaluated based on the assumption that it is the student's own unless otherwise specified. Submitting work that is not one's own constitutes a serious violation of university policy and undermines the purpose of a university education.

Cheating involves taking credit for someone else's work, offering or accepting unauthorized assistance, or using unauthorized sources for assignments or exams. Students are responsible for understanding and avoiding all forms of cheating, including plagiarism and unauthorized collaboration. Specific actions considered cheating include:

Plagiarism

Presenting someone else's ideas, words, or work as one's own. To avoid plagiarism:

- Enclose quotations in quotation marks and cite the source.
- Cite sources for summaries, paraphrases, and adaptations.
- Cite internet material as you would a traditional source.

Examination Misconduct

Receiving or providing unauthorized assistance during exams, tampering with testing equipment, or violating exam protocols.

Unauthorized Collaboration

Submitting work that is not solely the student's own, or failing to acknowledge collaborators if allowed. Unless otherwise stated by the instructor, collaboration on assignments, tests, or projects is prohibited.

Fabrication or Falsification

Falsifying data in experiments or research, providing false information on resumes or documents, or forging signatures.

Other Violations

- Submitting the same work for multiple courses without permission.
- Requesting academic benefits based on false information or deception.
- Altering or damaging work or academic materials.
- Submitting work under someone else's name, including sitting for another's exam.

- Presenting AI-generated work as one's own.

Judicial Procedures

If an integrity issue is referred to the Dean of Students Office, it will be handled by the campus judicial system, which may impose written warnings, probation, suspension, or expulsion. These actions are separate from academic penalties imposed by instructors.

This list is not exhaustive. For clarification, students should consult their instructor or the Director of Residence Life and Student Conduct.

Other Conduct Violations

Unauthorized Access and Entry

Unauthorized access to any MSSU building or premises includes the misuse of access privileges, unauthorized possession, duplication, or use of keys, cards, or other means of access. This also includes unauthorized entry, such as trespassing, propping open doors, or using alarmed doors without permission. Additionally, failing to timely report a lost MSSU identification card or key constitutes a violation.

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.

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 is 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

Violations of local, state, federal, or campus fire policies include, but are not limited to, intentionally or recklessly causing a fire that damages MSSU or personal property or causes injury, failing to evacuate a MSSU-controlled building during a fire alarm, and improper use of MSSU fire safety equipment. Additionally, tampering with or improperly engaging fire alarms or fire detection/control equipment on MSSU property is prohibited and may result in local fines as well as 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. For more information see [Parking and Traffic Regulations Policy](#).

By-standing

Students are expected to act responsibly when witnessing violations of the Student Code of Conduct or law. This includes addressing or reporting known or obvious violations. Failure to take appropriate action, whether individually or as part of an organized group, may be considered complicity. Organized groups are also responsible for addressing violations committed by their 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:

- Falsification, distortion, or misrepresentation of information.
- Failure to provide, destroying, or concealing information during an investigation of an alleged policy violation.
- Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.

- 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.
- Failure to comply with the sanction(s) or directives imposed by the campus conduct system during or at the conclusion of a conduct investigation.
- 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

Threatening behaviors include both explicit and implied threats that create a reasonable expectation of harm. This encompasses written or verbal conduct that poses a threat to the health or safety of any person or damage to property, as well as implied threats or actions that instill a reasonable fear of harm in another individual.

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

A 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:

- 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.
- 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.
- 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.
- 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 Dean of Students office 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):

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

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

Amnesty and Safe Harbor Policy

MSSU is dedicated to promoting a culture of good faith reporting and offers several forms of amnesty to encourage individuals to come forward without fear of repercussions. Below are the key aspects of our amnesty policy:

General Amnesty

MSSU provides amnesty for individuals who report incidents under certain conditions. However, misuse of the amnesty policy may lead the Dean of Students office to deny amnesty in future cases.

Amnesty for Victims

Victims who may hesitate to report due to concerns about being implicated in minor policy violations, such as underage drinking, will receive amnesty. No conduct

proceedings or records will result for victims who utilize this amnesty, although educational options may be offered.

Amnesty for Those Who Offer Assistance

To encourage students to assist others, MSSU grants amnesty for minor violations to those who help someone in need. The Dean of Students may also consider extending amnesty to the person receiving assistance on a case-by-case basis. Educational options may be provided, but no conduct proceedings or records will result.

Amnesty for Reporting Serious Violations

Students involved in minor violations who report serious violations by others will be granted amnesty for their minor infractions. Educational options may be explored, and no conduct proceedings or records will result.

Safe Harbor

MSSU offers a Safe Harbor rule for students seeking help with drug use or addiction. Students who disclose their own use, addiction, or dependency to MSSU officials and seek assistance will not face conduct complaints, provided this disclosure is made voluntarily and not in response to impending drug tests or conduct sanctions. A written action plan may be developed to monitor progress. Failure to comply with the action plan will nullify Safe Harbor protection, and conduct processes may 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:

- 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).
- A more comprehensive investigation when it is clear more information must be gathered.
- A formal complaint of a violation and/or an educational conference with the responding student.

When an investigation is held, the possible outcomes include:

- 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.

- An informal resolution to the allegation in which parties agree to a mutually satisfying outcome in lieu of a formal investigation.
- An informal resolution can be made at any point during the investigative process.
- An informal resolution must be agreeable to both the complainant and respondent. The resolution must also be accepted by the Director of Residence Life and Student Conduct or designee.
- A decision to proceed with further investigation and/or referral for a “formal” resolution.

University Investigation Procedures

- Initiate any necessary remedial actions on behalf of the victim, if any.
- 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.
- 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.
 - 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.
 - 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.
- 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.
 - If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action.
- Interview all relevant witnesses.
- Obtain all documentary evidence and information that is available.
- Obtain all physical evidence that is available.
- Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline.
- Make a finding based on a preponderance of the evidence (whether a policy violation is more likely than not).
- 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:
 - accept the findings and sanctions,
 - appeal/reject a portion of the findings and/or sanctions
 - appeal/reject all of the findings and sanctions
- 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 Residence Life and Student Conduct (or designee) will then determine the sanction(s) for the misconduct which the responding student may accept or reject. If accepted, the process ends.

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

Interim Action

Under the *Student Code of Conduct*, the Director of Residence Life and Student Conduct or designee may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the *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 Residence Life and Student Conduct, 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 Residence Life and Student Conduct and with the approval of, and in collaboration with, the appropriate dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

Administrative Conference Process

The following sub-sections describe the MSSU's conduct administrative conference processes. Except in a complaint involving failure to comply with the summons of the Director of Residence Life and Student Conduct (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 Residence Life and Student Conduct.

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

During the Investigation/Conference

- 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.
- Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Director of Residence Life and Student Conduct. Formal rules of evidence are not observed. The Director of Residence Life and Student Conduct may

limit the number of character witnesses presented or may accept written affidavits of character instead.

- All procedural questions are subject to the final decision of the Director of Residence Life and Student Conduct.
- 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 Residence Life and Student Conduct (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*:

- 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.
- 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.
- Fines: Reasonable fines may be imposed.
- Community/MSSU Service Requirements: For a student or organization to complete a specific supervised MSSU service.
- Loss of Privileges: The student will be denied specified privileges for a designated period of time.
- 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 Residence Life and Student Conduct and/or University Police.
- Behavioral Requirement: Includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- 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.
- Restriction of Visitation Privileges: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
- 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.
- MSSU Housing Reassignment: Reassignment to another MSSU housing facility. Residence Life personnel will decide on the reassignment details.

- **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 Residence Life and Student Conduct. 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 Residence Life and Student Conduct (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.
- **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.
- **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.
- **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 Residence Life and Student Conduct. Terms of this conduct sanction may include, but are not limited to, the following:
 - Ineligibility to hold any office in any student organization recognized by MSSU or hold an elected or appointed office at MSSU; or
 - 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.
- **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 Residence Life and Student Conduct. During the suspension period, the student is banned from University property, functions, events, and activities without prior written approval from the Director of Residence Life and Student Conduct. This sanction may be enforced with a trespass action as necessary.
- **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].
- **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Residence Life and Student Conduct (or designee).

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

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

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 Residence Life and Student Conduct, subject to the procedures outlined below. All sanctions imposed remain in effect; and all parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

Where the disciplinary action assigned by the Director of Residence Life and Student Conduct (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 Residence Life and Student Conduct (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 Residence Life and Student Conduct 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 Residence Life and Student Conduct 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 of Hearing

The Director of Residence Life and Student Conduct shall initiate the disciplinary action by arranging with the Chairman to call a meeting of the Student Conduct Review Committee and by giving written notice by campus e-mail, mail, or personal delivery to the student charged with misconduct. The notice shall set forth the date of the alleged violation and the date, time, and place of hearing before the Student Conduct Review Committee. The notice shall be given at least two class days prior to the date set for the hearing. A notice by mail shall be considered as given on the day following the day on which the notice is placed in the mail, postage prepaid and addressed to the student at the last address as it appears on the records of the University.

Student Rights Upon Review

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

- to be present at the hearing.
- 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).
- to hear or examine evidence presented to the committee against the student.
- to question witnesses, present and testify against the student.
- to present evidence by witnesses or affidavit of any defense the student desires to offer.
- to be informed in writing of the findings of the Student Conduct Review Committee and any disciplinary action it imposes.

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 Residence Life and Student Conduct 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 Residence Life and Student Conduct 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 Residence Life and Student Conduct 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:

- all proceedings shall be closed
- all persons in attendance at the hearing shall come to order at the direction of the Chairman
- all requests to address the Committee shall be addressed to the Chairman
- 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
- 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 Residence Life and Student Conduct 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 Residence Life and Student Conduct in writing for permission to attend classes pending final determination of the appeal. The Director of Residence Life and Student Conduct 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 an 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 their own health and safety or to that of others at the University may be in violation of the Student Handbook. Such individuals may be subject to extraordinary procedures, including the following Emergency Evaluation procedures:

Medical and/or Psychological Evaluation

The Dean of Students, Title IX Coordinator, or their designee may direct a student to undergo a medical and/or psychological evaluation when the student's behavior suggests a serious risk to their own health and safety or to that of others. The purpose of this evaluation is to:

- Assess whether the student's behavior poses a threat to the safety of the student or others.
- Determine the nature, duration, and severity of the risk.
- Evaluate whether the risk would persist if the student remained on campus or in the residence halls.
- Consider whether reasonable modifications to policies or procedures could mitigate the risk.

Compliance and Consequences

If a student fails to comply with a directive to complete the medical and/or psychological evaluation or does not provide necessary records of prior treatment by the requested deadline, the University may take administrative actions, which could include temporary suspension from the University or the residence halls until the evaluation and records requirements are fulfilled.

Withdrawal Prior to Evaluation

If a student leaves, withdraws, or fails to return to the University before completing the medical and/or psychological evaluation, the student may be prohibited from accessing campus and registering for classes until the outstanding matter is resolved.

Administrative Withdrawal

The Director of Residence Life and Student Conduct may initiate and approve the administrative withdrawal of any student from the University or residence halls under the following circumstances:

- Behavior that poses a significant threat to the health and safety of the student or others.
- The student's behavior continues to pose a threat after completing the mandated evaluation.
- Inability to manage behavior that poses a risk to health and safety as determined by the evaluation process.

Appeal Process

Administrative withdrawal determinations are made by the Director of Residence Life and Student Conduct. Students have the right to appeal the withdrawal decision by submitting a written appeal to the Director of Residence Life and Student Conduct, supported by relevant medical or mental health documentation. The Director may consult with a Behavioral Review Team for additional input, but the final decision regarding appeals will be made by the Director of Residence Life and Student Conduct.

Note: All procedures and actions will be conducted in accordance with relevant state laws and university policies, ensuring that students' rights are upheld throughout the process.

Departments

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 Quads, Apartments, and East Hall Suites that house four persons are also furnished with a sofa, two lounge chairs, a microwave, a refrigerator, and a multi-use table. The Lion Village Suites that house four persons are furnished with a sofa, a microwave, a refrigerator, and a multi-use table. 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 Residence Life and Student Conduct 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.

No Alcohol, Drugs, or Tobacco in Residence Halls 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.

See policy [here](#).

No Weapons in Residence Halls Policy

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.

See policy [here](#).

Quiet Hours

Students are expected to cooperate in maintaining a good environment at all times and quiet hours shall be observed from 10pm-8am.

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 a computer lab with printer access, laundry facility, a theatre room, pool tables, table tennis, video game console stations, 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. CAB plans and promotes university programs while enriching students' learning experiences. Members gain valuable skills such as promotion, budgeting, program evaluation, meeting management, conflict resolution, team building, time management, stress management, and leadership.

Registered Student Organizations (RSOs)

MSSU is home to over 80 registered student organizations, offering something for everyone. If you don't find a club that suits your interests, let us know, and we'll help you out. Involvement in RSOs allows you to connect with like-minded peers, develop leadership skills, engage with professors, serve the community, and gain professional experience. Active membership also enhances your resume and provides networking opportunities with industry professionals. Explore our organizations at suitable.co. For questions, contact the Student Activities Office at 417-625-9346 or visit 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:

- 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.
- Secure a faculty or staff advisor.
- 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 suitable.co.
- Upon approval, the student organization is officially recognized through the remainder of that academic year.
- 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 designated faculty/staff member) be present at all on-campus gatherings, regardless of the time of day. This includes both regular business hours and after-hours meetings.

Advisor attendance is not required at off-campus gatherings, though student organizations are still expected to conduct themselves in accordance with University policies and codes of conduct.

Scheduling Activities

To schedule any activity or event, the advisor of the Registered Student Organization (RSO) is responsible for submitting the event reservation request through [EMS](#). Once the request is approved, the RSO advisor will receive confirmation of the reservation.

Use of University Grounds Policy

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

See policy [here](#).

Deadlines

University facilities are available on a first-come, first-serve basis. The sooner an event is scheduled, the better. Billingsly Student Center may be reserved up to a year in advance, and a full three 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 should be ordered through the University Dining Service, located on the second floor of Billingsly Student Center. Fresh Ideas is the exclusive provider of dining services within Billingsly, though the University may occasionally use other catering services as needed.

Registered Student Organization Orientation

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

- Adhere to all University regulations.
- Prevent violations: Take reasonable steps to avoid breaches of laws, University rules, policies, or regulations by members.

- Address behavior issues: Deal with members whose behavior reflects poorly on the organization or the University.
- Prohibit hazing: All forms of hazing are strictly prohibited. Hazing endangers health, safety, or property for initiation or membership. Participation or failure to report hazing may also violate this policy.
- Comply with alcohol laws: Follow state, federal, and local laws regarding the sale, possession, and consumption of alcohol off-campus. Alcohol is prohibited on campus. Missouri law prohibits anyone under 21 from handling alcohol without proper licenses.
- Proper advertising: Obtain approval from the Student Activities Office (BSC 210) for all campus promotional materials. Avoid content that implies alcohol consumption or is racist, sexist, or negative.
- Understand organizational autonomy: Most student organizations are independent of University control. The Director of Student Activities may impose sanctions, which can be appealed to the Director of Residence Life and Student Conduct. The Director's decision on appeals is final.
- Consequences for non-compliance: Failure to follow policies may lead to suspension, withdrawal of recognition, social probation, denial of facility use, or other actions.

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:

- such activities do not conflict with the educational purposes of the University,
- such activities do not conflict with any activity already approved,
- funds derived from such activities must be used for educational purposes of the organization or the University, and
- 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:

- Approval: Items must be submitted to the Student Activities Office (BSC room 210) for approval.
- Identification: Include the name of the individual, department, or recognized student organization on all announcements. Multi-page documents should have this information on the front.
- Size Limit: Posters must be no larger than 22" x 28".
- Quantity Limit: Maximum of 5 posters, fliers, etc., per building per candidate or event.
- Placement: Use general-use bulletin boards only. Do not post on walls, windows, doors, or any campus structures (e.g., buildings, walkways, trees). Improperly placed materials will be removed.
- Distribution: Student organizations can distribute non-commercial materials outdoors, provided it doesn't disrupt campus functions (e.g., property damage, littering, traffic obstruction).
- Automobiles: Do not place materials on parked cars.
- Off-Campus Distribution: Requires permission from the Dean of Students Office.

Sidewalk Chalking Policy

All guidelines must be followed when chalking campus sidewalks:

- Eligibility: Chalking is allowed for currently enrolled students, registered student organizations, or University departments to announce campus events.
- Approval: Submit chalking proposals, including wording and a sketch or description, to the Student Activities Office at least two business days prior. Include the sponsor's name or logo.
- Placement: Chalk on horizontal sidewalks only, where rain can wash it away. Avoid overhangs, buildings, benches, trees, trash cans, or similar surfaces. Use water-soluble chalk. Sponsors will be charged for unauthorized chalking cleanup if not promptly removed.
- Timing: Chalking should occur no more than three business days before and must be removed within three business days after the event. Do not rely on rain for removal; extended chalking may incur cleanup charges.
- Translations: Non-English chalking must include an English translation submitted to the Student Activities Office and displayed nearby.
- Prohibitions: No profanity, sexually suggestive content, or disruptive, unlawful, or harassing material is allowed.
- Complaints: Report chalking issues to the Director of Student Activities, who will review and address them with the Director of Residence Life and Student Conduct. Threatening issues should be reported to University Police.

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

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.

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

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, 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.

University Police

The University Police Department (UPD) operates 24/7 to ensure campus safety and security, handling crime prevention, reporting, parking enforcement, and lost and found services.

Contact Numbers:

- Emergency: 911
- Report a Crime or Non-Emergency: 417-623-3131
- On-Campus Service Calls: 417-626-2222

UPD officers respond to disturbances, trespassing, property destruction, theft, accidents, and other issues on campus. They investigate reported crimes, contact emergency services when necessary, and handle criminal activity, including submitting cases to the Jasper County Prosecutor's office for charges. Additionally, UPD officers are trained as first responders in basic first aid, CPR, and the use of the Automatic External Defibrillator.

Students must carry their Student Identification Card, issued by the Campus Card Service Center, at all times. The ID is required for access to the dining hall, student activities, athletics, and the library, and must be presented to University officials upon request.

Students are encouraged to take responsibility for their own and others' security. Campus regulations comply with federal and state laws, as well as local Joplin ordinances.

For crime victim assistance, students can contact the Student Conduct Office, Dean of Students Office, Residence Hall Staff, or the Counseling Center. Referrals for off-campus support are also available.

Vehicle Registration

All vehicles must be registered to use campus parking facilities. Vehicles can be registered and parking permits obtained [here](#).

Performing Directed and Random Patrols on Campus

To alleviate concerns about crime on campus, University Police Department (UPD) Officers will maintain a visible presence to enhance the sense of safety for students, faculty, staff, and 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.

See policy [here](#).

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 ensure that persons with disabilities 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 without 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 overnight 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 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.

See policy [here](#).

Student Training

The University Police Department uses the A.L.I.C.E. (Alert/Lockdown/Inform/Counter/Evacuate) training to teach students how to survive if they were to be confronted by a violent person with a weapon in a group setting. The "swarm" method (a technique for distracting and securing an attacker) is only used as a last resort when students are trapped and escape isn't possible.

Providing Safety Information to Students

UPD officers provide literature regarding ways to be safe on and off campus, as well as how to keep property from being stolen. Those types of materials can be picked up at the UPD Office at the west end of the campus. To ask questions about the University Police Department, please call the University Police Chief at 417-626-2222.

For more information visit the [University Police Department](#) website.

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.

See policy [here](#).

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.

See policy [here](#).

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).

See policy [here](#).

Student Accommodation Request Documentation Policy

To identify students with a disability and to determine appropriate accommodations for them.

See policy [here](#).

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.

See policy [here](#).

Student Reasonable Accommodation Grievance Policy and Procedures

To provide an avenue to grieve action or lack of action for students with disabilities who feel they have not been accorded their due rights.

See policy [here](#).

Student Service Animal and Emotional Support Animal 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 417-625-9516.

See policy [here](#).

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 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.

Willcoxon Health Center

MSSU and the Willcoxon Health Center are partnering with Mediat 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 Mediat communication.

Three Requirements for all Students Enrolled at MSSU

1. Complete a Medical History form on the [Mediat portal](#).
2. In Mediat, 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 Mediat 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. If you are an international student, please refer to the instructions for international students listed on the International Admissions or Willcoxon Health Center website.

3. In Mediat, complete the Tuberculosis (TB) Risk Assessment. Students will answer 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 receive communication from the Willcoxon Health Center through Mediat about what 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 Mediat at least 2 weeks 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 the back of the medical history form. For current immunization recommendations, please refer to the American College Health Association 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. If a religious or medical exemption is needed, please call the Health Center for instructions.

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 for certain services at the Health Center. There is a parental consent form for those under 18 on Mediat. 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.

Emergency Medical Services should be called, and the person should be evaluated at the location of emergency.

George A. Spiva Library

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.

Resources and Facilities Overview

[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.

Accessibility:

Spiva Library is committed to ensuring accessibility for all patrons and works closely with

the campus Disability Services Coordinator to meet the needs of those with disabilities. Patrons requiring assistance can approach any library staff member for support.

Building Overview:

The Cragin addition and renovation of Spiva Library, completed in the fall of 2001, doubled the library's square footage to 80,000, transforming it into a modern and up-to-date facility that serves as the center for campus study and research.

On the 1st floor, you will find the offices and classroom for the Honors and Global Leaders programs. This floor also houses the Art Department's Collaborative Classroom, which includes the African Art Collection, as well as Spiva Library's Archives and Special Collections Department.

The 2nd floor is home to the Main collection, which circulates, along with private study rooms, a computer lab, and Career Services, providing students with both academic and career-related resources.

The 3rd floor is considered the "research floor" of the library, featuring the Circulation and Reference public service desks. A large computer lab is also located here, enabling students to conduct online research and prepare papers or presentations.

On the 4th floor, the Belk Faculty Reading Room offers a unique space dedicated to recognizing retired faculty and serves as a venue for meetings or grading papers. Adjacent to it is the Quiet Room, a beautifully furnished space with enforced silence, catering to those who desire a focused study environment. The 4th floor also includes the Technical Services and public help service desk, along with a variety of collections, including curriculum, juvenile, young adult, government documents, microfilm/fiche, and legal collections. Additionally, this floor has two computer labs, one of which is equipped with specialized software, such as SPSS, to support student projects.

Wireless computer access is available throughout the library, as are Wi-Fi 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.

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.

Online Catalog

SWAN (SouthWest Academic Network) is the public catalog accessible online at <http://swan.searchmobius.org>. It allows searches of Missouri Southern's materials and those held by other SWAN institutions, including MSSU, Cottey College, Crowder College, Drury University, Evangel University, Ozark Christian College, Ozarks Technical Community College, and Southwest Baptist University. As part of the larger MOBIUS consortium, students can borrow books from any academic library in Missouri and typically receive them within 48 hours, delivered Monday through Friday by an independent courier. With access to

tens of millions of resources, MOBIUS includes over 78 libraries, expanding the materials available to MSSU students, faculty, and staff free of charge.

Research

Access hundreds of databases and hundreds of thousands of e-books through the library's website at <http://www.mssu.edu/academics/library/>. Off-campus access is available via a proxy server using MSSU credentials. The library also maintains print periodicals and microforms. Materials not available in-house or through MOBIUS can be requested through Interlibrary Loan via OCLC, an international network of libraries. Periodical articles are sent and received rapidly via fax and email.

Instruction

Librarians at Spiva Library are dedicated to helping students conduct effective research and use information resources wisely. They offer library tours, workshops, class lectures, and one-on-one assistance. The "Ask Us" button on the library's webpage enables live chats with staff, viewing of FAQs, or submission of questions via email. For extensive research assistance, students can schedule a one-on-one consultation by calling 417-625-9342.

Equipment

The library offers over 100 workstations across four computer labs on the 2nd, 3rd, and 4th floors, three of which include scanners and all connected to network printers. One lab is equipped with specialized software like AutoCAD. Additional workstations are available for quick searches. Digital and analog microform readers, as well as a color photocopier near the Main Circulation Desk on the 3rd floor, are also available.

Library Connections

Library Staff

General Library Contact Information

Library Social Media

Literary Lions

Library Events

FAQ

Comments or Suggestions

Policies

View our information [here](#).

Library Hours & Schedule

See Library hours [here](#).

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

Leon C. Billingsly Student Center

The Leon C. Billingsly Student Center (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.

See policy [here](#).

More information on Billingsly Student Center reservations click [here](#).

Student Senate

Billingsly Student Center 347
417-625-9532

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 Card Services

Located on the 2nd floor of the 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 purchase meal plans and dining dollars.

Lion Card ID & Lion Bucks

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.

The Lion Card controls access to [privileges](#) such as:

- Beimdiek Recreation Center access,
- Willcoxon Student Health Center services, and/or
- Spiva Library resources

Accountholders receive a 10% discount for using Lion Bucks at [these locations](#).

Lion Bucks Terms and Conditions.

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. For more information click [here](#).

General Policies

These University-wide policies apply to the campus, University-controlled property, and University-sponsored or supervised functions. A student is defined as one currently enrolled at MSSU. The policy owner may, in certain circumstances, extend policy coverage to students who have completed the previous term and are eligible for re-enrollment. Full-time students are those enrolled in 12 or more hours during a regular semester or six or more hours during a summer session. Part-time students are enrolled in fewer hours. MSSU students are expected to regularly check their campus mailbox, email account, and LioNet portal. Ignoring these communication channels does not exempt students from being aware of University policies or their academic, financial, immunization, immigration, or judicial status.

Policy Changes

The University reserves the right to modify course offerings, curricula, policies, and other regulations as needed. These changes are effective upon determination by the University and apply to both current and former students. Enrollment is subject to these conditions.

Procedures for Recommending Change

Recommendations for changes to University policies and regulations should be submitted to the Dean of Students Office for referral to appropriate University agencies.

Interpretations of Regulations

The Dean of Students is responsible for interpreting these policies, except for academic matters, which are interpreted by the Provost & Vice President for Academic Affairs.

Smoking and Tobacco Use Policy

In keeping with the mission and values of Missouri Southern State University and out of respect to students, employees, visitors, and the environment it is the policy of Missouri Southern State University to prohibit smoking, the use of smokeless tobacco product and nicotine delivery devices in facilities, grounds, property, and vehicles owned, leased, or controlled by the university effective Fall, 2016.

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.

Alcohol and Drug Free Workplace Policy

In keeping with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, the University prohibits the unlawful manufacture, distribution, dispensing, possession or use of alcohol and/or any illegal substance by employees in the workplace, on University property, or as part of any University -sponsored activity. This includes violation of the Missouri law prohibiting possession or use of alcohol by persons under 21 years of age and violation of all other state and federal laws regulating use, possession, or distribution of alcohol and other drugs. "University - sponsored activity" includes those activities that are planned, promoted, or sponsored by a University department or other University subdivision. "University property" includes University owned or leased land, facilities, vehicles, and equipment. On limited occasions the President may approve the legal serving of alcoholic beverages at a university event or activity.

The University recognizes alcohol and drug abuse as a potential health, safety and security problem. Excessive alcohol consumption or use of illegal drugs impairs the user's ability to function, changes the user's behavior, and subjects the user to serious health risks, including

disease, addiction, and death. An employee with an alcohol and/or drug-related problem is encouraged to seek help in dealing with such problems. Confidential information regarding different drug and alcohol counseling and rehabilitation is available through the University's Health Center, Counseling Services, or through the University's Employee Assistance Program.

The University is committed to the safety and well-being of the University community and to the provision of a drug-free workplace. Thus, it is the expectation of the University that all employees abide by the terms of this policy as a condition of employment. If an employee violates this policy, the University may subject the employee to immediate disciplinary action, up to and including termination, and report the employee to the appropriate officials for prosecution under the laws of the State and the United States of America, under which, penalties may include fines, imprisonment, or both. Any employee, as a condition of employment, is required to notify the Director of Human Resources within five days of any criminal drug conviction if the violation occurred on campus or off campus while conducting University business.

Non-Discrimination and Non-Harassment Policy

Missouri Southern State University (the "University") is committed to maintaining an environment for all faculty, staff, students, and third parties that is free of illegal discrimination and harassment. In keeping with that policy, the University prohibits discrimination and harassment by or against any faculty, staff member, student, applicant for admissions or employment, vendor, contractor, or other third party (collectively the "University Community") because of their race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, pregnancy, age, genetic information, disability, veteran status, or any other legally-protected class (collectively "Protected Status").

See policy [here](#).

Sexual Harassment Policy

Missouri Southern State University (the "University") is committed to establishing and maintaining an environment where individuals are free from sexual harassment. The University considers sexual harassment to be a serious offense because it undermines the atmosphere of trust and respect that is essential to a healthy University Community. As such, sexual harassment violates the standards of our University Community and constitutes a violation of this policy. It is a separate violation of this policy to retaliate against any person who reports or assists in making a report of sexual harassment or who participates in the investigation and resolution of a complaint in any way. The University will promptly and thoroughly investigate and resolve all complaints of sexual harassment in accordance with this policy. If the University determines that sexual harassment occurred, the University will take prompt and effective remedial action to prevent the recurrence of the sexual harassment, eliminate any hostile environment, and address the harassment's effects on the victim and others, if applicable. Individuals found to be in violation of this policy will be subject to disciplinary actions by the University. The discipline imposed will depend on all the facts and circumstances and may include one or more of the following: a requirement not to repeat the conduct at issue, requiring training, written or verbal warning/reprimand, demotion, transfer or reassignment, denial of pay increases, probation, suspension (with or without pay and for varying lengths of time), limitation on participation in particular programs or activities,

limitation on access to campus, expulsion, dismissal, or termination. Under certain circumstances, acts of sexual harassment may also result in criminal and/or civil penalties. While certain University employees are required to report sexual harassment that they observe or learn about, the University takes seriously reports of sexual harassment from any interested person

See policy [here](#).

Computer Acceptable Use Policy

As part of our educational mission, Missouri Southern State University acquires, develops, and maintains computers, computer systems, applications and networks. These computing resources are intended for university-related purposes, including direct and indirect support of the university's instructional, research and administrative activities. This policy applies to all users of university computing resources, whether affiliated with the university or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may govern specific computers, computer systems or networks provided or operated by specific units of the university; for further information, consult the department heads of the specific computer, computer system, or network (Registrar's Office, Financial Aid, Business Office, et al). This policy may be modified at any time, as deemed appropriate by the university.

2.14.a. Rights & Responsibilities: The use of university computing resources, like the use of other university-provided resources and activities, is subject to the requirements of legal and ethical behavior. The legitimate use of a university computer, computer system, or network is a privilege and not a right, and the university may withdraw or limit that privilege at any time in its sole discretion.

2.14.b. General Rules: Users of university computing resources must comply with federal, state, and local laws as well as university rules and policies. Users of university computing resources must also comply with intellectual property laws and the terms and provisions of any applicable contracts including but not limited to software licenses. Users are responsible for any activity originating from their accounts which they can reasonably be expected to control. Accounts and passwords may not, under any circumstances, be used by persons other than those to whom they have been issued. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner should change the password and should immediately report the incident to the IT Help Desk (417-659-4444) and the CIO CIO@mail.MSSU.EDU. The university network is a shared resource used by all users. Excessive use of bandwidth or applications that inhibit or interfere with the use of the university network are not permitted. The university at any time in its discretion may elect to establish specific limits on bandwidth, disk usage, CPU time, or any other limit applicable to uses of university computer resources. Users may not state or imply that they speak on behalf of the university or that they are authorized to use or permit others to use university copyrights, trademarks, trade names or logos. Authorization to use university copyrights, trademarks, trade names or logos may be granted only by the Office of University Relations (info@mssu.edu) or the University Athletic Department (lionsfans@mssu.edu), and any such authorization must be in writing and limited to the specific authorization granted in such writing. Users must not use computing resources to gain unauthorized access to remote computers or to impair or damage the operations of MSSU computers or networks, terminals or peripherals. This includes blocking communication lines, intercepting or sniffing communications, and running, installing or sharing virus programs. A deliberate attempt to circumvent data protection or

other security measures is prohibited. Users must not attempt to implement their own network infrastructure, offer alternative methods of access to MSSU IT resources such as by using modems and virtual private networks (VPNs), or attempt to install or configure wireless access points. University computing resources are not to be used for personal commercial purposes or for personal financial or other gain. MSSU-provided email (name@mssu.edu) is considered the official e-mail communication mechanism recognized by the University for E-mail Communication and should be used at all times for the conduct of university business by e-mail.

2.14.c. Security: The university employs various measures intended solely for the benefit of the university and the security of its computing resources. Users should be aware, however, that the university does not warrant or guarantee security confidentiality and does not undertake any duty to any user or other person. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and not using computing resources for communications which the user may consider private or confidential to the user.

2.14.d. Privacy: All university computing resources are the property of the university. Users have no expectation that any information transmitted over or stored on university computing resources is or will remain private. Users also should be aware that in some instances emails and other electronic communications and uses of computing resources could be subject to public disclosure under the Missouri Sunshine Law or other laws or legal procedures. For many reasons, including security and compliance with applicable laws and policies, the university reserves the absolute right, in its sole discretion and without notice or consultation with any user, to the fullest extent permitted by applicable law, to monitor, view, examine, record, and otherwise track or investigate any use of university computing resources or activity involving computing resources, but the university undertakes no obligation to do so. Examples of such monitoring or investigation may include, without limitation, review of e-mails, access of user accounts, files, or login sessions, examination of the substance or content of any user communications or websites accessed by the user and use of software or other technology to assist with any of the foregoing monitoring or investigation. The university, in its discretion, may disclose the results of any such general or individual monitoring or investigation, including the contents and records of individual communications, to appropriate university personnel or law enforcement agencies and may use those results in university disciplinary proceedings or other legal proceedings.

2.14.e. E-Mail and Other Similar Forms of Communication: For the purposes of this policy, e-mail includes point-to-point messages, postings to newsgroups and list-serves, and any electronic messaging involving computers and computer networks. Organizational e-mail accounts, including those used by student organizations, are held to the same standards as those for individual use by members of the University community. The university from time to time may designate specific e-mail programs or accounts to be used by students or by faculty, staff, or administrators for communications related to university business or education.

2.14.f. Examples of Inappropriate Uses of E-mail: 27 While not an exhaustive list, the following are or may be considered inappropriate or unacceptable uses of university computing resources:

- Chain mail that misuses or disrupts resources, including e-mails sent repeatedly from user to user; with requests to send to others;
- Any e-mails, communications, website access, or other uses of computing resources that violate university rules, policies, or regulations, including university policies regarding harassment and professionalism;
- Computer hacking, spread of computer viruses, or any similar efforts to attack or gain unauthorized access to university

computing systems, or the spread of hoaxes regarding viruses or other threats; • Spamming, phishing, e-mail bombing attacks, or similar abuses, or intentional e-mail transmissions that disrupt normal e-mail service; • Junk mail - Unsolicited e-mail that is not related to university business and is sent without a reasonable expectation that the recipient would welcome receiving it; • False identification - Any actions that defraud another or misrepresent or fail to accurately identify the sender; and • Use or access of Web pages, blogs, or other Internet sites or applications which contain or promote pornography, child pornography, gambling, or other criminal activity, or which in the discretion of the university would otherwise be inconsistent with standards of professionalism and conduct reasonably expected by the university with respect to use of its computing resources, compliance with laws, and the function and reputation of the university as a public institution of higher learning.

2.14.g. Personal Use: Computing resources provided by the university are primarily for university-related purposes. Limited, occasional, or incidental use of university computing resources for personal purposes may be permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other university responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures concerning the use of university equipment or as the university may deem appropriate in its discretion.

2.14.h. Web Pages: Official university pages (including colleges, departments, bureaus, centers, institutes, etc.) represent the university and are intended for the official business functions of the university. Each official home page must use an address that ends in "mssu.edu" and be registered with the university's Web administrator webmaster@mssu.edu who will then include it as a link from the MSSU Web Site Listing. Each such Web page should include the following:

- 28 The name of the unit or group represented by the page;
- A means of contacting the person(s) responsible for maintaining the page content;
- The date of last revision;
- An active link to the MSSU home page;

Using MSSU Web pages for personal commercial gain is forbidden. Any private commercial use of MSSU Web pages must be pre-approved pursuant to existing university policies and procedures including those related to outside employment activities. The university may require pages/ads involving commercial use to reside on a specific domain such as mssu.org or mssu.com. All MSSU units that accept payments electronically via the Internet must have approval of the application from the MSSU Business Office and IT Department.

2.14.i. External Links: MSSU accepts no responsibility for the content of pages or graphics that are linked from MSSU pages. However, Web page authors should consider that such links, even when clearly labeled, can be misinterpreted as being associated with the University. Links to pages where the user has a personal monetary interest should be avoided and may violate policies regarding advertising and commercial use.

2.14.j. Problematic Use: Excessive or disruptive use of university resources in the viewing or publishing of Web pages is not permitted. Departments owning or administering the resources involved may determine whether specific usage is considered normal, excessive or disruptive, and the university in all cases reserves the right to make such determinations in its sole discretion.

2.14.k. Enforcement: Users who violate this policy may be denied access to university computing resources and may be subject to other penalties and disciplinary action, up to termination of employment. The university may suspend, block or restrict access to an account in the discretion of the university or when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of university or other computing resources or to protect the university from liability or promote compliance with applicable laws, regulations,

and policies. The university may also refer suspected violations of applicable law to appropriate law enforcement agencies. 2.14.1. Disclaimers: The university makes no warranties, whether express or implied, for the computing resources, services or access it provides. The university is not responsible for delays, non-deliveries, missed deliveries, loss of data, service interruptions or the like, any act or omission of user(s), or issues related to personal privacy or the like. The university does not warrant or guarantee the accuracy or quality of information obtained from the Internet or use of university computing resources. Access or use does not include endorsement of content or accuracy of the information obtained. This policy is intended only to state certain rules and expectations for use of computing resources, and it does not contain or reference all policies which may be applicable, or which may be implemented by the university pertaining to use of computing resources. Users are expected to be familiar with all university policies and rules, and with all applicable laws and regulations concerning use of computing resources. The university also expects users to demonstrate courtesy, professionalism, respect for others, and common sense when making use of computing resources or communicating electronically; when in doubt about the appropriateness of a particular use or communication, the user should refrain from such use or communication or should first consult the IT Help Desk for guidance or clarification regarding whether or not such use or communication may violate university policies. To report violations, please contact abuse@mssu.edu. For questions concerning this policy, please contact: IT Help Desk at 417-659-4444.

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 courses 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.

Student Complaint/Grievance Process

MDHEWD

Missouri Department of Higher Education & Workforce Development

301 W High St., PO Box 1469

Jefferson City, MO 65101-1469

Phone: (573) 751-2361

Fax: (573) 751-6635

Email: info@dhewd.mo.gov

Civic Engagement

Civic engagement is about being an active and informed member of your community.

Whether through volunteer work, participating in local events, or simply staying informed on social issues, every action count. This section highlights opportunities and resources to help you get involved and make a positive impact. Your contributions can help shape a better future for everyone.

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.

- 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.
- Each educational institution that receives federal funds is required to hold educational programs about the U.S. Constitution and Citizenship for its students. As such, the University will offer educational programming on September 17th each year. If September 17th falls on a weekend, the University will offer programming on the nearest weekday that classes are in session.
- The University has assigned the responsibility of these educational programs to the Social Sciences academic department.

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>

Student Handbook Revision and Posting Procedures

The MSSU Student Handbook is updated annually on the University's website by the Dean of Students Office and may also be revised throughout the academic year. Students are notified via email about any policy changes when a new edition is published during the Fall or Spring semesters. The Dean of Students oversees the handbook's updates, including policies, procedures, and contact information. Before finalizing the handbook for the academic year, it is reviewed by department administration to ensure accuracy and relevance.

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 the 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 September 2024