MISSOURI SOUTHERN STATE UNIVERSITY

STUDENT HANDBOOK

2026 - 2027

WELCOME TO MISSOURI SOUTHERN

We are excited that you have chosen to join our vibrant, student-centered learning community. Missouri Southern State University's mission is to educate and graduate knowledgeable, responsible, successful global citizens. Your success is our top priority. We are committed to providing you with a supportive environment that fosters personal growth and academic success.

This Student Handbook includes essential information that you will need throughout your time at Missouri Southern State University (MSSU). Use it as a resource and take ownership of your university experience. Strive to grow personally and academically. Don't be afraid to ask questions and build relationships.

As you begin this academic year, you will have the opportunity to shape your future by participating in campus events and being involved in a community where you are supported, challenged, and encouraged to thrive!

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

Dr. David Mayes
Dean of Students and Title IX Coordinator

Table of Contents

Statement of Principles 8
Equal Opportunity Statement 8
FERPA 8
Parental Notification 8
Cooperation with Authorities 8
Resource Contacts 9
Academic Affairs 9
Provost & Vice President for Academic Affairs 9
Associate Vice President for Academic Affairs & Vice Provost 9
Spiva Library 9
Honors Program 9
Testing Services 9
Associate Vice President for Student Success & Pathways to Success Project Manager 9
Student Success Center 9
Executive Director of Student Success 9
Advising 9
Career Services 9
Academic Support & Recovery Services 9
Orientation & Special Student Populations 9
Student Employment 9
Tutoring 9
Pathways to Success – Title III Grant 9
Disability Services 9
Project Stay 9
Dean of the College of Arts and Sciences 9
Dean of the College of Business, Communication and Technology 9
Dean of the College of Health, Life Sciences and Education 9
Dean of Students/Title IX Coordinator 9
Residence Life 10
Student Conduct 10
University Police 10
Willcoxon Health Center 10
Counseling Services 10
Student Activities 10
Recreational Services 10
E-Sports 10
Director of Institutional Effectiveness 10
Director of Digital Learning 10
Director of MOSO CAPS 10
Financial Services 10
Chief Financial Officer 10
Finance and Budget 10

Bookstore and Campus Card Services 10
Food Services 10
Human Resources 10
Physical Plant 10
University Advancement 11
Vice President for University Advancement 11
University Development 11
Admissions 11
Associate Vice President for Admissions and Enrollment 11
Associate Director of Admissions 11
Registrar 11
Financial Aid 11
Bursar 11
University Relations & Marketing 11
Upward Bound 11
Talent Search 11
Dual Credit 11
Global Leaders 11
Other University Services 11
Executive Director of International Education 11
Athletic Ticket Office 11
IT Helpdesk 11
Student Senate Office 11
MSSU Student Code of Conduct 12
Mission/Vision/Philosophy of MSSU Code of Conduct 12
Core Values for Student Conduct at MSSU 12
Jurisdiction 13
Violations of the Law 14
Core Values and Behavioral Expectations 15
Academic Integrity 15
Types of Academic Misconduct 15
Plagiarism 15
Examination Misconduct 15
Unauthorized Collaboration 15
Fabrication or Falsification 15
Other Violations 15
Undergraduate Academic Integrity Policy 15
Graduate Academic Integrity Policy 16
Other Conduct Violations 16
Unauthorized Access and Entry 16
Collusion 16
Violation of Trust/Attempts to Defraud 17

Election Tampering 17
Taking of Property 17
Stolen Property 17
Disruptive Behavior 17
Rioting 17
Trademark 17
Damage and Destruction 17
Gambling 17
Weapons Possession 17
Fire Safety 17
Ineligible Pledging or Association 17
Animals 18
Wheeled Devices 18
By-standing 18
Abuse of Conduct Process 18
Harm to Persons 18
Threatening Behaviors 18
Bullying and Cyberbullying 18
Hazing 18
Intimate Partner/Relationship Violence 19
Stalking 19
Public Exposure 19
Alcohol 19
Drugs 19
Prescription Medications 19
Failure to Comply 19
Financial Responsibilities 19
Arrest 19
Other Policies 19
Health and Safety 19
Use of Electronic Devices in the Classroom 20
Sexual Misconduct 20
Overview of the Conduct Process 20
Formal Conduct Procedures 20
Group Violations 21
Notice of Alleged Violation 21
Investigation 21
University Investigation Procedures 22
Interim Action 23
Administrative Conference Process 23
During the Investigation/Conference 23
Conduct Sanctions 24
Notification of Outcomes 25

Failure to Complete Conduct Sanctions 26
Appeal Review Procedures 26
Temporary Suspension 27
General Statement of Procedures 27
Student Conduct Review Committee 27
Notice of Hearing 27
Student Rights Upon Review 27
Conduct of Review 28
Conduct Review Procedures 28
Rights of Student Conduct Review Committee 28
General Rules of Decorum 29
Record of Review 29
Student Status During Appeal 29
Emergency Evaluation Procedures 29
Medical and/or Psychological Evaluation 29
Compliance and Consequences 30
Withdrawal Prior to Evaluation 30
Administrative Withdrawal 30
Appeal Process 30
Departments 30
Residence Life 30
Residence Hall Association 31
Student Activities 31
Recreational Services 31
University Police 31
Student Disability Services 32
Linked Policies: 32
Full Policies (Not Yet in Policy Library) Confidentiality of Student Disability Documentation Policy 32
Willcoxon Health Center 33
George A. Spiva Library 34
Leon C. Billingsly Student Center 34
Student Senate 34
Campus Card Services 34
General Policies 34
Policy Changes 35
Procedures for Recommending Change 35
Interpretations of Regulations 35
Smoking and Tobacco Use Policy 35
Substance Abuse Policy 35
Non-Discrimination and Non-Harassment Policy 35
Sexual Harassment Policy 35
Computer Acceptable Use Policy 36

Sidewalk Chalking Policy 36
Timely Warning Policy 37
Cooperation with Authorities Policy 37
No Alcohol, Drugs, or Tobacco in Residence Halls Policy 37
No Weapons in Residence Halls Policy 37
Non-Solicitation Policy 38
Academic Grievance 38
Academic Evaluation and Grade Appeals Policy 38
Student Complaint/Grievance Process 38
Student Grievance Policy and Procedures 38
SARA Participation and Student Rights (Distance Education Complaints 38
MDHEWD 39
Civic Engagement 39
Constitution Day 39
Voter Registration 40
Student Handbook Revision and Posting Procedures 40

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
Disability Services

Hearnes Hall 301

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 302, 417-625-9319

Dean of the College of Health, Life Sciences and Education
Leon Building 112, 417-625-9592

Dean of Students/Title IX Coordinator
Billingsly Student Center Suite 347, 417-625-3032

Residence Life
Blaine Hall 106, 417-625-4261

Student Conduct
Mayes Student Life Center 102, 417-625-9531

University Police
Anderson Criminal Justice 109, 417-625-9800

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 Digital Learning
Webster 109, 417-625-9651

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, 417-625-9527

Physical Plant
Physical Plant Warehouse, 417-625-9305

University Advancement

Vice President for University Advancement
Hearnes Hall 208, 417-625-3153

University Development
Hearnes Hall 212, 417-625-9622

Admissions

Associate Vice President for Admissions and Enrollment
Roy Blunt Health Science Innovation Center 100, 417-625-9378

Associate Director of Admissions
Roy Blunt Health Science Innovation Center 100, 417-625-9715

Registrar
Hearnes Hall 101, 417-625-9389

Financial Aid
Hearnes Hall 109, 417-625-9325

Bursar
Hearnes Hall 105, 417-625-9381

University Relations & Marketing
Hearnes Hall, 417-659-4080

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

Executive Director of International Education
Webster 228, 417-625-9836

Athletic Ticket Office
417-625-9815

IT Helpdesk
417-625-9300

Student Senate Office
417-625-3550

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

Types of Academic Misconduct

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.

Undergraduate Academic Integrity Policy

Missouri Southern State University is committed to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise.

See policy here.

Graduate Academic Integrity Policy

Missouri Southern State University is committed to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Submitting work that is not one's own is unacceptable and is considered a serious violation of university policy. Cheating is a serious offense that invalidates the purpose of a university education.

Any student who takes credit for the work of another person, offers or accepts assistance beyond that allowed by an instructor, or uses unauthorized sources for a test or assignment is cheating. Students must be conscious of their responsibilities as scholars, to learn to discern what is included in plagiarism as well as in other breaches of university polices and must know and practice the specifications for citations in scholarly work.

When dealing with cases of academic dishonesty, the course instructor should report the incident to the campus judicial system; this includes filing an incident report in Lion Alert with the Student Conduct Office, who may act on the report by issuing a written warning or by recommending disciplinary probation or suspension.

Academic penalties for academic dishonesty may include a failing grade on the assignment, a failing grade in the course, an XF grade in the course, or any other course or program related sanction the instructor or program designee(s) determines to be appropriate. In cases where an F or XF grade is deemed appropriate by the course instructor, the instructor should report, in writing, to the program coordinator/department chair. The program coordinator/department chair will authorize the Office of the Registrar to issue the F or XF grade. The Registrar's office will issue a letter to the student, informing them of the decision and will initiate their removal from the course. Academic dishonesty "XF" grades are non-repeatable.

Graduate Academic Integrity Procedure

In cases where an F or XF grade is deemed appropriate by the faculty member, the faculty member should report, in writing, to the program coordinator/department chair. The program coordinator/department chair will then authorize the Office of the Registrar to issue an F or XF grade. The Registrar's office will issue a letter to the student informing them of this decision and will initiate their removal from the course.

Other Conduct Violations

<u>Unauthorized Access and Entry</u>

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.

<u>Collusion</u>

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 Substance Abuse 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 Substance Abuse 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. **The standard of proof is a preponderance of the evidence.**

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.

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 Service: Supervised MSSU service for a designated project or period of time.
- 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
- 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 addressed to the *Student Conduct Review Committee* and delivered to the Dean of Students in 347 Billingsly Student Center. 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

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.

More information on Residence Life.

Student Activities

The mission of the Missouri Southern Student Activities Office is to be a positive factor in the university's retention and graduation rates by increasing the level of student engagement on campus. The Student Activities office also promotes the development of students as individuals professionally, socially, and academically in a global society. This is accomplished through events sponsored by the Campus Activities Board, registered student organizations, and Greek Life on campus.

Our main purpose is to make sure that you are having as much fun at Missouri Southern as possible. Whether that is through joining a club and making new friends, going Greek and learning the true meaning of brother and sisterhood, or attending events sponsored by the Campus Activities Board, it is our hope that you enjoy all of your time at Missouri Southern.

For questions, contact the Student Activities Office at 417-625-9346 or visit Billingsly Student Center, Room 210.

More information on Student Activities.

Recreational Services

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 Office is located in the Billingsly Student Center 241.

More information on Recreational Services.

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: 417-625-9800

More information on University Police.

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.

Linked Policies:

Student Accommodation Determination Authority Policy

Policy and Process for Implementing Approved Student Accommodations

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

Student Accommodation Request Documentation Policy

Student Accommodations for Standardized Testing Policy

Grievance Policy for Students with Disabilities

Student Service Animal and Emotional Support Animal Policy

Full Policies (Not Yet in Policy Library)

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.

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

The Willcoxon Health Center, located in the Billingsly Student Center, provides acute care services and supports the health and wellness of MSSU students. In partnership with Medicat, the Health Center manages immunization tracking, tuberculosis screening, and other health compliance requirements.

All MSSU students are expected to complete the following health-related steps via the Medicat portal:

- Submit a Medical History form
- Upload proof of MMR vaccination or immune titers
- Complete the Tuberculosis Risk Assessment

Students living in campus housing must also provide documentation of the Meningitis (MCV4) vaccine administered at age 16 or older.

More information, including exemptions, insurance guidance, and available services, on Willcoxon Health Center.

George A. Spiva Library

Spiva Library supports MSSU's mission by offering access to extensive research materials, technology-equipped study spaces, and expert research assistance for students, faculty, and the community. The library spans four floors, houses special collections and archives, and provides 100+ computer workstations, reservable study rooms, and Wi-Fi throughout.

More information on Spiva Library.

Leon C. Billingsly Student Center

The Leon C. Billingsly Student Center (BSC) is open to members of the University community and others, following the policy and procedures for reserving space outlined below.

See policy here.

More information on Billingsly Student Center.

Student Senate

The Student Senate serves as the governing body for students and acts as a liaison between the student body and faculty/staff. Responsibility for student government lies not only with elected officers, boards, and committees, but also with each student. Funded by student activity fees, the Senate is composed of executive officers and elected senators from each class. While the Student Senate office is located on the 3rd floor of BSC and serves as a workspace and meeting area for members, questions can be addressed with the Senate advisors in Hearnes Hall 308.

More information on Student Senate.

Campus Card Services

Located on the 2nd floor of the Billingsly Student Center Bookstore, the Campus Card Service Center provides Lion Card IDs and support for dining services. While all students are eligible for a meal plan, resident students are required to select one through Housing, and commuter students may choose to purchase a block plan. Please note: commuter meal plans are purchased through the Bursar's Office, not at the Card Center.

More information on Campus Card Services.

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 products and nicotine delivery devices in facilities, grounds, property, and vehicles owned, leased, or controlled by the university.

See policy here.

Substance Abuse Policy

Pursuant to the Drug-Free Schools and Communities Act Amendments of 1989, and to provide resources and support to its students, the University has established a drug and alcohol prevention program for its students.

See policy here.

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

The purpose of the policy is to provide guidance to University employees regarding necessary policy information pertaining to the University Acceptable Use of Computer & Technology Resources.

See policy here.

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

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.

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.

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 non-residents) in University residence halls.

See policy here.

Non-Solicitation Policy

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.

See policy here.

Academic Grievance

Academic Evaluation 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.

See policy here.

Student Complaint/Grievance Process

Student Grievance Policy and Procedures

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

See policy here.

SARA Participation & Student Rights

Missouri Southern State University is a participating institution in the National Council for State Authorization Reciprocity Agreements (NC-SARA). MSSU is committed to resolving student complaints in a fair, timely, and effective manner.

Students who have concerns regarding any aspect of their educational experience should first follow the University's established student complaint and grievance procedures as listed above. The University has primary responsibility for reviewing and resolving complaints.

If a student enrolled in a distance education course or program is unable to resolve a complaint through MSSU's internal processes, the student may appeal the complaint to the Missouri Department of Higher Education and Workforce Development (MCHEWD), Missouri's designated SARA State Portal Entity. Students must exhaust all institutional complaint procedures before submitting a complaint to the state.

SARA Complaints generally involve allegations related to consumer protection matters, including:

- Misrepresentation of academic programs or services

- Inaccurate information regarding tuition, fees, or financial aid
- Misleading marketing or recruitment practices
- Accreditation-related representations
- Transferability of credits
- Professional licensure disclosures
- Delivery of distance education programs in accordance with applicable standards

MISSOURI SARA STATE PORTAL ENTITY CONTACT
Joshua Finscher
Program Specialist
Phone: 573-751-2361
Email: Joshua.finscher@dhewd.mo.gov

Missouri Department of Higher Education and Workforce Development
P.O. Box 1469
Jefferson City, MO 65102-1469

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 counts. 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 the 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
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.

MSSU Student Handbook Revised August 2026