STUDENT HANDBOOK

2014 - 2015

(last revised November 2014)

Mississippi Valley State University
Division of Student Affairs

14000 Highway 82 West
Box 7267
Itta Bena, MS 38941-1400
Telephone: (662) 254-3636
Fax: (662) 254-3430

Mississippi Valley State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Baccalaureate and Master's Degrees. The contact information for SACSCOC is

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033
(404) 679-4501

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FOREWARD

This Handbook is made available to each student on the Mississippi Valley State University Division of Student Affairs web pages at www.mvsu.edu. The information herein has been carefully assembled to address topics of general concern, interest and use to the student body. It is vital that you become familiar with its contents. This Student Handbook is supplemented by other University documents such as the University Academic Catalog, the Handbook for Registered Student Organizations, the Residential Life Handbook, and the Student Government Association, Inc. Constitution. This Student Handbook supersedes all prior University Student Handbooks and is subject to addendums as needed.

NOTICE

The University continuously reviews policies and procedures that govern student life at Mississippi Valley State University. Updates, revisions and/or modifications to this Student Handbook may occur prior to the next scheduled publication and will be communicated to the pertinent parties as they occur.

The provisions in this Handbook do not constitute a contract, expressed or implied, between the University and any student of Mississippi Valley State University. The materials included in this Handbook have been developed through a blending of ideas with students, faculty, staff, and administrators and should serve as a resource for necessary and useful information that will assist students in understanding their privileges, rights, and responsibilities pertaining to Mississippi Valley State University.

ALMA MATER

Hail to thee our Alma Mater
Colors Green and White
MVSU our sons and daughters
Always stand for right.

When the days of joy and laughter
Fade upon our sight
We will love our Alma Mater
Dear Old Green and White.

We will love and cherish thee
Through all our lives
Green and White, we will honor
Keeping standards high.

Chorus:
Grateful, loyal, true and faithful
We will be true
May thy name be everlasting
Dear Old MVSU.

Written by: President and Mrs. J. H. White in 1951

HISTORICAL OVERVIEW

Legislation authorizing the establishment of the institution under the name Mississippi Vocational College was enacted by the Mississippi Legislature in 1946. The express purpose for the new college was to train teachers for rural and elementary schools and to provide vocational training.

The groundbreaking ceremony was held February 19, 1950, with the late Honorable Governor Fielding Wright, the Board of Trustees of State Institutions of Higher Learning, the first president of the University, Dr. James Herbert White, and interested friends participating. The college opened in the summer of 1950 with an enrollment of 205 in-service teachers.

The first academic year, 1950-51, opened with 14 regular students and seven faculty members. The college offered the Bachelor of Science degree in 14 areas and provided Extension Services.

The name of the institution was changed to Mississippi Valley State College in 1964. The college was authorized to offer the liberal arts degree as well as science and education degrees.

Dr. Earnest A. Boykins, the college's second president, took office in July, 1971.

The Honorable Governor William A. Waller signed into law the bill granting University status to the institution on March 15, 1974. The institution's name has since been known as Mississippi Valley State University (MVSU).

The University began offering its first master's degree in 1976. The University now offers the master's degree in Environmental Health, Elementary Education, Criminal Justice, Business Administration, Special Education, Rural Public Policy and the Master of Arts in Teaching.

Dr. Joe L. Boyer, the third president of MVSU, takes office in January, 1982.

Dr. William W. Sutton, the fourth president, takes office in July, 1988.

The Greenwood Center, an off-campus site of MVSU, opens in January, 1996.

Dr. Lester C. Newman, the fifth president of MVSU takes office on July 1, 1998.

The Greenville Higher Learning Center, an off-campus site of MVSU, opens January, 2001.

Dr. Donna H. Oliver was named president of MVSU in October, 2008 and she took office effective January 1, 2009 as the sixth president of "The Valley" and the first female president.

Dr. William B. Bynum, Jr. was named the 7th President of MVSU by the Mississippi Institutions of Higher Learning Board on October 8, 2013 and he began his presidency at "The Valley" on November 6, 2013.

COMMON TITLES AT THE UNIVERSITY

Mississippi Valley State University…….....“The Valley”

Athletic Teams……...…….Delta Devils/Devilettes

University Mascot……The Delta Devil

Fight Song…….The Devil’s Gun

Student Newspaper……*The Delta Devils Gazette*

University Yearbook……..……*The Delvian*

Employee Newspaper……...……*The Communique*

Alumni Magazine…….*The Valley Connection*

MOTTO

“Live for Service”

SCHOOL COLORS

Forest Green and White

UNIVERSITY FIGHT SONG

The Devil’s Gun

Fe Fi, Fo Fum

You’re looking down the Barrel of the Devil’s gun.

No where, to run

You got to take a stand against the Devil’s gun!

MISSISSIPPI VALLEY STATE UNIVERSITY

ONE GOAL:
Student Centeredness

ONE TEAM:
University & Community Stakeholders Working Together

ONE VALLEY:
School Pride & Spirituality Second to None!!

On behalf of the administration, faculty, staff and alumni, I extend a sincere "Welcome, or Welcome Back, to The Valley!"

MVSU has a rich history, and we move forward each day committed to not only proudly owning our achievements and accomplishments, but building on and contributing to our expanding legacy. I am dedicated to leading and guiding this Mississippi Delta jewel to being the most student-centered university in the country. As students of MVSU, you are the most critical elements in our success and legacy. We take this very seriously and trust that each of you will do the same.

The MVSU executive cabinet, faculty, staff and alumni, join me in encouraging and inspiring each of you to be fully engaged in campus life. The world is in dire need of leadership, and MVSU is committed to graduating students that will be recognized as positive, impactful leaders and extraordinary citizens notably contributing to the advancement and edification of your generation and those to come.

Commit to making this a transformative year of remarkable personal growth and extraordinary success – be one of the stellar performers shining in Valley's legacy. Your committed focus in the present will be the greatest contribution to the foundation and cornerstone of your future.

Your college years will undeniably be witness to some of the most life altering and life enhancing experiences of your lifetime, and we are pleased you have chosen "The Valley" for your collegiate journey.

Blessed and Proud to Be Your President,

Dr. William B. Bynum, Jr.
President

MISSISSIPPI VALLEY STATE UNIVERSITY®

I am pleased that you have selected Mississippi Valley State University (MVSU) as the institution where you will complete the first phase of higher education. With open arms, I welcome you! The well-being of students is first and foremost on my list of "things to do" each day, and you are the sole reason the Division of Student Affairs exists. During your time here, we intend to continuously improve your quality of life in the safest and most healthy manner.

As you matriculate at MVSU, the Division of Student Affairs will provide services and programs that enhance your growth and development outside the classroom. We will present programs that foster, nurture and broaden the gifts that have been bestowed upon you as an individual. Leadership, accountability, decision-making, problem-solving, civic duty, community living, and interpersonal relationships are just a few of the areas that we will focus on to help you make positive contributions to society.

I also encourage you to get involved and engaged at MVSU by participating in leadership training and development, becoming a member of a student organization, participating in night and evening activities, joining an executive board or becoming a Student Ambassador. These opportunities are designed to help you create a healthy balance between scholarship and your social life. More importantly, extracurricular programming aligns with the mission and educational goals of the University to guarantee that you receive an optimal learning experience.

Finally, as the Vice President of Student Affairs, I ask you to remember that you also have a personal responsibility for getting your education. However, remember the Division of Student Affairs when you need a boost. We are dedicated to helping you achieve total success by creating a seamless learning experience for you. Again, welcome to Mississippi Valley State University, and I wish you much success for the 2014-2015 academic year.

Sincerely,

Jacqueline Gibson

Jacqueline Gibson, Ed.D.
Vice President of Student Affairs

MISSISSIPPI VALLEY STATE
UNIVERSITY®

Welcome to "The Valley", your home away from home! At Mississippi Valley State University we are poised to create a vibrant and engaging curricular and co-curricular learning experience for all of our students. The student affairs team will reach you where you are in your development while assisting you to reach your greatest potential. We want you to get the most out of your "Valley" experience. In order for that to happen you must become engaged in all endeavors at "The Valley". We will provide the appropriate challenge to assist you in your growth, while providing the necessary support to encourage your continued development.

Mississippi Valley State University will offer you an unparalleled campus experience, one that will build character, promote leadership, expand minds, broaden awareness and perfect skills. MVSU will create an environment that offers the appropriate challenge for you to flourish and thrive! We in Student Affairs want you be successful at "The Valley" by getting involved in all aspects of campus life.

At "The Valley" there is a strong sense of community that we would like for you to experience. The Student Affairs staff would like for you to celebrate and recognize the contributions of your peers and university. We want you to respect the diverse perspectives of all stakeholders that are invested in the development of MVSU. We are promoting a learning community where you are encouraged to excel in reaching your academic goal with other like-minded students. At "The Valley" we want you to feel free to express yourself, but recognize that you have obligations and responsibilities to adhere to guidelines and procedures that define the behavior aspired to at MVSU. Finally, we want you to experience our commitment to the Delta Community through service. Your service to the campus and the community at large is critical to your development as a caring individual. We expect our students to willingly support service learning offered through your curricular experience. You as a student at "The Valley" should seize every opportunity to participate in community service activities and events. We must also look at developing and strengthening campus community partnerships. We are a strong community at "The Valley". Make it come alive through your commitment to service.

I sincerely hope that you will make the time to meet many new exciting and continuing students this year. Also familiarize yourself with the many phenomenal and innovative programs that will be offered by your peers, student leaders, staff and faculty. If we are missing some club or organization that you feel that we should have at Mississippi Valley State University, then by all means bring it to the attention of the Student Affairs staff. They are more than willing to help you create new opportunities for you, our students. Finally feel free to stop me on campus to say hello or come by the office. My door is always open. I look forward to hearing or seeing you soon.

Until next time,

Renardo A. Hall
Associate Vice President/Dean of Students

MISSION STATEMENT

Mississippi Valley State University, as a Carnegie Classified Master's University, provides comprehensive undergraduate and graduate programs in education, the arts and sciences, and professional studies. The University is driven by its commitment to excellence in teaching, learning, service, and research--a commitment resulting in a learner-centered environment that prepares critical thinkers, exceptional communicators, and service-oriented, engaged, and productive citizens. Mississippi Valley State University is fundamentally committed to positively impacting the quality of life and creating extraordinary educational opportunities for the Mississippi Delta and beyond.

VISION STATEMENT

Mississippi Valley State University aspires to become the educational crown jewel of the Mississippi Delta, and in so doing, the institution will attract students of diverse backgrounds as a result of its innovative academic programs, its commitment to developing entrepreneurs, and its globalized focus intertwined throughout the academic curricula and support services. In its quest for distinctiveness, uniqueness, innovation, and longevity, the University will become the public square of the Mississippi Delta, responsible for engaging an ever-expanding group of collaborators focused on identifying and implementing solutions to the problems that have plagued the Delta region for generations. As a result, Mississippi Valley State University will serve as the catalyst for an enhanced quality of life and increased educational opportunities for the citizens of a revitalized Mississippi Delta and beyond.

BOARD OF TRUSTEES

Mississippi Valley State University and its sister institutions, are governed by the Board of Trustees. The Board is the constitutional governing body of the State Institutions of Higher Learning (IHL). The Board Office, located in the Education and Research Center of Mississippi in Jackson, is responsible for policy and financial oversight of the eight public institutions of higher learning.

The Commissioner of Higher Education is responsible for assisting the Board in the administration of the Board's policies and bylaws. Divisions of the Commissioner's Office include academic and student affairs, construction and physical affairs, finance and administration, and research and planning. The Board oversees degree-credit courses, research and public service activities and programs at the eight public universities, including The University of Mississippi Medical Center, Mississippi State University Division of Agriculture, Forestry and Veterinary Medicine, 10 off-campus centers, and various other locations throughout the state. Available programs range from a variety of undergraduate disciplines to most professional fields. All eight universities offer master's level programs, six have programs at the education specialist level and five offer doctoral-level programs.

UNIVERSITY ADMINISTRATION

University President
William B. Bynum, Jr., Ph.D.

Executive Vice President/Chief Operating Officer
Jerryl Briggs, Ed. D.

Vice President of Academic Affairs
Constance Bland, Ph.D.

Vice President for Business & Finance/Chief Financial Officer
Joyce Dixon

Vice President of Student Affairs
Jacqueline Gibson, Ed.D.

Director of Athletics
Dianthia Ford-Kee

Chief of Staff/Legislative Liaison
La Shon F. Brooks, MBA

Associate Vice President for University Advancement
Veronica Cohen

Dean of University College
Rita Myers

Executive Assistant to University President
Jennifer Pitre

ACADEMIC CHAIRS

Applied Technology
Mr. Antonio Brownlow (Interim)

Business Education
Dr. Jongchai Kim

Criminal Justice
Dr. Oko Elechi

Education
Dr. Lula Collier

English & Foreign Languages
Dr. John Zheng

Fine Arts
Dr. Alphonso Sanders

Health, Physical Education, and Recreation
Dr. Gloria Ross

International Programs
Dr. Kathy Golden

Mass Communication
Dr. Samuel Osunde

Mathematics, Computer, and Information Sciences
Dr. Latonya Garner

Natural Sciences & Environmental Health
Dr. Louis Hall

Social Science
Dr. Morgan Ero

Social Work
Dr. Catherine Singleton-Walker

PROGRAM DIRECTORS

Faculty Development
Dr. James Varn

Greenville Higher Education Center
Mr. Michael Taylor, Executive Director

J. H. White Library
Ms. Mantra Henderson, Director

Title III Programs
Mr. Samuel Melton, Director

UNIVERSITY TRADITIONS AND ANNUAL EVENTS

Administrative Professionals Day Luncheon
This is an annual event honoring all University administrative professionals. It is hosted by the President of the University.

All-Sports Banquet
Near the end of the spring semester, student athletes and coaches who have participated in the various athletic programs during the school year are honored at this banquet.

Commencement
Commencement exercises are held at the close of the spring semester. At the ceremony, degrees are conferred upon candidates who have successfully completed all stipulated academic requirements for graduation.

Convocations

Black History
This annual program is observed each February to pay homage to the historic contributions of African Americans. The month is marked with presentations by prominent men and women in various fields who have achieved national and international acclaim.

Fall
The Annual Fall Convocation is observed early in the semester. All members of the student body, faculty, and staff participate in this assembly program which launches the New Academic Year.

Founder's Day
During the month of April, tribute is paid to the individual who was instrumental in the founding of Mississippi Valley State University, Dr. James Herbert White. The Founder's Day Convocation is an event where guest speakers and outstanding alumni join the University family in observance of the establishment of the Institution.

Honors
The University recognizes students who have excelled in curricular activities during the annual Honors Convocation.

Dr. Martin Luther King, Jr.
This is an annual program presented each January to observe the contributions of historic Civil Rights leaders.

Greek Show
The Greek Show is presented each fall by active campus sororities and fraternities. The Greek Show culminates a week of activities during Homecoming Week. It is sponsored by the MVSU chapter of the National Pan Hellenic Council (NPHC).

High School Day
Each year, MVSU invites high school students from Mississippi, and other states, to the campus. This event is designed to acquaint visiting students with academic programs and opportunities available at MVSU.

Homecoming
Homecoming is an annual event that welcomes all MVSU alumni and friends back to the campus, and it is highlighted by a football game, tailgating, alumni celebrations, the President's Alumni Reception, and campus tours. The Homecoming game is preceded by a week of activities for students, alumni, and friends, including the coronation of "Mr." and "Miss" Mississippi Valley State University and special alumni celebrations and induction ceremonies. On Homecoming day, activities begin with a morning parade in downtown Itta Bena, Mississippi with floats, high school marching bands, cars, and marching units from the University and surrounding communities.

Mr. and Miss MVSU Showcase
During the spring of each academic term, "Mr. and Miss" MVSU and the Mr. and Miss MVSU Advisory Committee sponsor the Mr. and Miss MVSU Showcase which presents young men and women who are vying for the titles of Mr. Mississippi Valley State University and Miss Mississippi Valley State University for the upcoming academic year. It showcases the talents and communication skills of each candidate.

Retirement and Years of Service Luncheon
This is an annual event honoring retiring employees and other employees for their years of service.

Student Christmas Dinner
This is a traditional Christmas dinner hosted by the President with food, drinks, and music prepared for University students before the end of the fall semester and Christmas break. University faculty and staff members serve as waiters and servers for this dinner.

Tree Lighting Ceremony
This ceremony takes place each December to observe the upcoming Christmas and New Year's holidays. The observance includes the official lighting of the University Christmas Tree and singing of Christmas carols.

Valley Fest
Valley Fest was created for the students of MVSU to express the University's appreciation. It is an event that is filled with food, fun, games, and entertainment. This event culminates the end of the school year and Founder's Week.

GENERAL UNIVERSITY POLICIES

Equal Employment Opportunity, Nondiscrimination, and Affirmative Action

Mississippi Valley State University is committed to providing a work environment that is free from all forms of discrimination and to adhere to the principles of equal opportunity, affirmative action and diversity. Discrimination based upon race, color, religion, sex, national origin, genetic information, age, disability, or veteran's status is a violation of federal and state law and University policy and is strictly prohibited. In accordance with this policy and the applicable law, employment decisions, including those affecting hiring, promotion, demotion, or transfer, recruitment, advertisement of vacancies, layoff and termination, compensation and benefits, or selection for training will be made without regard to an applicant's or employee's race, color, religion, sex, national origin, genetic information, age, disability, or veteran's status.
Students are also assured that access to educational opportunities, financial assistance, and social and recreational programs will be free from discrimination.

Harassment Policy and Procedures

The University intends to operate a campus that is free of acts or conduct constituting harassment or any conduct that tends to pollute a meaningful learning environment. Faculty, administrators, staff, employees, and students have the responsibility to respect and not violate the individual rights of others. However, this policy does not prohibit well-intended admonition, argument, and correction by a teacher in the performance of his/her professional responsibility for maintaining

order, upholding standards, stimulating thought, or promoting competence. Such action is, by definition, not a violation of this policy. Likewise, nothing in this policy precludes management's inherent authority to plan, direct, and evaluate the activities of other organizational members in accordance with sound management principles and directives, including communicating with, training, and disciplining employees.

Harassment based upon race, color, religion, sex, national origin, age, disability veteran status or other characteristics protected by law is a form of discrimination in violation of the law and is strictly prohibited by this policy. Harassment based upon sexual orientation or group affiliation is likewise prohibited by this policy. Except where knowingly false, retaliation against any person complaining of harassment is prohibited by law and this policy. All students, employees, faculty and staff are expected to adhere to this University policy and will be held accountable for violating it. The University will respond promptly to all complaints of harassment and retaliation. Violations can result in serious disciplinary action up to and including discharge. Disciplinary action for violations of this policy is the responsibility of an employee's department head or other appropriate administrator.

Sexual Harassment

All employees, supervisors and non-supervisory personnel and guests, including students, vendors, contractors or visitors, are strictly prohibited from engaging in inappropriate or offensive touching of any person, offensive sexual flirtations, advances or propositions, verbal abuse of a sexual nature, verbal comments about an individual's body, sexually degrading words used to describe an individual, displaying sexually suggestive objects or pictures in the workplace, or any other conduct that creates a sexually hostile environment. The University shall take all necessary and appropriate actions to end any such harassment.

The University is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in ex-change for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.

- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, impeding, or blocking movements. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual Assault I: Rape, forcible sodomy, forcible sexual penetration of another person's anal or genital opening with any object. These acts must be committed either by force, threat, intimidation, or through the use of the victim's mental or physical incapacitation, of which the accused is aware, or reasonably should have been aware.

Sexual Assault II: Touching an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation, or through the victim's mental or physical incapacitation, of which the accused is aware, or reasonably should have been aware.

This policy applies to all full-time and part-time students. Students who violate this policy will be subject to appropriate disciplinary action which may include counseling, disciplinary probation, suspension, expulsion, and referral to the proper law enforcement authorities for prosecution. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding alleging a sexual assault. All disciplinary appeals presently applicable to students will continue to be available for violation of this policy. The purpose of this policy is to produce a campus environment that discourages sexual assault.

Title IX

Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 *et seq.*, and its implementing regulations, 34 C.F.R. Part 106, prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. The Title IX Coordinator is responsible for overseeing sexual harassment complaints. The Coordinator must:

1. be available to meet with students who believe sexual harassment or assault has occurred;

2. ensure that complaints are handled through consistent practices and standards; and
3. upon receiving notice of potential acts of sexual harassment or assault, either personally investigate the incident or oversee the investigation.

The Coordinator may also provide assistance to the institution's law enforcement employees on appropriate responses to reports of sexual violence. In these cases, the Coordinator should have access to school law enforcement investigation notes and findings unless access would compromise a criminal investigation. Furthermore, the Coordinator is responsible for reviewing all complaints received to identify and address any patterns or systemic problems.

Reporting Sexual Harassment

If you experience or witness sexual harassment on campus, report it immediately to the Title IX Coordinator, Mr. Brandon Bigelow, located in the Office of Student Affairs at 662-254-3902. If the Title IX Coordinator is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact any other member of management (Vice Presidents, Associate Vice President/Dean of Students, Directors, Associate/Assistant Directors, Supervisors, Counselors, or University Police). You can raise concerns and make reports without fear of reprisal or retaliation. All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation. Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Title IX Coordinator, or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. Under no circumstances will Mississippi Valley State University tolerate *any form of harassment* - sexual or otherwise.

Counseling Support

Emotional trauma is severe after a sexual assault. The violation, loss of trust, and loss of control can have a serious long-term impact. It is not unusual for a person to withdraw, feel guilty or distrustful. However, there are many people who understand and know places where support is available while one is recovering. The University's Office of Counseling Services is available to offer assistance to victims of sexual harassment. If you need assistance, please call 662-254-3830/662-254-3831.

Medical Attention

Even if the student ultimately decides not to report the assault to the police, it is still very important to seek medical attention immediately for possible internal injuries or sexually transmitted diseases. Also, the collection of medical evidence becomes critical in the event of prosecution. Therefore, it is important to seek medical attention promptly and to refrain from:

1. taking a shower or washing any part of the body
2. internal cleansing
3. brushing teeth
4. drinking liquids
5. changing clothes or changing sheets before seeking medical help

This will prevent the destruction of valuable evidence. At the Emergency Room, the doctor will collect hair samples, semen samples, and other evidence, including clothing. Hence, a victim should take a change of clothing to wear home. The police will be contacted to take possession of the samples until the victim makes a decision about whether or not to press charges. If the victim chooses not to have the examination, medical attention at the University's Student Health

Center may be considered. The Health Services Staff can be reached at 662-254-3331.

Reporting to the Police

If an assault occurs on University property, it should be reported to the Mississippi Valley State University Department of University Police at: 662-254-3478/662-254-3479. Assaults which occur off-campus should be reported to the local police: The Leflore County Sheriff's Office at 662-453-5141 or by dialing (911). When the University Police office is contacted, an officer will:

1. conduct a preliminary investigation
2. complete necessary procedures to protect against loss of evidence
3. put the victim in contact with the University's Office of Counseling Services and Health Services
4. notify the Associate Vice President/Dean of Students

A follow-up investigation is conducted and the results are discussed with the student, along with rights and options. A victim's identity is kept confidential. Even if charges are not pursued, reporting the assault is a way to regain a sense of personal power and control and enable the victim to do something about the crime committed. Furthermore, information provided helps in the prevention of rape and the protection of other potential victims.

Due Process

A student accused of a serious offense shall be notified in writing of the specific charge before the case is considered. The student shall be notified in writing of the time and place of the consideration of the case, and shall have reasonable time and opportunity to prepare a defense and the right to be represented by a person of the student's choice consistent with University policies. The student shall also have the opportunity to testify and to present witnesses and evidence. This policy will be followed unless circumstances of a particular case dictate otherwise. The University reserves the right to invoke its Inherent Authority and issue an interim suspension any time an incident occurs whereby the University determines that the presence of an individual (s) on campus threatens the life, health, safety and well-being of that individual (s) or the campus community.

Alcohol and Drug Abuse Policy

In support of the educational mission of Mississippi Valley State University, the following alcohol and drug policies are in place to create a safer campus environment which support the academic and social success of all students and maintain a drug-free workplace and workforce for all employees.

Standards of Conduct Involving Alcohol and Drugs

Mississippi Valley State University prohibits the unlawful possession, use, manufacture, distribution, and sale of alcohol and illegal and prescription drugs by Mississippi Valley State University students and employees on University property and/or at University sponsored or supervised activities. These policies apply to all full-time and part-time students and employees. Possession of paraphernalia associated with the use, possession or manufacture of illegal drugs is also prohibited. Appearing on campus under the influence of alcohol or drugs, such that an individual may endanger himself or other persons, damage property, or disrupt the living and learning environment of others, is also prohibited.

Description of Sanctions

All employees and students of Mississippi Valley State University are expected to abide by the terms of this policy. An employee or student found in violation of this policy shall be subject to appropriate sanctions and penalties. Such penalties and sanctions may include, but are not limited to, referral for counseling, written or oral reprimands, suspensions with or without pay, or termination, in accordance with the established rights of the employee or student, including the right to due process. Legal sanctions as specified in Section, 37-105-9, 41-29-139, 41-29-142, and 97-29-47 of the Mississippi Code Annotated are applied to the following actions: possession of alcohol on University property; public drunkenness on University property; utilization of false ID to obtain alcohol; driving under the influence of alcohol; possession of illicit drugs; sale of illicit drugs; sale of illicit drugs near schools; possession of paraphernalia; and sale of paraphernalia. Sanctions range from fines of $25 to $1 million and jail sentences of 30 days in the county jail to 30 years in the state penitentiary.

Description of Counseling Programs

The University makes available to all its students and employees the services of the Counseling Center. On campus alcohol and drug services are provided for students and employees that include prevention workshops and seminars and intervention counseling. In addition to offering direct services to students and employees experiencing problems with alcohol or substance abuse, the Counseling Center provides referral services to off campus alcohol and drug agencies. Also, programs are offered in the residence halls by the Substance Abuse and Peer Educators programs sponsored by the Counseling Center.

Health Risks

Mississippi Valley State University recognizes that illicit drug use and alcohol abuse are both prohibited and harmful. Drugs are designed to produce physical and/or psychological change(s) within the body. However, there are health risks associated with the use of illegal/illicit drugs and alcohol such as damage to the brain, high blood pressure, seizures, strokes, heart attacks, cardiac arrest, and/or respiratory arrest, impaired judgment, loss of memory, poor hand and eye coordination and poor concentration, sleep disturbances, depression, paranoia, and anxiety. The abuse of alcohol and other drugs is not only destructive to the physical health, but it also erodes the self-discipline and motivation necessary for learning. Pervasive drug use and alcohol abuse create an environment that is destructive to learning and working. As well, they are associated with crime and misconduct that disrupt the maintenance of an orderly and safe University atmosphere.

Violation of Policy

Mississippi Valley State University expects all students and University employees to adhere to the policy in place. The University reserves the right to prescribe the nature and type of corrective action to be imposed on faculty, staff or students found in violation of this policy. Anyone found in violation of this policy shall be subject to appropriate sanctions and penalties set forth by the University consistent with local, state, and federal laws. Such penalties and sanctions may include, but are not limited, to written or oral reprimands, suspensions with or without pay, expulsion or termination.

Family Educational And Privacy Act (FERPA)

Provisions for reviewing and correcting student information as required under the Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, have been available to Mississippi Valley State University (MVSU) students and parents for many years. Essentially, students have the opportunity to see official copies of personal and academic information which are collected and distributed by the Office of Student Records/University Registrar during each semester of enrollment. Further, the student has the opportunity to correct personal and other data and to submit such changes to the Office of Student Records/University Registrar during the registration period.

Pursuant to requirements of the Family Educational Rights and Privacy Act, the following types of information are hereby designated as directory information and may be released via official media of MVSU according to the University policy, the student's:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- Degrees and awards received
- Weight and height of athletes
- Participation in officially recognized activities and sports
- The most recent previous educational agency or institution attended by the student and other similar information
- Photographs

Students must inform the Office of Student Records/University Registrar in writing if they refuse to permit the University to Release directory information about them without specific prior consent. Notification to the University of refusal to permit the release of directory information will result in the University's refusing to release any of this information to anyone except as provided by law. Such a decision may result in a student's name not appearing in the:

- Lists of honor students
- Candidates for graduation
- Athletic programs
- News releases
- Other publications

Therefore, students are encouraged to give this matter careful consideration before making the decision. Once made, the decision will remain in effect until notification from the student is received by the Office of Student Records/University Registrar in writing to the contrary.

FERPA guarantees its rights to individuals who have reached the age of 18 or who attend a postsecondary institution. All colleges and universities are postsecondary institutions.

MVSU will not permit the parents or legal guardians to inspect the student's record unless the student has stated, in writing, to the Director of Student Records/University Registrar that the records may be released or opened for inspection. However, if the parents are supporting the student – that is, if the student is a dependent as defined by the Internal Revenue Code – then the University may choose to disclose the records to the parents.

Students' records are open to school officials who have a legitimate educational interest in their contents, except where access is prohibited by special policies, such as those governing medical and psychological records. The following points apply to the preceding statement:

1. A "school official" is a person employed by the University in an administrative, supervisory, academic research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Faculty members are considered to be advisors with a legitimate educational interest for all students currently enrolled in their classes or seeking enrollment, and others that they may be advising on an assigned basis.
2. The determination of "a legitimate education interest" will be made by the person responsible for the maintenance of the record. This determination must be made scrupulously and with respect for the individual whose records are involved.
3. Academic documents inaccessible to students (because the documents have been filed before January 1, 1975 or segregated by waivers) are to be used only for the purpose for which they were prepared.

Rights of Inspection

The Act provides students with the right to inspect and review information contained in their Education Records, to challenge the contents of those records which they consider to be inaccurate, misleading, or otherwise in violation of their privacy or other rights, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their records if the decision of a hearing officer or panel is unacceptable. The Office of the Registrar at Mississippi Valley State University has been assigned the responsibility to coordinate the inspection and review procedures for Education Records.

Education Records: Definition

The term "Education Records" encompasses all recorded information, regardless of medium, which is directly related to a student and which is maintained by the University. Education Records include, but are not limited to, admissions, personal, academic, disciplinary, certain personnel, financial aid, cooperative education and placement records. Education Records do not include the following:

1. Records of instructional, supervisory, and administrative personnel, and ancillary educational personnel, which are in the sole possession of the maker, are not accessible or revealed to any other individual except a substitute who may temporarily perform the duties of the maker.

2. Records of a law enforcement unit of the University, which are maintained separate from Education Records, are maintained solely for law enforcement purposes, and are not disclosed to individuals other than law enforcement officers of the same jurisdiction, provided that Education Records of the University may not be disclosed to the law enforcement unit.
3. Records relating to individuals who are employed by the University which are made and maintained in the normal course of business relate exclusively to individuals in their capacity as employees and are not available for another purpose. NOTE: EMPLOYMENT RECORDS OF PERSONS WHO ARE EMPLOYED SOLELY AS A CONSEQUENCE OF COLLEGE ATTENDANCE, E.G. TEACHING/GRADUATE ASSISTANTS, WORK-STUDY STUDENTS, AND STUDENT INTERNS ARE EDUCATION RECORDS.
4. Records created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in a professional capacity, such as student health records, to be used solely in connection with the provision of treatment to the student and not disclosed to anyone other than for treatment purposes, provided that records may be disclosed to a physician or professional of the student's choice.
   NOTE: TREATMENT IN THIS CONTEXT DOES NOT INCLUDE REMEDIAL EDUCATION ACTIVITIES OR OTHER ACTIVITIES, WHICH ARE PART OF THE PROGRAM OF INSTRUCTION AT THE UNIVERSITY.
5. Records of an institution which contain only information relating to a person after that person is no longer a student at the institution; e.g., accomplishments of alumni.

Persons Protected

The rights of privacy provided herein are accorded to all students who are, or have been, in attendance at the University. The rights do not extend to persons who have never been admitted to the University. A student who has been in attendance at one component of the University does not acquire rights with respect to another component of the University to which the student has not been admitted. A "component" is an organizational unit that has separately administered admissions and matriculation policies and separately maintains and administers Education Records.

Consent Provisions

No person outside of the University shall have access to, nor shall the University disclose any personally identifiable information from a student's Education Records without the written consent of the student. The consent must specify the Education Records to be disclosed, the purpose of the disclosure, the party or class of parties to whom disclosure may be made, and must be signed and dated by the student. A copy of the Education Record disclosed or to be disclosed shall be provided to the student upon request. There are exceptions to this consent requirement. The University reserves the right, as permitted by law, to disclose Education Records or components thereof without written consent to:

1. "School officials" who have a "legitimate educational interest," as defined on page 22, item number 1.

2. Officials of other educational agencies or institutions in which a student seeks to enroll.
3. Officials of other educational agencies or institutions in which the student is currently enrolled.
4. Persons or organizations providing student financial aid in order to determine the amount, eligibility, conditions of award, and to enforce the terms of the award.
5. Accrediting organizations carrying out their accrediting functions.
6. Authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, and state or local educational authorities only if the information is necessary for audit and evaluation of federal, state, or locally supported programs and only if such agencies or authorities have a policy for protecting information received from redisclosure and for destroying such information when it is no longer needed for such purposes (unless access is authorized by federal law or student consent).
7. State or local officials to whom disclosure is required by state statute adopted prior to November 19, 1974.
8. Organizations conducting studies for or on behalf of, educational agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction, so long as there is no further external disclosure of personally identifiable information and the information is destroyed when no longer necessary for the project.
9. Parents of a "dependent student" where the student's status as a dependent as defined in Section 152 of the Internal Revenue Code of 1954, as amended, has been established to the satisfaction of the University.
10. Persons in order to comply with a judicial order or a lawfully issued subpoena provided a reasonable effort is made to notify the student in advance of compliance.
11. Appropriate persons in a health or safety emergency if the information is necessary to protect the health or safety of the student or other individuals.
12. An alleged victim of any crime of violence (as that term is defined in Section 16 of Title 18, United States Code) but only the results of any disciplinary proceeding conducted by the University against the alleged perpetrator of such crime with respect to such crime.
13. With respect to Items 2 and 3 above, the student shall be entitled to receive a copy of any disclosed Education Record upon request.

Institutional Record of Disclosure

The University shall keep a written record of all Education Record disclosures and the student shall have the right to inspect such record. The record shall include the names of parties or agencies to whom disclosure is made, the legitimate reason for the disclosure, and the date of the disclosure. No record of disclosure shall be required for those disclosures made to a student for his/her own use, disclosures made with the written consent of a student, disclosures made to a University "official" with a "legitimate educational interest," disclosures of "Directory Information," or for disclosures to persons or parties identified in the section entitled, "Consent Provisions," Item 6, for purposes of auditing the University's record keeping practices.

Redisclosure of Student Records

Any disclosure of Education Records authorized under this Policy (whether with or without student consent) shall be made on the conditions that the recipient shall not redisclose the Education Records without consent or authorization as required herein, and shall not permit or condone any unauthorized use.

Authorization for redisclosure, without consent, for purposes and to persons and parties permitted by law, may be given to a person or party designated in the section titled

"Consent Provisions" above, provided such authorization includes a record of:

1. The name of the person or party to whom redisclosures can be made; and
2. The legitimate interests which the additional person or party has for receiving the information and the purposes for which it may be used.

Such redisclosure must be on the conditions set forth in the first paragraph of this section.

Lastly, students have the right to file a complaint with the U. S. Department of Education concerning alleged failures by the university to comply with the requirements of federal law as they pertain to access and disclosure of students' education records. The name and address of the Office that administers this law is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5920

Questions or concerns about the privacy of students' education records or these procedures may also be brought to the attention of the Director of Student Records/University Registrar located in the William Sutton Administration Building, First Floor, Suite 180 - 181.

Distribution of Literature on Campus

Freedom of speech and expression is highly valued by the University. Distribution of non-commercial literature, pamphlets or leaflets on campus, or within buildings located on University-owned property, however, is restricted as follows:

1. Distribution of literature in University-owned buildings by individual students or by organizations recognized by the University may occur only with prior written permission. A request for the required advance permission should be submitted.
2. In no case may any distribution include materials, which are libelous, obscene, or violate or encourage the violation of federal, state or local laws.

Distribution of commercial literature or leaflets created by organizations or individuals not recognized by The Office of Student Leadership and Engagement, not registered with the University, and not officially connected with the University is not permitted on University-controlled property without the approval of the Vice President of Student Affairs or his/her designated representative. Literature and materials for distribution on University-controlled

property must not contain language that is libelous, obscene, or in violation of federal, state, or local laws.

Policy on Peaceful Assembly

Mississippi Valley State University acknowledges the rights and privileges of students or groups of students to gather on University property for the purpose of peaceful assembly. The University expects the rights and privileges of all persons to be respected at such gatherings.
"Peaceful assembly" is defined as any purposeful gathering on campus, in or outside a University building or facility, by one or more persons whose conduct is peaceful and is in accordance with University rules, practices, and laws. Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, and similar meetings or gatherings that do not threaten or violate policies and rules, interfere with the conduct of University business, regular schedules or events, infringe on the rights of others, endanger the health and safety of others, or damage or destroy property.

The University requires that persons engaged in such assemblies on campus conduct themselves in a manner that will not impair the health or safety of any individual, disrupt the normal conduct of University affairs, or damage and destroy property. Any act by student demonstrators that interferes with the rights of others, disrupts or impairs the normal functioning of the University, damages or destroys property, or impairs health or safety is grounds for suspension or dismissal from the University.

Persons planning or initiating such assemblies to be conducted on the University's campus are requested to identify their groups and to state their purpose in advance to the appropriate University personnel through the Associate Vice President/Dean of Students. Areas may be reserved, if available, for the accommodation of such assemblies. Arrangements for any assembly which involve the use of University buildings not available for general use must be made with the appropriate person. The organization sponsoring a speaker or conducting an assembly assumes the responsibility for maintaining the University's policies on peaceful assembly and student freedom of expression.

Staff assistance is available in the planning of such events in ways to eliminate or minimize the possibility of disruption. The Mississippi Valley State University Department of University Police may be required to assure that the rights of all concerned are protected.

Demonstrations are prohibited in classrooms during hours that are scheduled for use, or at any locality when conducted in a manner, which interferes with the educational function of the University. Demonstrations are further prohibited in any special use facility. Demonstrators refusing to vacate such premises when directed by the instructor in charge or by authorized staff are subject to immediate disciplinary action and arrest under applicable city and state laws.

Use of University Facilities

1. Scheduling events and activities is done on a first come/first served basis and is based upon the Master Calendar held by the Office of Student Leadership and Engagement. Event planning forms may be obtained from the Office of Student Leadership and Engagement. Reservations for food service should be made with the University's contracted food service vendor, Thompson Hospitality.

2. Food is not permitted in the lounges or study rooms.
3. Groups reserving space in University facilities shall be responsible for the behavior of their members and guests.
4. Individuals or groups shall be responsible for any negligent damage of any University property and damages shall be charged to the individual or groups using the facility at the time damages occur.
5. The University is not responsible for any articles lost in its facilities.
6. No student organization, group, or student shall remain in a facility after it is officially closed without permission from a University official and without notice to the University Police.

Use of Institutional Name

No student or organization may make use of the institutional name of the University for the purpose of solicitation, unless permission is obtained in writing from the Vice President of Student Affairs.

Advertising

Regulations related to posting materials on campus shall apply to all students and organizations.

1. General Regulations:
   a. All publicity must reflect good taste and cannot be misleading in purpose or content. While the names of commercial sponsoring groups or brand names may appear on organizational advertising, they must be of secondary importance and not the main theme of the advertisement. When sponsors are used, approval must be obtained from the Office of Student Leadership and Engagement.
   b. Publicity encouraging the consumption of alcohol is prohibited.
   c. Signs and other publicity may be placed only on bulletin boards. They may not be attached to interior walls, doors, overhangs, exterior walls, fences, utility poles, waste receptacles, signs, signposts, trees, or shrubbery.
      A. Posting materials in the Residence Hall is permitted only with the advance approval of the Office of Residential Life or the Residence Hall Director at the time, place, and manner they designate.
      B. All materials must clearly identify the organization or person posting the advertisement.
      C. All materials must be removed within 24 hours following the event advertised.
      D. Failure to meet these specifications will result in the removal of all materials and possible disciplinary action.
2. Approval for posting advertisements by students and/or organizations must be obtained from the Office of Student Leadership and Engagement.

Policy on Smoking in Residence Halls

Mississippi Valley State University holds a commitment to a wholesome nature of life, underscored and supported by the University's unique environment, policies, and practices. Therefore, Mississippi Valley State University has joined hundreds of similar institutions around

the nation in a concern about the harmful effects of the use of tobacco products by those in its campus community. Tobacco use has clearly been established as a preventable cause of many kinds of illnesses. Current research indicates that tobacco smoke exposure in confined areas may be a health hazard to non-smokers. Smoke from cigarettes, cigars, and pipes can be an irritant to many non-smokers and can aggravate allergic conditions. In sufficient concentration, secondhand smoke may be harmful to those with chronic heart or lung disease.

Though affecting primarily the user, smokeless tobacco is also recognized as potentially harmful, and the policy outlined in this statement shall be interpreted as meaning that the use of smokeless tobacco products will be prohibited in the same areas as is tobacco smoking. No smoking will be allowed in any residential hall at Mississippi Valley State University by students, faculty or staff. This policy is being adopted out of consideration for the safety and well-being of the entire University community and out of a concern for the maintenance of sanitary conditions in the University's buildings and other facilities. The success of this policy depends on the thoughtfulness, consideration and cooperation of smokers and non-smokers.

The Residential Life Staff works to ensure that this environment and these conditions exist. A complete description of Residential Life's community standards, policies and procedures can be found in the Student's Guide to Residential Living. Residents are expected to adhere to policies, procedures, and guidelines found in the following aids: (1) Student Housing Contract, (2) Student Handbook, and (3) Residential Life Student Handbook.

Disciplinary Matters

Minor infractions of University policies, regulations and guidelines that govern residence life (student housing) will be handled by the Office of Residential Life. Major infractions as well as repeated minor infractions, will be handled by the Associate Vice President/Dean of Students as outlined in the University's Student Code of Conduct.

Change of Information

It is the student's responsibility to provide the Registrar's Office with current information concerning local and permanent mailing addresses and telephone numbers. Any changes of information during the academic year must be provided to the Registrar's Office immediately to ensure receipt of all official University correspondence.

DIVISION OF STUDENT AFFAIRS

Student Affairs provides many services to ensure the best possible student experience that student life can offer. Many of these services in Student Affairs and this section of the handbook will acquaint you with the entire Division of Student Affairs. The mission of the Division of Student Affairs' is to enhance student learning through student support and services, and by fostering student leadership. Student Affairs is committed to a student-centered, student leadership, and student service approach to student learning.

The Division of Student Affairs is comprised of a team of professionals who perform a wide variety of services dedicated to the mission of the University, and it consists of the following offices and departments: Vice President for Student Affairs, Associate Vice President for Student Affairs/Dean of Students, Career Services Center, Counseling Center, Intramural and Recreational Sports,

Residential Life, Student Health Center, Student Leadership & Engagement, Judicial Affairs, Community Service and Service Learning, University Police, Religious Life and Trio Programs - Upward Bound, Talent Search and Student Support Services.

Career Services

The Career Services Center (CSC) has a number of programs and services designed to connect students with the people, resources, and organizations that will take them wherever they want to go, whether it is a full-time job or a post-baccalaureate degree. CSC offers a variety of career development assistance, including career assessments, graduate school advising, resume and cover letter writing, employment referrals, professional etiquette and mock interviews. CSC also coordinates an on-campus recruiting program, which includes employer information sessions, Student Union information booths, classroom presentations, and on-campus interviews. The CSC also hosts annual recruitment fairs, including Graduate and Professional Schools Day (GAPS), Career Fair, and Teacher Recruitment Day. Students are also provided opportunities to network with career professionals during the annual Black Executive Exchange Program (BEEP) and the Youth Motivation Task Force (YMTF) conferences. The Career Services Center invites you to take advantage of the opportunities and services available through our office, Monday-Friday from 8am to 5pm, in the H.G. Carpenter Building, and via phone at 662-254-3441 or via email at careerservices@mvsu.edu.

Community Service and Service Learning

Community Service and Service Learning advances the University's motto, "Live for Service" by promoting civic engagement and building collaborative partnerships through public service and service-learning. All undergraduates are required to complete community service hours prior to completing their degree program at the University. Students who enroll at the University in their first year are required to complete 60 hours of service prior to graduation, while transfer students are required to complete 40 hours. This required academic component develops students' leadership skills and fosters student initiative by creating, developing and evaluating service experiences. Through its programs and services, Community Service and Service Learning expands the University's teaching and learning environment by providing experiential learning experiences outside of the classroom. By doing so, the office helps the University fulfill its obligation as a public institution to educate persons to become good global citizens. Office hours are 8am - 5pm on Monday - Friday. The telephone number is 662-254-3921 or 662-254-3922.

Counseling Services

The MVSU Counseling Center is a viable inter-campus agency responsive to the academic, psychological, and social challenges of today's students. In keeping with Mississippi Valley State University's mission, the Student Counseling Center provides assistance to students in clarifying and realizing educational, career, and personal goals. The primary mission of the Student Counseling Center is to provide counseling and related services to students at the University. Students are assisted in working through social, emotional and academic issues so that success can be attained during their matriculation at Mississippi Valley State University. Counselors are on hand to provide individual and group counseling, crisis intervention, and referrals to outside agencies, if needed.

The Counseling staff's goal is to alleviate distress and promote healthy functioning by providing short-term counseling sessions designed to help students resolve their concerns. The Counseling Center adheres to the professional and ethical standards established by the American Counseling Association. All sessions with counselors are strictly confidential and no information will be released without the student's written consent. The Counseling Center is located in the Student Health Center Building, and the office hours are from 8am to 5pm on Monday –Friday. The phone number is 662-254-3830.

Intramural-Recreational Sports

Intramural-Recreational Sports provides campus-wide, year-round programs and services to meet the needs of individuals and groups that wish to participate in sports or leisure activities. Intramural sports may include leagues, tournaments and contests in the following activities: flag football, basketball, 3-3 basketball, volleyball, softball, and dodge ball. The Office of Intramural-Recreational Sports is located in the Charles R. Lackey Recreation Center and staff can be reached by phone at 662-254-3721. Recreation Center hours are 5am to 10pm on Monday – Friday; 12pm to 6pm on Saturday; 3pm to 9pm on Sunday; and Weight Room/Aerobic areas are open 5am to 8pm on Monday – Thursday; and 5am to 10am on Friday.

Judicial Affairs

The Office of Judicial Affairs is responsible for ensuring a fair, just, and impartial disciplinary process for students charged with violating the Student Code of Conduct, with a goal of providing information and resources to achieve a community of respect, civility and integrity for all members of the University community. It is the goal of Judicial Affairs to make each student's interaction an educational experience for all involved.

Judicial Affairs is functionally aligned under the Division of Student Affairs, and it embraces a holistic approach to helping students reach their fullest potential. It is charged with the responsibility of communicating the importance of having all students abide by the rules and regulations of Mississippi Valley State University. The office is open Monday – Friday from 8am to 5pm. Judicial Affairs staff can be reached by phone at 662-254-3636.

Religious Life

The Office Religious Life is located in the H.G. Carpenter Building in the Student Affairs suite. The Director of Religious Life is responsible for coordinating and fostering ecumenical and interfaith outreach for the student body. The office coordinates and facilitates multi-faith programs and services, creates fellowship for students, and educates them to become spiritually grounded adults. The office also offers spiritual counseling to students, makes necessary referrals for mental health counseling, is available for crisis and emergency situations, attends memorial services, makes periodic visits in residence halls and other locations frequented by students, and advises student leaders who are involved in spiritual ministries. Office hours are Monday – Friday from 8am to 5pm, and the Director can be reached at 662-254-3902.

Residential Life

Residential Life is one of several units that reports directly to the Associate Vice President for Student Affairs/Dean of Students. The office is located in the Student Union Annex. The office hours are Monday-Friday 8am until 5pm. Residential Life is responsible for providing students with a safe and clean environment conducive to learning outside the classroom. The residence halls are equipped with computer labs, study rooms, snack machine, Internet service and basic cable in each room. The Office of Residential Life strives to provide an atmosphere where students may learn and effectively pursue their academic and personal goals.

As members of a residential community, students are expected to respect the rights of others within the community. Residents are free to make decisions and impact their residential environment through involvement in educational and programming efforts. However, with that freedom comes responsibilities. Residents will be held accountable for their actions and decision, as well as for the actions of their guests. In striving to provide an environment for all residents to study, sleep, and interact, it is expected that students will become familiar with and abide by the policies and procedures set forth in the Student Handbook. The following policies and procedures are governed by the Department of Residential Life.

Alcohol Policy

The University adheres to and enforces all federal and state legislation governing alcohol. Alcoholic beverages may NOT be possessed, served or consumed, even by those 21 years of age or older, in student rooms or in any area of the residence halls. Alcohol is not permitted in common areas, including but not limited to, hallways, lounges, recreation areas, outside a student's room, in cars, parking lots or any other University -owned or controlled buildings. Common containers including, but not limited to, beer bottles, wine bottles and kegs of any kind are not permitted. Alcohol may not be sold or purchased in residence halls. Each resident of University housing is responsible for informing his/her guests of these regulations and ensuring that the guests are in compliance with University policy on alcoholic beverages. The resident may be subject to disciplinary actions for guests' non-compliance with these regulations. Non-student guests may be subject to civil and criminal actions for violation of these regulations. Beer or alcohol bottle collections can not be maintained or displayed in a room, even if occupants are 21 years of age or older.

Drug/Drug Paraphernalia

The use and/or possession and/or provision of a place for the use of illegal/controlled drugs is governed by local, state, and federal laws. All cases of use, possession, cultivation or sale of drugs or evidence of use in University residence halls will be handled by appropriate law enforcement agencies and reported to the Office of Judicial Affairs. This also includes paraphernalia for illegal drug use.

Fire Alarms and Fire Drills

Each residence hall is equipped with a fire alarm system. If the fire alarm should sound, everyone must leave the building immediately, according to the hall's fire evacuation plan. No

one may reenter the building without the authorization of the Residence Hall Director and the Chief of the Fire Department.

Guests/Hosts

A guest is defined as any person who is not a currently assigned resident of the University residence hall she/he is visiting. A host is a resident who has a guest. In order to maintain a living environment that respects the privacy of the resident and for security reasons, hosts and guests must adhere to the following specific procedures:

- Guests are subject to the same rules and regulations as their host, and the host has the responsibility for informing the guests of all rules, regulations and expectations in advance.
- The host assumes responsibility for the behavior and activities of his/her guests.
- Guests must leave the building when instructed by a staff member.
- During the course of their visit, guests are expected to behave in a way that positively contributes to the residence community, showing respect and consideration for others and for property.
- Students living in residence halls who wish to have an overnight guest will consult their roommate(s) in an effort to maintain positive community relations, then obtain permission from the Residence Hall Director at least four (4) days prior to the overnight stay.
- There are no overnight accommodations in any University residence hall for guests of the opposite gender.
- Children are not permitted to reside in the Residence Halls.
- Children are not allowed in the Residence Halls without the written consent of the Director of Residential Life. All children must be escorted and supervised at all times.

Pet Policy

Pets, or animals of any kind, are not permitted in University residence halls, including students' rooms.

Quiet Hours and Consideration for Others

The University strives to provide its residents with a living environment that is conducive to learning. Residents and their guests are expected to respect the rights of others with regard to quiet for studying, sleeping and individual lifestyle choices. In each residence hall, a program of "quiet" hours is established by the Director of Residential Life. During quiet hours, the noise level in the residence hall must be kept at a minimum. The program of "quiet" hours will fulfill the following minimum requirements:

- Sunday through Thursday: Quiet hours must begin no later than 8 p.m. and continue until at least 10:00 a.m.
- Friday and Saturday: Quiet hours must begin no later than 10 p.m. and continue until at least 11:00 a.m.

- Twenty-four-hour quiet hours are in effect at all times during final exam periods. These quiet hours will begin at 9:00 p.m. the last day of classes and continue until the residence halls close at the end of the semester.

Courtesy hours, defined as hours of reasonable quiet, are to be maintained at all times. During courtesy hours, residents are expected to keep noise at a level which will not disturb neighboring residents, including those living on other floors. Music, talking or other sounds are too loud if the sound can be heard by neighbors, in the hallway, or outside the building. Residents are expected to anticipate and respect the needs of other residents. In the spirit of community consideration, stereo and stereo speakers must not be directed out the window or used in hallways. Repeated disregard for the noise level in use of sound equipment may result in the removal of the equipment from the student's room for the remainder of the semester or academic year.

Responsibility for Contraband Items

In the event that any items which are prohibited by University regulation or state or local laws are discovered in University residences, for which ownership cannot be determined, each of the occupants of the residence unit having knowledge of the presence access the contraband is considered to be in possession of the items for disciplinary reasons.

Room Entry & Search: Policy and Intent

The University makes every effort to ensure privacy in all residence halls. Nevertheless, designated University officials have the right to enter students' rooms for matters pertaining to general health and safety; to perform reasonable custodial, maintenance, and repair service; to inspect for damages or cleanliness; and for suspected rule violation. In addition, designated University officials may enter and search a student's room if there is a reason to believe that the premises are being used for an illegal purpose or a purpose which violates health or safety regulations that interfere with normal University operations. Evidence of such unauthorized use of University premises may be confiscated and used in disciplinary proceedings.

The following policy is intended to define procedures for room entry and room searches that preserve as much as possible the integrity of students and their right to privacy. It should be clearly understood that the guidelines for search and entry at the University are intended for internal protection and control. However, nothing herein can limit the ability of bonafide law enforcement or judicial agencies to seek and obtain legal search warrants to enter and search rooms or the University campus.

Definitions

- "Room Entry" means entrance into a student's room to fulfill the duties of authorized personnel or to inspect the conditions within the room for health and safety reasons.
- "Room Search" means a formal attempt to seek evidence that reflects reasonable cause to believe that health and safety regulations or the Code of Student Conduct has been violated.

Conditions for Room Entry

Rooms can be entered only with reasonable cause to believe that one of the conditions for entry is satisfied. The occupants will be notified of the reason for any room entry. The following are guidelines for room entry:

- A clear indication that established conduct standards, health, and/or safety regulations are being violated. This requires the utmost care and sensitivity to the issue to maintain privacy for students in the residence hall setting. It is recognized that fruitless room entry can quickly destroy staff-student relations.
- Health officials and members of residence hall staff conduct periodic health and safety inspections. The spirit of these inspections is for preventive and corrective action and is in no way designed to include room search.
- A student's room may be entered to perform maintenance and general repair or servicing. As well, a student's room may be entered in cases of imminent danger to health or safety. When fire drills are in progress, the residence hall staff must inspect rooms to ensure that the hall is vacated.

Procedures for Room Entry

1. No student room should be entered without knocking and identification of self. Following the knock, entry shall be preceded by a time lapse of sufficient duration to allow the occupant or occupants the opportunity to open the door themselves. This provision shall also apply to maintenance personnel.
2. Rooms can be entered in the absence of the occupant only when a maintenance or repair emergency exists.
3. If it becomes necessary for authorized University personnel or their agents to enter a room when the occupant or occupants are not present, the student will be notified of the entry and the reason for the entry. Every attempt will be made to give students advance notice of improvements and repairs to the rooms. In emergency situations where imminent danger to life, safety, health, or property is reasonably feared, entry will be made without advance notice.
4. To ensure privacy of occupants when entering a student's room, University personnel should not permit other students or individuals to enter the room in the absence of the occupants.
5. Students who feel the above policy is not being properly exercised should report directly to the Associate Vice President/Dean of Students in writing within 10 days of the actual occurrence.

The following personnel are authorized to enter students' rooms in the residence hall under the conditions prescribed below:

- Full-time professional members of the residence hall staff, excluding clerical personnel and resident assistants.
- Residence Hall Director and/or Associate Vice President/Dean of Students.
- Full-time members of the maintenance staff of the Facilities Management.
- Non-University personnel contracted to perform maintenance or repair services on behalf of residence life or Facilities Management.

- In the absence of the Residence Hall Director, a Resident Assistant along with a member of MVSU University Police Staff may act in cases of immediate and clear emergency regarding health and safety. Other cases should be referred to the Director of Residential Life.
- Residence hall staff and MVSU University Police cannot enter student's room without "reasonable cause".

Conditions for Room Search

Rooms are searched only with reasonable cause, and the occupants will be informed of the reason of any room search. An approved search must be authorized by the Associate Vice President/Dean of Students or Director of Residential Life or his/her designee. There are two basic situations which precipitate administrative room search:

- A clear indication that the established Student Code of Conduct or health and safety regulations are being violated.
- An emergency that makes it necessary for a staff member to search a room for particular items, such as a discarded sleeping pill bottle or a particular telephone number or address. In an emergency situation, a formal search permit will not be necessary.

Solicitation

The use of University property for sales, fund raising, donations, or any solicitation of funds is prohibited without authorization from the Director of Residential Life.

Student Health Services

The Student Health Center provides students with affordable health care, with an emphasis on preventative care and health maintenance. Illnesses in the residence halls should be reported to the Student Health Center. Any student who is found to have a communicable disease is encouraged to inform the Student Health Center, so that the University can provide him/her with the necessary advice, care or treatment. The University's administration is committed to take every reasonable precaution to provide a safe, healthy environment on campus. Without assuming any financial responsibility, the University reserves the right to recommend such medical attention and care as may be deemed necessary in case of a student's illness or accident.

Insurance coverage is provided for student athletes who are currently enrolled in the University and who are actively participating in an official University sport. This coverage does not apply to illnesses, injuries and pre-existing conditions not related to an official University sport, game or practice. Student athletes may obtain a schedule of benefits from the Student Health Center.

The University does **not** provide transportation for non-emergency appointments to medical agencies. In emergencies, transportation is provided by MedStat EMS, Inc. For emergencies on campus, MVSU Police should be contacted at 662-254-3478. If away from the University, dial #911 or go to the nearest emergency room.

Being enrolled in the University does not make the University responsible for cost that results from ambulance, emergency room or other healthcare agency uses by students. When these services are

needed, each student is responsible for the costs of these services. Please bring and keep available any insurance cards or documents that show proof of medical insurance. Operation hours are Monday - Friday, 8am to 5pm. The medical physician's office hours are Monday - Thursday, 10am to 12pm. Students may reach the Student Health Services staff at 662-254-3331.

Student Leadership & Engagement

The Office of Student Leadership & Engagement's purpose is to enhance the academic program of studies and facilitate the overall experience of students through the development of and participation in social, multicultural, and recreational activities.

The Office of Student Leadership & Engagement serves as the major programming agency for student life on the campus, as well as a resource outlet for student organizations and student leaders. Students are strongly encouraged to take advantage of the quality programs provided by the Student Activities staff. These programs also provide involvement opportunities that foster fellowship and participation in activities that will enhance students' academic and leadership skills. The Student Activities Board (SAB) was established within the Office of Student Activities to provide assistance in planning, sponsoring and implementing activities. The Office of Student Activities serves over 50 Registered Student Organizations (RSO). The Office of Student Leadership & Engagement is located in the Jacob Aron Student Union and the office hours are Monday – Friday 8am to 5pm; and game room hours are Monday – Friday 1pm to 10pm.

Talent Search

Talent Search is a TRIO Program that is Federally Funded through the U.S. Department of Education. The Talent Search program identifies, motivates, and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. It provides academic, career, personal and financial counseling to its participants and encourages them to graduate from high school, continue on to, and complete postsecondary education. Talent Search publicizes the availability of financial aid and assists participant with the postsecondary application process. The program also encourages persons who stopped out of secondary or postsecondary level to reenter and complete postsecondary education. The goal of Talent Search is to increase the number of youth from disadvantaged backgrounds who complete high school and enroll in and complete their postsecondary education. The MVSU Talent Search Program serves participants between the ages of 12- 17 or grades 7th -12th from Bolivar, Holmes, Humphreys, Leflore, Sunflower, and Tallahatchie Counties.

University Police

Mississippi Valley State University takes honor and pride in protecting all faculty, staff, students, and visitors on campus. Some core functions of the Department are: responding to criminal incidents, checking on the well-being of students, faculty, and staff, responding to disturbances, providing escorts, taking reports of lost and stolen property, responding to lockouts, investigating suspicious activity, responding to alarms, and investigating trespassers or unwanted guests. In addition to these activities, officers present safety and security information to students, provide emergency training, conduct fire drill evaluations and initiate informal contact with students, faculty, and staff while patrolling on foot, bicycles, and, by patrol car. University Police officers are approachable and committed to keeping the MVSU community safe and secure. The following policies and procedures are governed by University Police.

Motor Vehicles
All motor vehicles operated on campus by students, faculty, and staff, must be registered with the University Police Department. There is a registration fee for each vehicle, which should be paid at the University Cashier's window, located in the William W. Sutton Administration Building, 1st floor. Automobiles or motor vehicles must be parked on the campus only in those areas designated as parking areas, in such manner, at such places, and for such time as may be indicated on appropriate signs and markers. Drivers who do not conform to regulations will receive a traffic ticket, have their vehicle towed away at their expense, and/or may be taken to jail.

Identification Cards
University Identification (ID) Cards are issued to all current students, faculty and staff. The Student ID Card displays the student's name, ID number, color photograph and the date of issue. Student ID Cards are issued by University Police and are valid throughout the University as well as its satellite centers. All University students must carry their Student ID Card whenever they are on campus or attending its educational centers. During periods of heightened security, access to the campus may be limited to those University students, faculty and staff who have possession of a current valid identification card. The ID card is the property of the University and is void upon withdrawal or graduation. Loss of an ID card should be reported promptly to the University Police and the Office of Fiscal Affairs, so that a new card may be issued for a fee of $20.00. The MVSU Police Department is located in the Augusta Charter White Annex I Building.

Fire Safety Log
Schools that are Federal Student Aid-eligible must maintain a log that records all fires in on-campus student housing facilities, regardless of whether the school has a police or security department of any kind. The fire log should include the nature, date, time and general location of each fire. A school must make annual reports to the campus community on these fires and must annually report fire safety statistics.

Missing Persons Procedures
A school that provides on-campus housing must establish a missing student notification policy for students who reside in on-campus housing that:

1. informs each student that he/she has the option to identify an individual that the school can contact no later than 24 hours after the time the student is determined missing,
2. provides each student with a means to register confidential contact information in the event the student is determined to be missing for more than 24 hours,
3. advises each student under 18 years of age (who is not emancipated) that the school must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing,
4. requires the school to initiate the emergency contact procedures that the student designates, if campus security or law enforcement personnel have been notified and determine that the student has been missing for more than 24 hours and has not returned to campus,
5. includes procedures for official notification to appropriate individuals at the school that a student has been missing for more than 24 hours and,
6. requires that any official missing person report be referred immediately to the school's police or campus security department.

Upon investigation of the official report, if the police or campus security department determines that the missing student has been missing for more than 24 hours, the department must contact the individual identified by the student as a contact. If the missing student is under 18 years of age and not emancipated, the school must immediately contact the custodial parent or legal guardian of the student and, in cases where the preceding two scenarios do not apply to a student determined to be a missing person, the school will inform the appropriate law enforcement agency that the student is missing.

Other safety requirements

Schools must have policies that encourage complete timely reporting of all crimes to the campus police and appropriate law enforcement agencies. Also, schools must test emergency response and evacuation procedures annually.

Penalties for Drug Violations

A notice must be provided to every student upon enrollment in a separate, clear and conspicuous written notice with information on the penalties associated with drug related offenses under existing 484(r) of the Higher Education Act (HEA). Additionally, there must be a policy/procedure/process to provide the Office of Financial Aid with the student's information whose eligibility is affected.

Emergency Response and Preparedness

All institutions that receive Title IV funding must have emergency response and evacuation procedures. Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, the campus must be immediately notified, unless the notification at that time will comprise efforts to contain the emergency. Institutions must also publicize their emergency response and evacuation procedures on an annual basis to reach student and staff and must test emergency response and evacuation procedures annually.

Upward Bound

Upward Bound is funded under the Title IV Higher Education Act of 1965. It is an initiative implemented under President Lyndon B. Johnson's Administration, and its goal is to break the cycle of poverty. It proposes to do this by offering low-income, first-generation students an opportunity to go to college. Upward Bound embraces a rigorous academic curriculum as well as academic support such as tutoring, and individual and group counseling. In addition, it provides educational and cultural activities which serve to broaden its participants' horizons toward higher education.

The Upward Bound Program at Mississippi Valley State University is comprised of two components. The Summer Year Component is a six week session where students live on campus to get a feel for college life. The Academic Year Component is made up of 20 Saturdays, and students are enrolled in three academic classes that they are currently enrolled in at their high schools. The Upward Bound Program at Mississippi Valley State University provides services for 160 ninth through twelfth grade students from Holmes, Humphreys, Leflore, and Sunflower Counties. It is funded by the U.S. Department of Education and has been on the campus of Mississippi Valley State University for 45 years.

DIVISION OF ACADEMIC AFFAIRS POLICIES AND RESOURCES/SUPPORT

The academic resources, support, and regulations published in this Handbook are intended to give a synopsis of institutional policies and resources for students. Changes may be made at any time, but are designed to promote the best interests of the students and the University. While the University makes every effort to provide academic recourses and support for its students, it is the responsibility of the student to know their standing in reference to policies, regulations, and standards of the University and their department. All students admitted are held accountable for the following policies and guidelines as outlined.

Academic Year
The academic year is divided into two semesters with a minimum of 15 weeks each. In addition to the two semesters of the academic year, the University offers an eight-week summer session divided into two four-week terms during the summer, and mini (intersession) terms.

Academic Class Load
A normal class load is twelve (12) to nineteen (19) credit hours per semester. A student must carry a minimum of twelve (12) credits hours per semester to be considered a full-time student. Students who desire to take more than the maximum (19) credit hours must complete the Course Overload Authorization form and obtain approval from designated academic officials. A student who is permitted to carry more than nineteen (19) credit hours is charged for each credit hour over (19). The maximum load for a summer session is six (6) or seven (7) credit hours.

Academic Probation/Suspension
Mississippi Valley State University enforces standards of Satisfactory Academic Progress (SAP) as it relates to academic standards. Students who are not successfully completing courses are not considered to be making satisfactory academic progress and, therefore, are given academic probation or suspension status. A student is given academic probation or suspension based on the SAP policy as listed below.

Minimum Cumulative Grade Point Average (Bachelor's Degree)

Credit Hours Attempted	Maintaining Progress	Academic Probation/Suspension
0-29 credit hours	**1.51 or greater**	**0.00-1.50**
30-59 credit hours	**1.75 or greater**	**0.00-1.74**
60-89 credit hours	**2.00 or greater**	**0.00-1.99**
90+ credit hours	**2.00 or greater**	**0.00-1.99**

Teacher Certification	**2.00 or greater**	**0.00-1.99**

Satisfactory academic progress (SAP) is monitored at the end of the spring semesters. If the student does not meet the SAP policy at the end of the fall semester or at the end of the first semester of enrollment, the student will be placed on academic probation at the end of that semester. The student will be placed on academic suspension at the end of the following semester, if he or she has not met satisfactory academic progress. A student who is placed on academic suspension is not eligible to attend the following semester. A student who is suspended at the end of the fall semester may petition to be reinstated for the following spring semester by submitting a written petition for possible readmission on probation to the Academic Appeals Committee. The petition should include convincing evidence of reasonable expectancy of success if readmission is granted. The written petition should be postmarked at least seven days before the first day of registration. The request for appeal should be addressed to:

The Academic Appeals Committee
Office of the Vice President of Academic Affairs
14000 Highway 82 W
Itta Bena, MS 38941-1400

A student who is academically suspended from the University at the end of the spring semester may earn re-admission on probation by attending the University summer session immediately following the dismissal and earning the minimum grade point average, based on his/her classification or earned credit hours. Satisfactory academic progress for students attending the summer session is monitored at the end of the summer session. At the end of the summer session, a grade point average of at least 2.50 must be earned in at least six semester credit hours of course work. Please review the Financial Aid Probation and Suspension Policy regarding Satisfactory Academic Progress.

Change or Declaration of Major
To change or declare a major, the student should secure a “Change of Major Form” from his/her major departmental office, Office of Student Records/Registrar, or the MVSU Web Module, and subsequently submits the properly approved form to the Office of Student Records/Registrar.

Change of Class Schedule
Students must follow the class schedule as outlined on their registration form on file in the Office of Student Records/Registrar or their online registration schedule. A grade is recorded for only those courses on the student’s Registration Form. A student is permitted to change classes by dropping or adding courses during the period designated I n the Academic Calendar. To initiate a change of class(es), the student must secure the Class Schedule Adjustment form from his/her departmental office and subsequently submit the properly approved form to the Office of Student Records/Registrar.

Class Attendance
Regular and punctual attendance is required in all credit generating classes and activities. Students must comply with class attendance policies set by individual faculty members and complete all work required for each course. Faculty members are obligated to notify students, in writing, at the beginning of each semester of the policies and procedures on absences and make-up work. When students must be absent from class, they are required to make arrangements satisfactory to the instructor with regard to work missed. When students know in advance that they will be absent from class, instructors should be notified and arrangements made to secure assignments.

Students may obtain an official excuse from class from the Office of the Vice President for Student Affairs, due to an emergency (illness, accidents, jury duty, or death in the immediate family) or for attendance at officially-authorized functions and authorized field trips sponsored by the University. Official excuses must be presented to the instructor within seven days from the date of the absence in order for students to make up any work missed.

Classification of Students
Students are classified according to the total number of semester hours earned:

Freshman	0 - 29 semester hours
Sophomore	30 - 59 semester hours
Junior	60 - 89 semester hours
Senior	90 or more semester hours
Fifth (5th) Year Level	Student with a Bachelor's (or higher) degree, who is taking undergraduate classes.

Academic Grievance Procedures
It is the policy of the University that a student may have prompt and informal resolution of his or her student grievance and for the grievance to be accomplished under orderly procedures.

Disputing Grades
A student's grades should represent the instructor's good faith judgment of the student's performance in the course based in the informed use of appropriate measurement and evaluation instruments. If a student disagrees with a grade he/she received, the following procedure should be followed until the problem is resolved. These steps must be followed in order and appropriate documentation of each step (including notation of the date, time, location, length, content, and final outcome of the discussion) must be provided in order to proceed to the next step.

1. The student should discuss the disputed grade with the instructor of the course no later than the end of the third full week of classes of the semester following the receipt of the final course grade. This discussion should normally take place during the instructor's posted office hours.

2. If the dispute is not resolved in step one, the student should request a meeting with the Chairperson of the department offering the course. The instructor of the course will also attend the meeting.

3. If the dispute is not resolved in step two, the student should request a meeting with the Vice President for Academic Affairs, the instructor of the course, and the instructor's Chairperson. The decision of the Vice President for Academic Affairs is final and no further appeal is possible.

Other Academic Grievance

A student may have a grievance against an instructor which goes beyond a dispute over the grades received on a course. Such grievances might involve allegations that the instructor is harassing students, practicing extortion, not meeting his/her classes or is generally incompetent. For such non-grade oriented grievance, the following procedure should be followed until the problem is resolve. These steps must be followed in order and appropriate documentation of each step (including notation of the date, time, location, length, content, and final outcome of the discussion) must be provided in order to proceed to the next step.

1. The student should make the grievance known to his/her instructor.

2. If the grievance is not resolved in step one, the student should request a meeting with the Chairperson of the department offering the course. The instructor will not be present at the meeting, but a follow-up meeting will be scheduled with the instructor and the Chairperson.

3. If the grievance is not resolved in step two, the student should request a meeting with the Vice President for Academic Affairs. The Vice President for Academic Affairs will schedule a follow-up meeting with the instructor, and the instructor's Chairperson.

4. If the grievance is not resolved in step three, the student should request a meeting with the President. The President will schedule a follow-up meeting with the instructor, the instructor's Chairperson, and the Vice President for Academic Affairs. The President also has the option of empowering a panel of professors to review the allegations made by the student, render a judgment and recommend an action for the President to implement. The decision of the President is final.

The Student's Academic Rights in the Classroom Setting

1. Without fear of penalty, the student shall be free to take reasonable exception to data and views offered in the classroom.

2. The student's course grade should represent the instructor's good-faith judgment and his/her best use of measurement and evaluation skills in assessing the student's performance in the course.

3. The student has a right to expect reasonable efforts to protect against improper disclosure of information concerning his or her grade, views, beliefs, political associations, health or

character acquired by the instructors during their professional relationship with the student.

4. The student has the right to expect accurate and clearly stated information which will enable him to determine the following:

    a. The general requirements for establishing and maintaining an acceptable academic standing.
    b. His own academic relationship with the University and any special conditions which apply.
    c. The requirements for the course as well as for graduation.

5. The student has the right to be governed by educational justifiable regulations.

6. The student has the right to a classroom environment free from distractions and annoyances.

Classroom Freedom and Responsibility

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. As members of the academic community, students should develop the capacity for critical judgment and engage on a sustained and independent search for truth. Free inquiry and free expression are indispensable to the attainment of these goals. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

Student evaluation in class should be based primarily on academic performance. Academic grievances are resolved in accordance with the University Code of Academic Integrity. If a student and a faculty member are unable to resolve a problem relating to academic performance, the student should see the department Chairperson.

Students are free to take reasonable exception to the data or view offered in any course of study and to reserve judgment about matters of opinion. Students are, however, responsible for learning the course content required for successfully completing the course. Cases of dishonesty in academic work are considered to be serious violations, therefore, students risk incurring the penalty of failure in the course.

The academic program of the University is the basis for all activities; therefore, each student is expected to attend all classes. Since class attendance is a requirement for successful completion of the course, this requirement becomes the responsibility of the student.

Academic Integrity

Academic Integrity includes any deliberate attempt to gain an unfair advantage in academic work. Examples of academic dishonesty include cheating, falsification of information, fraud, plagiarism, and unauthorized access to academic records or computer systems.

The instructor ordinarily has final authority over the grades assigned to students and the authority to lower grades if cheating or plagiarism occurs. If a student violates the Academic Integrity Policy, the following steps will take place:

1. Ordinarily, the instructor will take appropriate disciplinary action which may include the awarding of "F" on the particular assignment or in the course.

2. The instructor will make a report of the incident and of action taken, if any, to his/her department Chairperson, the Vice President for Student Affairs, and the student.

3. The Judicial Board may review the incident and impose conduct discipline in accordance with the standard of conduct.

Disruptive Behavior

Academic excellence demands that appropriate behavior and decorum be maintained by students at all times in the classroom. Mississippi Valley State University will not tolerate disruptive behavior by students.

When the student is judged to have engaged in disruptive behavior the instructor shall initiate the following procedures:

1. Instructor will request the student to discontinue the disruptive action.

2. If the behavior continues, the instructor will instruct the student to leave the classroom. University Police will be called to remove the student if he or she does not leave.

3. An incident report will then be completed by the instructor and filed with the Associate Vice President/Dean of Students and a copy sent to the Associate Vice President for Academic Affairs.

4. Upon receipt of the incident report, including the student's comments, the Associate Vice President/Dean of Students shall investigate the matter and take appropriate disciplinary action.
5. The accused student must secure written permission from the Associate Vice President/Dean of Students in order to return to class. The instructor will be informed of the disciplinary sanction imposed on the student and the student will be held responsible for all absences incurred between the time of suspension from class and his or her return.

Note: Any electronic devices (beepers, telephones, radios, MP3 players, etc.) may cause disruption and therefore should be turned off in the classroom. In such cases where the device causes disruption, the individual in possession of the device will be held accountable.

Non-Academic Grievance

In the normal course of University activities, students may encounter problems with University employees (staff and/or administration). In these circumstances, students should first attempt to

resolve the problem by talking directly with the employee involved. However, the University recognizes that it is not always possible for students to resolve a problem by direct discussions with the University employee. In these cases, the options available to students include making an informal complaint to the employee's immediate supervisor and/or filing a formal written complaint in accordance with existing University policies.

Informal Complaints: In many cases, it is possible to resolve a complaint by an informal verbal discussion with the employee's immediate supervisor. Students who make informal complaints should be aware that the supervisor will handle the complaint at their discretion, and that the student making the complaint may never know what action is taken regarding the complaint. Despite this fact, informal complaints often result in conversations between the supervisor and the affected employee to determine possible corrective actions.

Formal Complaints: Students who wish to go beyond the informal complaint stage must be willing to make complaints or file grievances in writing. These formal written complaints and grievances start a "due process" procedure, which ensures that the formal complaint or grievance is taken seriously, investigated thoroughly by appropriate parties, and resolved after the investigation. All parties involved in the formal complaint/grievance process are notified of various actions in writing. Exactly what type of process is involved depends on the nature of the written complaint made.
Procedures for complainants/grievances are available in the Office of Student Affairs. If a student has questions about procedures for filing complainants/grievances, he or she should go to the Office of Student Affairs for a thorough explanation of procedures.

University College Support and Services
University College is comprised of the following units which are designed to provide additional academic support for MVSU students:

Academic Advising Center
Under the direction and guidance of University College, the mission of the Academic Advising Center is to assist each student in developing and implementing an academic plan designed to meet his/her educational, career and life goals. To achieve this mission, the Academic Advising Center has established the following goals:

- Teach students about degree requirements, university policies, procedures, and academic support resources, and educational opportunities relevant to their success.
- Provide academic support and guidance to students in the decision making process related to their choice of majors and academic program.
- Promote students' self-responsibility in defining and achieving their educational goals.
- Foster meaningful adviser-advisee relationships that focus on the unique growth and development of each student.
- Assisting students in the selection of appropriate courses, other educational/experiential opportunities, and co-curricular programs.
- Provide students with referrals to appropriate academic resources and student support services.

All first-year incoming freshmen and sophomore students who have not declared a major are advised by the professional advising staff in the Academic Advising Center until their transition to their major department. Upperclassmen are advised by a faculty advisor in the department of their major. Students are assigned to their personal Academic Advisor according to their intended major (please refer to webpage). Through individual appointments, drop-in advising, and advising workshops, our professional advisors help students to make informed decisions about their course selections and assists students in developing meaningful educational plans that are compatible with their life goals. The office is located in the Technical Education Building (IT), and staff members can be reached at 662-254-3442. Appointments and walk-ins are welcome Monday – Friday from 8:30am to 5:00pm.

Americans with Disabilities Act (ADA)

The primary goal of the Americans with Disabilities (ADA) office is to ensure University compliance with the requirements of the Americans with Disabilities Act of 1990. Services are available to any student, staff, or faculty who can provide recent documentation of his/her disability. In general, services may include advocacy, priority registration, testing service, specialized services, as well as residence halls, meal, and classroom accommodations.

Students seeking accommodations from Mississippi Valley State University on the basis of a disability must identify themselves to the ADA Coordinator. Students must provide appropriate documentation of their disability to verify eligibility under section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Documentation may also be provided for: Specific Learning Disability, Attention Deficit Disorder (ADD), Hyperactivity Disorder (AD/HD), and/or Psychiatric or Psychological Disorder. The Americans with Disabilities office hours are 8am to 5pm on Monday – Friday. It is located in the H.G. Carpenter Building, and staff can be reached via phone at 662-254-8376.

First Year Experience

The First Year Experience (FYE) is designed to assist first year students with their transition to Mississippi Valley State University. The academic advisors in University College's Academic Advising Center work closely with all first year students, who have not declared a major, to help them make wise choices regarding their academic career. A year-long Freshman Seminar Course is offered to assist in providing students with a seamless transition to University life.

The Freshman Seminar Course – FYE 101 – introduces the entering students to the University's academic programs, general education requirements, Student Handbook, University Catalog, financial aid, and relevant policies and procedures. The course exposes the first year students to the Mississippi Valley State University experience, its heritage, traditions, and culture. Other topics covered in this course include college survival skills, such as goal setting, time management, critical thinking, active learning, note taking, study skills, test taking skills, communicating for results, and library usage.

Student Support Services

Student Support Services is a federally funded program through the U.S. Department of Education. Services are provided for first generation, low income students, and students with disabilities. Students are assisted and encouraged to reach their academic and personal goals by

helping them stay in school and graduate from the University. The program provides the following services for students: in improving their grade point averages, maintaining their enrollment, and developing their social skills/cultural awareness through counseling, tutoring, seminars, and workshops. Student Support Services staff maintains a close association with faculty, staff and University administrators to address the individual needs of participating students and to ensure that they experience the breadth of student life at the University.

Other Important Departments

The following areas are departments that students should become familiar with and might need services from while attending The Valley:

Admissions & Recruitment

The Office of Admissions and Recruitment upholds the University's high standards to recruit, admit, and enroll domestic and international first-time college bound freshmen and transfer students. Admission to Mississippi Valley State University is administered through the Office of Admissions and Recruitment in accordance with the policies established by the Mississippi Board of Trustees of State Institutions of Higher Learning.

To obtain information about our freshmen and transfer admissions criteria and process, visit www.mvsu.edu/prospective_students/ or call us at (800) GO2MVSU.

To obtain information about our international student admissions criteria and process, visit www.mvsu.edu/prospective_students/admissions/types_of_students/international_students.php

Alumni Relations

The Office of Alumni Relations serves as the liaison between Mississippi Valley State University and its alumni. It seeks to ascertain and compile up-to-date information on all former students and graduates, communicate with all alumni through newsletters, brochures, and leaflets, organize alumni chapters wherever alumni members are located, sponsor programs that will encourage alumni to promote the mission of the University, and promote the activities of the Mississippi Valley State University National Alumni Association, Incorporated.

Bookstore

The Bookstore is located in the Jacob Aaron Student Union and operates under the auspices of the Vice President for Business and Finance. It offers students a variety of supplies and services. In addition to new and used textbooks, the Bookstore stocks classroom supplies, study aids, sportswear, and personal items. Students may use their MVSU Student Identification Card when making Bookstore purchases on their student account.

Business and Finance

The Division of Business and Finance is responsible for the management of all business and financial functions at the University, all of which support and provide services for the educational activities, students, faculty, staff and administration. The Division of Business and Finance is also responsible for the maintenance and protection of University physical assets. Additionally, the Office of Student Accounts, a unit within the Division of Business and Finance, manages and oversees the following functions—student refund distribution process

through the Higher One refund disbursement program, the deferred/installment payment plan, third party billing and payment coordination, billing, collections, tuition and fees, and issues that may arise with student accounts.

Cafeteria (Food Services)
The University's Food Service is provided through Thompson Hospitality, Inc. in the main dining hall, the H.M. Ivy Cafeteria, which accommodates over 400 students per meal. In addition, the Mondo Subs and Austin Grill Express restaurant is located in the Jacob Aron Student Union. Thompson Hospitality's mission is to offer the campus community the best dining experience possible, using the highest quality products to provide a wide variety of foods and services at a reasonable price. All on-campus students receive a meal plan that consists of a full breakfast, lunch, and dinner, which is included in their room and board. Thompson's can be reached by phone at 662-254-3542. Hours of operation, which are subject to change, are:

Monday – Friday
Breakfast 7 a.m. – 9 a.m.
Lunch 11 a.m. – 1:15 p.m.
Dinner 4 p.m. – 6:30 p.m.

Saturday – Sunday
Brunch 10 a.m. – Noon
Dinner 4 p.m. – 5:30 p.m.

Campus Newspaper
The Department of Communications oversees the student newspaper, *The Delta Devils Gazette*. Four publications of *The Gazette* are normally produced during the fall and spring semesters. The paper is managed and written by students with the counsel of the faculty and the Chairperson of the Department of Communications. *The Delta Devils Gazette* newspaper provides an opportunity for students to report factual information and voice opinions on various campus, local, and worldwide concerns.

Communications & Marketing
The Office of Communications & Marketing serves as the official information agency for the University and promotes a positive institutional image. This office prepares and distributes press releases, in addition to coordinating various University publications and marketing strategies.

Continuing Education
Continuing Education provides professional and para-professional skills to non-traditional students. In addition, Continuing Education helps students to prepare for new careers and demonstrate conscious and persistent efforts towards personal development.

Convenience Store
The Convenience Store is located in the Jacob Aaron Student Center strategically between the University Bookstore and Mondo Subs and Austin Grill Express restaurant where students, faculty, staff, and the community may purchase personal items, cold-processed foods, beverages, and snacks. Students may use their MVSU Student Identification Card when making purchases on their student account.

Facilities Management
Facilities Management maintains comfortable, safe, and functioning facilities in support of instructional and administrative functions of the University. Its activities include preventive maintenance, corrective maintenance, and campus beautification.

Financial Aid
The Office of Financial Aid is committed to partnering with students and their families to achieve their educational goals and to finance a college education. The office oversees scholarships and grants, loans, and the Federal Work-Study Program. The Office of Financial Aid provides financial assistance and services to students who, without such aid, would not be able to attend the University. In awarding aid, the office determines the student's eligibility for types and amounts of aid. To be eligible for most aid, students must maintain satisfactory academic progress. This policy is applicable to all types of federal, state, and University financial aid administered by the office. Students are encouraged to stop by the office and meet with Financial Aid Counselors to make sure that they receive the financial support they need to complete their education. The Office of Financial Aid is located in the William W. Sutton Administration Building.

Greenville Higher Education Center
Located in Greenville, MS, the Greenville Higher Education Center (GHEC) offers several degree programs along with a myriad of individual course offerings. The degree completion program is available to any student who possesses 60+ college credits or has earned an Associate's Degree from a regionally accredited college or university. Our course offerings are especially attractive to students seeking opportunities to develop themselves professionally. For questions about enrolling in programs or courses at MVSU's Greenville location, contact today by calling (662) 332-8389 (662) 332-8389, email ValleyatGHEC@mvsu.edu, or visit http://www.mvsu.edu/ghec/contact.php.

Information Technology
Information Technology is dedicated to providing stable, up-to date technology and support services for the faculty, staff, and students. Information Technology provides technical support to facilitate teaching and learning, while also providing the administrative oversight critical to the overall operation of the University. The primary mission of Information Technology is to provide a quality educational environment for the University by responding to the needs of the student body for accessible, relevant, and quality technological resources and services. Specifically, Information Technology supports all academic and administrative computing systems, data networks, and provides technical support and maintenance of student computer labs and the campus cable television systems.

Intercollegiate Athletics
The University's Athletics program is recognized as a leader in NCAA Division I Athletics in the Southwest and is a member of the National Collegiate Athletic Association (NCAA) and the Southwestern Athletic Conference (SWAC). Women athletes participate in the following 10 sports: basketball, bowling, cross country, golf, indoor track and field, outdoor track and field, softball, soccer, tennis and volleyball. Men athletes compete in the following eight sports: baseball, basketball, cross country, football, golf, indoor track and field, outdoor track and field,

and tennis. In addition to athletic excellence, MVSU student-athletes succeed in the classroom, serve as leaders on campus, and volunteer their time in community service activities.

James Herbert White Library

The James Herbert White Library (J. H. White Library) is named in honor of the University's first president and is the intellectual center of the University, connecting faculty, students, and staff with information and ideas. The J.H. White Library is a two-story, multipurpose facility that supports the educational programs of the University in an aesthetically pleasing environment. The facility combines convenience and utility in a central campus location, providing ease of access for both students and faculty. The Library's collections include print and electronic book titles, print and electronic periodicals, newspapers, videos, and DVDs. The first floor houses the circulation information desk, Library collections A through LB, the reserve desk, a computer commons, group and individual study rooms, a Social Work Reading Room, periodicals, newspapers, the Interlibrary Loan Office, café style seating with wireless Internet access and public restrooms. The second floor houses the reference information desk, the Reference Collection, the Mississippi Collection, Library collections LC through Z, group and individual study rooms, a Music Listening Room, the Learning Resources Center, the Bendenfield Electronic Classroom, and the Annie M. Payton Archives.

The J.H. White Library provides access to the features listed above for all MVSU faculty, staff and students seven days a week, 83.5 hours per week (Monday through Thursday 7:30am – 10pm, Friday 7:30am – 7pm, Saturday 10am – 4pm and Sunday 2pm – 10pm) during the Fall/Spring semesters. The University community also has virtual access to many of the library's collections via the web at http://www.mvsu.edu/library.

The Library's primary goals are: to collect and provide access to research materials, provide educational instruction on the library's collections and resources, and provide optimal service delivery. The Library develops its collections and access services to support the institution's research, teaching, learning, and public service.

Laundry/Dry Cleaning

The Laundry is fully equipped to provide efficient, high volume, low cost, and quality laundry services. Laundry and dry cleaning services are provided to students, employees, and the campus community. Students should consult with laundry staff regarding the number of items included in their boarding fees that can be cleaned. You may reach the laundry facility by phone at 662-254-3626. Hours of operation are 8am – 4pm Monday – Friday.

Mass Transit

Funded through the Mississippi Department of Transportation, the Mass Transit program provides general and public transportation to residents in a nine-county service area. It provides service to current students and employees who need public transportation to the campus to attend classes. Mississippi Valley State University's Mass Transit Program does not discriminate on the basis of race, color, religion, national origin, sex, qualified handicap or disability in any of its policies, practices, or procedures. Mass Transit is committed to providing safe, efficient, and economical mobility for students. Students may buy monthly or semester passes or pay the driver

the exact fare for each trip. Students should contact Mass Transit directly for more information on schedules and fares at 662-254-3348.

Post Office

The Post Office, located in the Jacob Aaron Student Center, is a substation of the United States Postal Service. The postmaster, postal clerks, and student assistants process outgoing mail for students, faculty and staff in a timely and cost effective fashion. In addition, the Post Office is responsible for the distribution of all incoming United States Postal Service and Interdepartmental mail to faculty, staff and students. Basic services include selling stamps, stamped envelopes, postal money orders, sending and receiving of registered, certified, insured, and express mail, and renting postal boxes. Students should contact the Post Office for rental information.

Radio Station

Mississippi Valley State University operates a non-commercial educational radio station and production training center, WVSD, on an assigned frequency, 91.7 FM. The station and center are designed to meet the educational, informational, and cultural needs of MVSU and the surrounding community. Together, they provide practical experience for students majoring in Communications and continuing education for established broadcast professionals.

Student Records

The Office of Student Records is responsible for maintaining the accuracy and integrity of all student academic records such as transcripts, enrollment verifications, and degree certifications. All student academic records are the property of the University and are treated in accordance with the Family Educational Rights and Privacy Act (FERPA) that protects the privacy of student education records. Students may obtain copies of their transcripts for $10.00. The Office of the Student Records prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the University. A transcript is sent, issued, or released only upon a student's request or with a student's explicit permission. Such permission is not required when University faculty and/or administrative personnel request transcripts for educational purposes. The Office of Student Records/Registrar is located in the William W. Sutton Administration Building.

Student Union

The Jacob Aron Student Union is the "living room" of the campus, where social interaction and cultural exchanges occur outside of the classroom. The Student Union provides a variety of services conducive to leisure time, activity, and relaxation. The Student Union also provides services and amenities to enhance the intellectual, social, moral and physical development of students. The Student Union is home to the T.V./Reading Room, Post Office, University Bookstore, Convenience Store, MVSU Print Shop, Mondo Subs and Austin Grill Express, beauty shop, Barber Shop, Game Room, and Bowling Alley. The Union also provides conference and meeting rooms as well as, a formal ballroom (the Royal Room) for activities and events. Jacob Aron Student Union's office hours are Monday – Friday 8am to 5pm; and game room hours are Monday – Friday 1pm to 10pm.

University Testing

The mission of the University Testing Services is to provide high quality testing, test scoring and instructional assessment services which ascribe to nationally recognized professional testing standards and governmental regulations. The University Testing Service administers the following standardized tests:

- American College Test (ACT)
- Residual ACT
- Scholastic Aptitude Test (SAT)
- General Educational Development (GED) Test
- PRAXIS Series

The results of the ACT, SAT and GED are used for initial admission, as well as placement, counseling and the improvement of instruction; and the PRAXIS for admission to and graduation from the Teacher Education Program. The Testing Center is located in the Lucile Petry Leone Nursing Building. Office hours are 8am to 5pm, and it is closed during testing sessions.

Voter Registration

If a participating school is located in a state that has not enacted the motor vehicle/voter registration provisions of the National Voter Registration Act, the school must make a good faith effort to distribute voter registration forms to its students. Schools in Puerto Rico are not subject to this provision because Puerto Rico is not a state under the National Voter Registration Act.

The school must make the voter registration forms widely available to its students. It must individually distribute the forms to its degree or certificate seeking (FSA eligible) students.

THE STUDENT CODE OF CONDUCT

Mississippi Valley State University aims to create the optimal living and learning environment that validates its conceptualization as the "Valley of Scholars," expecting all students to behave in a manner consistent with its standards of conduct. **The University reserves the right to determine if a student's behavior on or off campus is detrimental to the Institution, which may constitute suspension or expulsion from Mississippi Valley State University.** Students, visitors, and guests are subject to University policies and regulations. It is expected that all students will abide by policies of the University, and by local, state, and federal law. Students who violate these laws and University policies are subject to disciplinary actions by the University, and in civil or criminal court. **Not being aware of the policies of Mississippi Valley State University does not excuse non-compliance.** Failure to correctly interpret the rules and regulations does not excuse anyone from penalties in cases of violation.

Students who experience the privilege of attending Mississippi Valley State University become members of the academic community while retaining status as citizens. They are entitled to the same fundamental rights, privileges, and immunities that are guaranteed to every citizen of the United States. With these rights, privileges, and immunities comes the responsibility to obey federal, state, and local laws, and the University's rules and regulations.

The University has the responsibility to develop policies, procedures, and standards which will ensure protection of the rights of each member of the academic community. The following are included among the responsibilities of students:

- To be fully acquainted with the University Catalog, Student Handbook, and other published regulations relating to students, and to comply with these regulations in the interest of an orderly and productive community. Violations of these regulations and/or a demonstrated unwillingness to obey rules governing conduct may lead to sanctions or disciplinary action by the University;

- To assist the University Administration in protecting the rights of others through orderly disciplinary procedures. Students have the right and the responsibility to report code violations, or any violation of University policy;

- To secure and respect general conditions conducive to the freedom to learn; and

- To respect and comply with all the laws and rights of good citizenship. Irresponsible actions which are reported to University officials or which become public knowledge may be cause for disciplinary action.

In accordance with these responsibilities, the University has the obligation to set standards of conduct which it considers essential to its educational mission and its community life. Due process with the University does not exclude prosecution by local, state, and federal agencies when appropriate nor does criminal court action have any impact on the University's due process and sanctions.

The Student Code of Conduct at Mississippi Valley State University establishes the exemplary behavior expected of students both as individuals and as ambassadors of the University. The Code of Conduct applies to each student who is enrolled, whether as boarding or day student, whether on campus or off campus, or whether during sessions or between sessions. Students are expected to exhibit respect for order, personal honor, good citizenship, and the rights of others. Individuals who willfully violate the Student Code of Conduct will be held accountable for such actions and may receive disciplinary action in relation to such violations.

Student Conduct System

The primary purpose of the Student Conduct System is to help govern the University community by regulating student conduct and by enforcing the University's Student Code of Conduct consistent with the principles of due process applicable to the University's policies, procedures, and standards.

Student Conduct Authority

Article IX, Section Four (4) of the Bylaws and Policies of the Board of Trustees of the State Institutions of Higher Learning charges the President of Mississippi Valley State University with the responsibility of maintaining "appropriate standards of conduct of students" and further authorizes him "to expel, dismiss, suspend, and place limitations on continued attendance and to levy penalties for disciplinary violations. . ." In accordance with this responsibility, disciplinary

sanction shall be applied only after the requirements of due process, fairness, and reasonableness have been met. The aim of disciplinary action is the redirection of student behavior toward the achievement of academic and social goals.

The President has delegated this function to the Vice President of Student Affairs who provides oversight of the judicial process through the Associate Vice President/Dean of Students. The Judicial Board is appointed by the Associate Vice President/Dean of Students. The involvement of a peer group in such group decisions is consistent with the University's educational goals and its practice of student participation in institutional governance. No other office on campus will have the power to appoint members or assign duties to these committees.

University Judicial Board

The University reserves the right to hold students responsible, through its judicial process, for offenses committed either on or off campus when such offenses affect the general welfare of other students, and/or the general welfare of the University community. Students accused of misconduct are brought before the Mississippi Valley State University Judicial Board. This duly authorized committee is composed of students, staff, and faculty.

In addition to the Judicial Board, the Residence Hall Hearing Board is designed to address minor violations in the residence halls. As well, it ensures that students are held accountable for their actions as they relate to the MVSU standard of conduct in the residence halls.

The Residence Hall Hearing Board is specifically defined as follows:

1. **Residence Hall Hearing Board:** This committee conducts hearings dealing with minor offensive behavior occurring within and in the immediate vicinity of the residence halls. Repeat offenses will be referred to the Office of Student Affairs. Cases involving a possible suspension will not be heard by this board, but referred to the Office of Student Affairs.

Charges Against Students

Whenever, in the opinion of any member of the University Community, a student's conduct is disorderly, disruptive, or appears to violate University policies, rules, and regulations, it is the responsibility of the persons(s) observing the breach of conduct to report the same in writing to the Associate Vice President/Dean of Students. The Associate Vice President/Dean of Students will conduct a preliminary investigation to determine the validity of charges and the possible alternative disposition of the case, as well as whether the case warrants a hearing by the Judicial Board. In cases of emergency or extraordinary circumstances, both the Associate Vice President/Dean of Students and Vice President for Student Affairs have the authority to administratively suspend the student from the University pending a hearing to be held at a later date. A final disposition may be taken.

The Associate Vice President/Dean of Students assigns cases to be heard by the Judicial Board based generally on the type of infraction, location of infraction, professional assessment of behavior, current disciplinary status, and case load of the Judicial Board. All complaints and/or alleged violations of University disciplinary rules or regulations should be referred initially to the

Associate Vice President/Dean of Students who will determine the case herself or himself at his/her discretion. It is the responsibility of the Associate Vice President/Dean of Students to initiate, implement, and supervise the disciplinary process of students.

Due Process

The student has the right to know the charges brought against him or her, and the charges must be put in writing. The student must be given adequate time to prepare a defense, and has the right to defend himself/herself against the charges before the appropriate authorities. The student has the right to bring character statements or eyewitnesses to the defense hearing. The student has the right to request the replacement of any member of the hearing committee or board whom he/she they feels may be prejudiced against him/her, and the student has the right to appeal infractions. The student has the right to remain silent. Hearings are not open to the public, and individuals conducting the hearing are prohibited from discussing the outcomes of the hearing. Due to the nature of certain cases and circumstances, the University's failure to follow these procedures to the letter does not automatically invalidate accused unless placed at a definitive disadvantage.

When a complaint or charge has been filed with the Associate Vice President/Dean of Students, the following procedural guidelines shall be followed:

1. The student shall be notified by the appropriate University official that he or she is accused of violating a regulation, rule or policy, and who is bringing the charge against them.

2. The student shall be notified that he or she may elect one of two courses of action:

    - The student may admit the alleged violation and the Associate Vice President/Dean of Students will determine the format for the judicial hearing in the form of either administrative hearing or judicial board hearing.
    - The student may deny the alleged violation, in which case the Associate Vice President/Dean of Students shall refer the case to the Judicial Board.

3. Within 72 hours after receipt of the student's decision, the date, time and place will be set for the hearing.

4. At least 48 hours prior to the hearing by the Judicial Board or administrator, the student shall be entitled to the following:

    - Written notification of the time, place, and date of the hearing,
    - A written statement of the charges to enable the student to prepare his or her defense,
    - To appear in person and present his or her defense to the Judicial Board or administrator and may call witnesses on his or her behalf,
    - To decline to answer questions,
    - To be accompanied by a representative of his or her choice. The representative can be a member of the faculty, staff, or administration of the University. The student, however, must speak for him/herself, and he/she must provide written notification to judicial board 3 days in advance,

- If the student engages a private attorney, the attorney will not be able to participate in the judicial hearing under any circumstances, and the student must provide written notification to judicial board 3 days in advance,
- If found guilty, the student shall be notified of his or her right to appeal the decision of the Judicial Board or administrator within a period of 48 hours. Should the accused appeal, any action assessed by the Judicial Board remains as is until acted upon by the Vice President of Student Affairs.

5. If a student fails to attend his or her scheduled hearing, the case will be heard in absentia.

It is the duty of the Judicial Board to conduct a fair and impartial hearing of each case. Ignorance of the rules and regulations of the University cannot be used as an excuse for the violation. The committee will take into account all data and testimony related to whether the defendant did or did not commit the alleged misconduct and distinguish this from any alleged act that was or was not performed. While the committee might hear a description of events and activities leading up to the alleged misconduct, the major concern would be those occurrences directly associated with the charges as described in the letter to the student from the Associate Vice President/Dean of Students.

Disciplinary Hearing Procedures

Disciplinary hearings at Mississippi Valley State University are held to adjudicate student cases of alleged misconduct. The administration of discipline is an educational process and procedures will give full cognizance to the tests of fairness and justice, and the requirements of due process. Rules and procedures for conducting disciplinary hearings are:

A. Disciplinary hearings are of a private confidential nature. They are closed to the public, unless opened by agreement of both the charged party and the hearing Presiding Officer.

B. The Associate Vice President/Dean of Students or his/her designee will serve as the Presiding Officer of disciplinary hearings.

C. The Office of the Associate Vice President/Dean of Students will conduct the due process procedure for all accused students.

The format of a hearing of original jurisdiction will follow this sequence:

A. The Presiding Officer of the Judicial Board is in charge of the floor at all times until it is specifically granted by him/her to another person. Violators will be ruled out of order.

B. The following individuals will attend the hearing: the Accused; the Accuser; witnesses (outside the room); representative for the Accused; the Presiding Officer; and disciplinary committee members, when applicable. In the event the hearing is closed, no other persons shall attend unless authorized by the Associate Vice President/Dean of Students.

C. The hearing begins when all are seated and ready to commence. The Presiding Officer will call the meeting to order and declare the session is ready to begin. All hearings will be recorded.

D. The Presiding Officer will ask the Accused if he/she is ready. If he/she is ready, the hearing will begin.

E. The Presiding Officer will stress the confidential nature of the proceedings and remind those present that they are obliged to speak the truth whenever they are speaking during the hearing.

F. The Presiding Officer will ask how he/she pleads:

   a. If the Accused pleads "responsible," the Judicial Board will dismiss all from the room in order to deliberate upon the appropriate penalty.

   b. After deciding the appropriate penalty, the audience will be recalled into the room. The Presiding Officer will call the hearing to order and read the decision to the Accused.

G. If the Accused pleads "not responsible," the hearing will proceed as follows:

- The Presiding Officer will present the opening remarks, state the nature of the accusation(s), and in a brief statement, outline the major elements of the case. Witnesses for the Accuser will be called in to testify one at a time. After each witness has testified, the Accused may then cross-examine, if he/she wishes to do so. The members of the Judicial Board may question each witness if any member has a question. After the witnesses for the Accuser have all been called, the case of the Accuser is closed.

- The Accused now follows the same procedures as above: opening remarks, witnesses called, direct examination, cross-examination by the Accuser, and questions from the disciplinary board members, if any. After all witnesses have been called, the case for the Accused is closed.

- The Accuser will present closing remarks (summarizing the prior testimonies and how they may relate to the case).

- The Accused presents closing remarks in a like manner.

- The Judicial Board will dismiss all from the room in order to deliberate. The verdict and penalty, if applicable, will be read by the Presiding Officer. In order to decide that a student is "responsible", at least a majority of the votes must support the charge(s). Each disciplinary board member has one vote.

- Any Accused judged "not responsible" shall be acquitted. However, all records of the hearing will be maintained and a final report will be filed with the Associate Vice President/Dean of Students.

- If the Accused is found "responsible," the records of the hearing and all evidence presented at the hearing will be maintained by the Associate Vice President/Dean of Students.

- The failure of the Judicial Board to follow the precise procedures outlined above does not necessarily negate its deliberations and findings.

H. The Presiding Officer will grant recesses whenever he/she feels that they are in the best interest of the proceedings. Therefore, motions, suggestions or requests for recesses or adjournment are not in order.

I. The hearing will generally be conducted on a charge by charge basis. Thus, the Presiding Officer might interrupt testimony at any time he/she deems that such testimony is either irrelevant or superfluous to the specific charge under consideration at the moment. As much as practical and possible, testimony for or against the student will be charge by charge.

J. The proceeding will not tolerate profanity (except as a necessary part of the testimony), violent display of temper, or abusive and intimidating conduct which interferes with orderly proceedings. Any disruption of a disciplinary hearing at Mississippi Valley State University may result in the immediate suspension of the student or students involved in the disruption. A determination of disruption will be made by the Presiding Officer of the Board.

   The proceedings will continue, at the discretion of the Presiding Officer, until all testimony has been given by both sides and the case is ready to be submitted to the Judicial Board for deliberation. While every effort will be made to give both sides the opportunity to completely explore all avenues, the Presiding Officer reserves the right to keep the number of witnesses, the length of their testimony, and the duration of questioning within reasonable limits. All hearings should be recorded in a manner suitable for transcription.

Penalties for Violations of University Regulations

If a student who goes before the Judicial Board is found to be "responsible" for the charges, a penalty is given to that student. The following is a list of penalties for violating University regulations:

Research Assignments

Based on the nature of the offense, students may be required to complete a research assignment on a topic related to the offense committed. The research assignment must be typed and completed by the deadline specified and must be thorough, comprehensive, and scholarly. The complete project must also conform to other specifications given by the judicial body. Failure to comply with the terms of the judicial administrator will result in temporary suspension from the University until all matters are rectified between the student and the appropriate official.

Educational Workshop Participation

In some instances, students may be required to assist in developing, coordinating, and evaluating special workshops related to the nature of the offense which the student has committed. Students may also be required to participate in special workshops to enhance their own knowledge and understanding of a particular topic related to the offense committed. Failure to comply with this sanction will result in suspension from the University.

Mediation
Mediation is a sanction in which two or more individuals involved in serious or potentially serious conflict agree to discuss their differences with a third party who is trained in conflict resolution. The conflicting parties must agree in writing to abide by the decision jointly agreed upon by all parties involved.

Counseling
Students may be required to participate in mandatory counseling with a member of the Counseling Services staff or any available counseling resource available to the campus community.

Confiscation of Equipment
Students may be asked to surrender radios, stereo equipment, musical instruments, etc., for not less than 30 days, as a result of violation of residence hall noise level infractions.

Loss of Privileges
A student who receives this sanction shall be notified in writing as to the privileges which he/she has lost. This written notification shall indicate the time period for which the student has lost certain privileges.

Restitution
The requirement to reimburse or otherwise "make good" for damage to equipment, theft of property, or harm or offense to the residence hall or campus community.

Fines
The payment of a specified amount of money payable to the University for violations of the Code of Student Conduct. A disciplinary fine depends upon the severity of the offense(s).

Interim Suspension
The Vice President of Student Affairs, Dean of Students, or designee may suspend a student from the University for an interim period pending disciplinary or criminal proceedings or medical evaluation. The interim suspension is immediate and effective without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to himself or herself or to others.

Suspension
Suspension prohibits a student from attending Mississippi Valley State University, including University activities, for a specified or indefinite time period. A student on disciplinarily

suspension from Mississippi Valley State University forfeits all rights and privileges afforded at the Institution. This means that the suspended student is restricted from involvement in any academic or extracurricular activity at Mississippi Valley State University, and he or she may not:

a. Earn academic credit at Mississippi Valley State University, or any other College/University to be transferred to Mississippi Valley State University during the term of suspension. A suspended student will be dropped immediately from current rolls, including correspondence courses, and may not audit classes,

b. Be involved or participate in campus organizations,

c. Live in a residence hall

d. Participate in intramural sports or be involved in any intramural activity,

e. Use University recreational facilities,

f. Participate in intercollegiate athletics, including team practices, workouts, meetings, or public appearances,

g. Be employed by the University, and

h. Visit the campus unless written permission is received from the Vice President of Student Affairs. If the student returns to the campus without permission during this period of suspension, his/her eligibility to return to MVSU will be threatened. Such persons may also be charged with trespassing, in which case, they will be subject to arrest.

A student on disciplinary suspension may receive academic credit for special problems or correspondence courses completed during the semester of suspension, if completed prior to the date of suspension.

Expulsion

Expulsion is the most severe sanction which can be imposed upon a student for violation of disciplinary procedures. Expulsion is permanent dismissal from the University, and the student is subject to the conditions and restrictions cited under disciplinary suspension, except that the student is not eligible to reapply for readmission to the University. Expulsions are recorded on the students' permanent record. Student(s) expelled from the University are required to return their student identification card and room keys, and they may not return to the campus for any reason without written permission. Should the student return without written permission, he/she will be charged with trespassing, subject to arrest, and prosecuted to the fullest extent of the law.

Disciplinary Warning

Disciplinary warning is defined as an official, written notification to the student that his or her behavior has been unacceptable and inappropriate as a student at MVSU. Further misconduct will result in referral to the Judicial Board.

Disciplinary Probation

Students placed on disciplinary probation are expected to demonstrate a positive change in their behavior. During the probationary period, the student will be denied participation in intramural, intercollegiate, and club sports. Such students may not represent the University in any public function or performance, hold office in a student organization, or be eligible to join a fraternity or sorority during their probation status. Further misconduct is subject to suspension from the University.

Eviction

Eviction occurs when University student housing has been denied for a specified time period.

Restitution

Any student causing damage to or misappropriation of the property of another will provide reimbursement for damages or misappropriation of that property.

Community Service

A disciplinary penalty which requires a student to perform services/tasks without pay within a specified period of time for violating the Student Code of Conduct.

Notification of Disciplinary Actions and Decisions

Appropriate University officials and campus departments will be notified of penalties involving suspension or dismissal of the offender as well as to other persons who can provide counseling assistance to the offender. When in violation of the Code of Student Conduct, the student should expect to be contacted by the Judicial Board regarding hearings. Every attempt will be made by the appropriate officials to promptly notify the student of a hearing regarding his/her alleged violation(s); however, inability to notify a student through reasonable means does not entitle the student to any further consideration in terms of postponing a hearing or adjudicating a case. While every effort will also be made to promptly notify those who participated in a judicial hearing of the decision, each student whose case has been adjudicated is expected to contact the Associate Vice President/Dean of Students within three to five business days after the conclusion of the hearing to receive the decision in the case.

The Board's failure to specifically follow outlined procedures and questions does not necessarily invalidate a hearing or sanction, unless it can be demonstrated that the accused was adversely affected by the omission. If the student fails to appear before the Judicial Board after proper notice has been given or attempted, a prima facie case will be presented and the Board will make its decision and impose sanctions accordingly.

Appeals
If the student being disciplined is found "responsible" of violating the Student Code of Conduct, he/she may appeal the decision rendered. A type-written letter must be submitted by the student to the Vice President of Student Affairs within 48 hours (not including weekends) after the Judicial Board has made its determination. Letters of appeal shall contain a statement of sufficiency and must cite one or more of the following grounds for appeal and explain how that ground has been met:

1. Prejudicial error committed during the hearing whereby a fair hearing was not given;

2. Non-cumulative material and relevant evidence, new or newly discovered; and/or

3. The decision or judgment is not supported nor justified by the evidence.

The decision of the Vice President of Student Affairs is final, and the student will be notified of the decision in writing within 48 hours. Students will not be permitted to remain on campus until the appeal is decided unless the Judicial Board sanction is less than suspension. The sanction of suspension imposed by the Judicial Board becomes effective immediately.

Administration of Disciplinary Records and Disciplinary Information
A transcript contains only academic information and disciplinary action which denies the student the privilege to continue or return to the University. Academic and disciplinary records are kept separate to minimize the risk of improper disclosure, and the disciplinary record will be treated in a confidential manner. The contents of the student's disciplinary record may be made available for use within the University only on the written request of the student or upon direction of the Vice President of Student Affairs. Records will be given to persons outside of the University only upon written request of the student or in response to a court order.

The University will maintain for every student, who has been suspended or expelled, a permanent written disciplinary record of the charge, the sanction assessed, and any other pertinent information. However, for every student who has received a disciplinary sanction less than suspension or expulsion, the University will discard the disciplinary record after eight years from the last date of attendance or when the student graduates.

Prohibited Conduct

1.00 Academic Dishonesty
Any deliberate attempt to gain an unfair advantage in academic work. Examples include cheating, falsification of information, fraud, plagiarism, and unauthorized access to academic records or computer systems.

1.01 Aiding and Abetting
Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the University community or environment; persuading or aiding another person to breach the peace on University premises or at functions sponsored, approved by, or participated in by any member of the University. Gatherings or groups of students on or off of the premises in such a matter which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the

University or with the normal flow of traffic or ordinary procedures.

1.02 Alcoholic Beverages Violations

1.02a It is a summary offense for a person under the age of 21 to purchase or attempt to purchase, consume, possess, or transport any alcoholic beverages. It is also a violation for those 21 and older to possess / consume in any building.

1.02b It is unlawful to sell or give alcoholic beverages to any minor (under 21 years of age).

1.02c Sale of alcoholic beverages on University's property is prohibited.

1.02d The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or at any of the University's activities (whether on or off-campus) are prohibited.

1.02e Appearing in public on the University's premises while intoxicated or under the influence of alcohol or illicit drugs, is strictly prohibited. Any disorderly conduct regardless of whether such conduct results in injury to persons or damage to property will result in disciplinary matters against the student.

1.03 Animals (pet)

Possession of pets or other animals (dogs, cats, snakes, birds, hamsters, etc.), with the exception of seeing-eye dogs, when accompanied by their owner, is prohibited.

1.04 Arson/Fire Setting

The malicious, fraudulent, and/or intentional burning of property on University premises is prohibited. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and or/or igniting flammable materials.

1.04a Willfully starting a fire in University buildings or on University property, which includes but is not limited to, bonfires and cookouts, without the proper authorization of the Associate Vice President/Dean of Students and/or the Director of Student Life and Leadership and Engagement and/or in compliance with local and state fire codes is prohibited.

1.05 Assault (Violation will be reported directly to Office of Student Affairs)

The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery, or the intentional placement of another in reasonable apprehension of receiving a batter. This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, coercion which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, residence halls and on the University premises in general. Physical contact is not required.

1.06 Battery (Violation will be reported directly to Office of Student Affairs)

The intentional use of force or violence directed upon another. Violence, involving physical abuse or contact which includes, but is not limited to, the intentional administration of a poison or other noxious substance, slapping, pushing, and/or contact using a weapon of any sort for the purpose of physical abuse, or violence involving physical contact. Physical contact is required.

1.07 Concealing Identity

If a student is found and identified when wearing a mask of any kind (including hooded sweatshirts, jackets, etc.) while committing an act of vandalism, robbery, assault, theft, battery or any crime characteristic of unsafe or inappropriate behaviors.

1.08 Contempt of Hearing

Failure to appear before a judicial body after receiving the proper notification of a scheduled disciplinary hearing. Willful disobedience to, or displaying open disrespect for a University Judicial Board member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures. Failure to comply with disciplinary conditions such as sanctions imposed by a judicial body.

1.09 Dangerous, Threatening or Unsafe Behavior

Any conduct or behavior is prohibited which threatens or endangers the health or safety of any person in the University environment. This includes, but is not limited to, terroristic threats, verbal threats to injure or harm another, "horse playing," practical jokes, abductions, kidnapping, use of alcohol and drugs, assault, and battery.

1.10 Disorderly Conduct

Any offensive or annoying act that disrupts or disturbs the peace on University grounds and in University facilities, including Residence Halls. Examples of disorderly conduct are excessive noise, such as loud talking, shouting, loud stereo, radio, or television sets; inappropriate use of language such as lewd or vulgar language, gestures, profanity; indecent exposure; and any other language or behavior that is not characteristic of being a student at Mississippi Valley State University.

1.11 Disruptive Classroom Behavior

Any conduct or behavior that disrupts the learning environment. This includes, but is not limited to, talking in class, horse playing, joking, playing music, talking on cell phone, etc.

1.12 Drugs/Drug Paraphernalia

The possession, use, sale or manufacturing of marijuana or drugs such as barbiturates, amphetamines, narcotics, hallucinogens, or other addictive substances, which are illegal according to federal and/or state law, is prohibited on the campus of the University and at any University related or sponsored activity held on or off-campus. A student shall also refrain from buying, selling, possessing, or using any kind of drug paraphernalia. A criminal conviction for violation of federal and/or state law governing the possession, use, or sale of controlled substances by a University student constitutes a violation of this policy and will adversely affect a person's ability to apply for and be awarded Federal financial aid.

1.12a Hosts, though they may not be the primary users, are responsible for any drug-related activity in their residence hall rooms, and will be subject to disciplinary action similar to the user(s).

1.13 Failure to Comply

Failure to adhere to the direction of University officials (including Residence Hall Directors and Resident Advisors) acting in the performance of their duties; failure to promptly identify oneself to a University official when requested (i.e. not presenting University student ID card); and failure to comply with disciplinary sanctions.

1.14 Firearms and Weapons

Mississippi Valley State University has a "zero tolerance" policy with reference to weapons of any kind including, but not limited to, firearms (real or not), knives, bows, arrows, baseball bats, devices used for the practice of martial arts, ammunition and other dangerous weapons are not allowed on the University campus at any time. Any individual

found in possession of a handgun, shotgun, air gun, pellet gun, BB gun, rifle, hunting slingshots, martial arts weapons, medieval weapons, darts, bowie knives, daggers, switch blade knives, machete, metallic knuckles, explosives, black jack, stun gun, or chemicals or ammunition will be subject to immediate suspension. This also applies to knives, box cutters and any apparatus with a blade carried on one's person or otherwise concealed. Any symbolic gesture or item seen as symbolizing a weapon is a violation of this policy. An example of this would be a student posing with a weapon (real or not) in a photo or the use of an item (such as a baseball bat) in an act where that item becomes a weapon.

1.15 Fireworks

The possession or use of fireworks of any kind, including firecrackers, cherry bombs, incendiary, smoke or stink bombs, or any other pyrotechnic device is prohibited by University regulations.

1.16 Forgery, Dishonest Behavior/Act

Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to, alteration and misuse of University documents, records, student identification cards, or documents and records belonging to another, cheating, plagiarism or other forms of academic dishonesty; tampering with the election of any University recognized student organization; misuse of elected or appointed office in a student organization, its members, or the welfare of the University community; lying knowingly or furnishing false information to the University or its officials; and the use of the University's name, image, or logo without proper authorization or with intent to misrepresent or defraud is prohibited.

1.17 Gambling

Any form of wagering for goods, services, or money is prohibited.

1.18 Guests Responsibility

Students are responsible for the actions of their guests at any and all locations on campus. If a guest of a student violates a policy, the student host will be held responsible and subject to disciplinary action in accordance with the Code of Student Conduct.

1.19 Hazing

Any person or organization who, in the course of an individual's initiation or affiliation into an organization, intentionally or recklessly engages in conduct that creates a risk of physical injury to that individual or a group of individuals.

1.19a The threat to inflict or the actual infliction of bodily harm to an individual as part of an initiation rite.

1.19b The forced consumption of alcohol or drugs as part of an initiation rite.

1.19c The forced participation in any kind of sexual activity as a condition for affiliation or as part of an initiation rite.

1.19d The prevention of individuals from participating in classroom activities or interacting with fellow students as part of any initiation rite.

1.19e Forced participation in any other activity that endangers the physical or mental health of an individual.

1.19f Illegal pledging or intake activities into any organization that is currently under suspension or otherwise not legally recognized by the University.

1.19g Illegal recruiting of any female in a court or auxiliary organization is prohibited.

1.19h Any inductee (aspirant) who participates in any acts of hazing will also be in violation of the University's hazing policy, and subject to disciplinary proceedings.

1.20 Inappropriate use of Language

This violation includes using lewd or vulgar language and gestures, profanity, and any other language or behavior that is not characteristic of being a Mississippi Valley State University student.

1.21 Off-Campus Behavior

Any conduct or behavior which occurs off-campus and threatens the integrity of the University is a violation. All violations that occur off campus may be adjudicated as violations against our Code of Student Conduct. This includes, but is not limited to, theft, assault, dishonesty, drug and alcohol use.

1.22 Residence Hall Violations

1.22a **Aiding and Abetting (Violation will be reported directly to Office of Student Affairs)**

See definition above in Section 1.01.

1.22b **Alcoholic Beverages (Violation will be reported directly to Office of Student Affairs)**

See definition above in Section 1.02 a-e.

1.22c **Animals (pets)**

See definition above in Section 1.03.

1.22d **Assault – (Violation will be reported directly to Office of Student Affairs)**

See definition above in Section 1.05.

1.22e **Battery (Violation will be reported directly to Office of Student Affairs)**

See definition above in Section 1.07.

1.22f **Children**

Babies and small children are not permitted to enter or stay overnight in the living area of the residence halls. Babysitting in the residence hall is prohibited. When children visit the residence halls, they must be accompanied by a parent at all times. Persons failing to adhere to this regulation will be subject to disciplinary action, which may result in a disciplinary warning, probation, eviction, or suspension.

1.22g **Co-Ed/Unauthorized Visitation**

The University offers a monitored visitation program that permits Mississippi Valley State University students to have **guests of the opposite sex** visit their room at specified times. Co-ed visitation at times other than those specified is prohibited and violators are subject to disciplinary action. Unauthorized visitation constitutes visitation beyond the lobby of a residence hall by a person of the opposite sex. Persons who commit unauthorized visitations, receive a visitor, aid and abet an unauthorized visitor, or share immediate company with an unauthorized visitor are subject to disciplinary penalties. Unauthorized visitation is separate from, and is not to be confused with, co-ed visitation as authorized by University policy. It is the responsibility of the visitor and the student to distinguish between unauthorized visitation and authorized co-ed visitation. Guests must be approved by and registered with the Hall Director. Guests are required to provide a telephone number for use in case of emergency.

1.22h **Disorderly Conduct**

See definition above in Section 1.10.

1.22i **Drugs/Drug Paraphernalia (Violation will be reported directly to Office of Student Affairs)**

See definition above in Section 1.12 and 1.12a.

1.22j **Failure to Comply**

See definition above in Section 1.13.

1.22k **Firearms and Weapons (Violation will be reported directly to Office of Student Affairs)**

See definition above in Section 1.14.

1.22L **Fireworks**

See definition above in Section 1.15.

1.22m **Furniture**

Removal of University furniture from lounges, public areas, classrooms or dining hall without permission from a professional staff member is prohibited.

1.22n **Guest Responsibility**

See definition above in Section 1.18.

1.22o **Incense/Candles**

Burning of incense and/or candles in the residence hallways or in residence hall rooms is prohibited.

1.22p **Movies**

In 1976, the Supreme Court ruled to allow individual communities to set their own standards regarding the public viewing of R-rated movies. At Mississippi Valley State University, the showing of R-rated movies is permitted, but the showing of X-rated movies is not allowed. Violators are subject to disciplinary action.

1.22q **Overnight Guest(s)**

While students may have an overnight guest(s) of the same sex, the guest(s) must observe the same hours and rules as their host. Overnight guests of the same sex are permitted any night, but we encourage residents to limit visits of overnight guests to weekends. A guest is the responsibility of his/her host and the host will be held responsible for any misconduct of his/her guest(s). All guests must be at least 16 years old and of the same sex as the resident hall student. Each guest is allowed to stay one night during the week and two nights on the weekend. No more than three (3) nights are permitted. Residents are not permitted to house unauthorized or prohibited persons in their room or prohibited persons may be described as unregistered visitors, persons who have been denied campus housing as a disciplinary action, or children under the age of 16. Violators are subject to disciplinary action or fee assessment as appropriate.

1.22r **Quiet and Courtesy Hours**

In order to provide a study time for students to pursue their individual endeavors, specific hours are designated as quiet hours by the Department of Residential Life or by hall residents themselves. During these hours the floor should remain quiet enough to provide an atmosphere in which the residents may study and sleep.

- **Quiet Hours 10:00 p.m. – 10:00 a.m. daily**
- **Courtesy Hours 24 Hours daily**

The use of sound producing equipment at a volume or in a manner that disturbs other residents, whether during quiet or courtesy hours, is not allowed. Sound from such equipment must not be audible outside the resident's room. Failure to comply after two

warnings may result in the confiscation of equipment by residence hall staff. In addition to mechanical sounds, human sounds such as loud talking, laughing, screaming, yelling, running, etc. are not allowed. Persistent violators may also be subject to judicial review by the Residence Hall Hearing Board and the Director of Residential Life.

1.22s **Signing In and Out**

Failure to sign in or out of the residence halls is prohibited.

1.22t **Smoking**

Smoking is not permitted in the residence halls, classrooms, auditoriums, lecture rooms, dining hall, or gymnasium. This regulation will be enforced by all appropriate means. Mississippi Valley State University is a ―SMOKE FREE campus.

1.22u **Solicitation/Selling Items**

See definition below in Section 1.25.

1.22v **Subleasing/Unauthorized Resident**

Subleasing of room space or living in the residence hall without official authorization is strictly prohibited. A person living in the hall must be currently enrolled as a residential (on-campus) student. Any student found to be living in or housing unauthorized persons in the residence hall may be subject to arrest for trespassing, eviction, and disciplinary action.

1.22w **Tampering with Safety/Emergency Equipment (Violation will be reported directly to Office of Student Affairs)**

The unauthorized use, abuse, or interference with fire protection equipment, fire fighting personnel, or emergency warning devices is prohibited, as it may result in death, injury or substantial property damage. It is critically important that all fire protection equipment be in its place and in proper working condition if the safety and welfare of the members of the residence hall community are to be assured. The fire alarm systems, smoke detectors and fire extinguishers are placed in the residence halls for your protection. **PLEASE DO NOT DAMAGE OR ALLOW ANYONE ELSE TO DAMAGE THESE SYSTEMS.**

1.22x **Unauthorized Parties/Gatherings (Violation will be reported directly to Office of Student Affairs)**

It is a violation to host or participate in an unauthorized party/gathering within the residence halls. Having six (6) or more individuals in a room at one time may constitute an unauthorized party/gathering.

1.22y **Unauthorized Use of Emergency Doors**

Security doors are a part of the security system in each residence hall. These doors should not be used at all, except in an emergency. The residents have the responsibility of adhering to the rules in each hall governing the use of these doors. At no time should the doors be forced or propped open. Violators are subject to a fine and/or disciplinary action.

1.22z **Unauthorized Withdrawal and Cancellation**

When withdrawing from the residence hall, students must check out of the hall with the Hall Director or another authorized staff member. A room inspection must be performed, the room key returned, and an official Residence Hall Release Form completed in triplicate (i.e., copies for Hall Director, Student, and the Fiscal Affairs Office). Failure to follow the correct procedure may result in a charge to the student's account for unauthorized check out.

1.22zz **Vandalism**

See definition below in Section 1.27

1.23 Sexual Assault (Violation will be reported directly to the Title IX Coordinator)

Forcing or attempting to force another person, regardless of sexual gender, personal affiliation, and/or affiliation with the University, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats, and physical restraint, and will not be tolerated.

1.24 Sexual Harassment (Violation will be reported directly to the Title IX Coordinator)

Regardless of sexual gender, personal affiliation, and/or affiliation with the University, sexual harassment is defined as unwelcome and unsolicited sexual advances, request for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to, unsolicited, deliberate, or repeated sexual flirtations, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature is strictly prohibited.

1.25 Solicitation/Selling Items

Use of any residence hall room or facility to sell anything is prohibited, except for fund raising, or collection of donations, which must be authorized through the Director of Residential Life. Unauthorized selling and promotion on campus or within other University buildings is not permitted without permission of the Office of Student Leadership and Engagement. Students may not solicit on behalf of the University without its permission.

1.26 Theft

Wrongful taking, stealing, or the attempt to take the property of another individual without consent or knowledge of the individual (on or off campus) is prohibited.

1.27 Vandalism

Damage or destruction to property owned or leased by the University or personal property belonging to an individual is prohibited. This includes, but is not limited to, car vandalism, breaking windows, defacing structures and facilities, and marking, painting, or spraying fire alarms.

Violation of Policy

Mississippi Valley State University expects all students and University employees to adhere to the policies in place. The University reserves the right to prescribe the nature and type of corrective action to be imposed on faculty, staff or students found in violation of these policies. Anyone found in violation of these policies shall be subject to appropriate sanctions and penalties set forth by the University that is consistent with local, state, and federal law. Such penalties and sanctions may include, but are not limited to, written and/or oral reprimands, suspensions with or without pay, expulsion, or termination.

Involuntary Withdrawal

Mississippi Valley State University is committed to the well-being and safety of all its community members. Therefore, a student may be involuntarily withdrawn from the University if it is determined that the student presents a danger to himself or to others. Decisions for involuntary withdrawal will be made by the Vice President of Student Affairs. A decision for

involuntary withdrawal will only be made after less drastic measures have been considered and rejected as inappropriate or insufficient under the circumstances. Prior to any involuntary withdrawal, a student will be encouraged to withdraw voluntarily.

The standard for involuntary withdrawal is based on clear and convincing evidence that the student represents a danger to himself or herself, or to others. Examples of such circumstances include, but are not limited to: students threatening other individuals with severe bodily harm, students making suicidal threats, students engaging in serious self-abuse (such as alcohol or substance abuse), students who are not able to care for their own basic needs to the extent that their lack of self-care represents a threat to the health of themselves or others, and/or students exhibiting extremely bizarre or destructive behavior. This policy may not be used to involuntarily withdraw a student simply because he or she exhibits eccentric or unusual behavior. Students who are involuntarily withdrawn from the University will be allowed to petition the Vice President of Student Affairs for readmission during a subsequent term.

Emergency Withdrawal

The Vice President of Student Affairs or his/her designee may immediately withdraw a student on an interim basis where the student's condition or conduct poses an imminent or significant risk to the individual or to others. Prior to the emergency withdrawal the student must be notified in writing of the proposed interim action, given an opportunity to address the basis for the emergency withdrawal with the Vice President of Student Affairs or designee, and informed that a formal hearing on the involuntary withdrawal will occur as expeditiously as possible. Such emergency withdrawal or restricted access may remain in effect until a formal decision has been made or the reasons for imposing the interim action no longer exist. If a formal hearing is to occur, the student shall be afforded a formal hearing within five days of an emergency removal. While the hearing is pending, the Vice President of Student Affairs may prohibit the student from being on campus or limit other student privileges or access to University facilities or resources for safety reasons.

Withdrawal Procedure

A student who is being considered for involuntary withdrawal shall be notified in writing by the Vice President of Student Affairs or his/her designee. If the student wishes to request a hearing, he or she must request a hearing in writing within 48 hours of the initial notification. If a student requests a hearing, it will be conducted as soon as possible, but no later than seven calendar days after the request is made, unless both the student and the Vice President of Student Affairs agree that a further postponement is necessary. The student has a right to be accompanied by an advisor or advocate, to present information relevant to the student's behavior, including the testimony or written reports by healthcare providers, whether affiliated or not with the University, and to review and comment on all documents, information, and statements considered regarding the proposed decision. While the hearing is pending, the Vice President of Student Affairs may also, for safety reasons, prohibit the student from being on campus or limit other student privileges or access to University facilities or resources.

The hearing shall be conducted by the Behavioral Intervention Team (BIT) which may include, but is not limited to, the Director of the Counseling Center, the Director of the Health Center, the Director of Disability/ADA Services, the Director of Residential Life, and the Director of

Campus Police. The BIT will submit its recommendations to the Vice President of Student Affairs, who will make the final decision.

Right to Review

Within five business days from delivery of the notification that the student is being involuntarily withdrawn, the student may request a review of the decision in writing. The student shall state the specific issues that he or she wishes to the Vice President of Student Affairs (or designee) to consider.

If a decision is made by the Vice President of Student Affairs to involuntarily withdraw a student from the University, a list of offices to be notified of the decision will be prepared immediately. The list shall include the offices of the Vice President of Academic Affairs, the Registrar, the Department Chair in which the student is enrolled, Residential Life, Financial Aid and the University Police Department. Furthermore, the Vice President of Student Affairs may notify any person or office, both on campus or off campus, of the decision if he/she determines such notification is necessary to protect the health and/or safety of either the student or third parties.

Fees and Refunds

The normal policies and procedures for fees and refunds for students who withdraw during an academic term, as described by the Student Handbook, and/or other University policy, will apply to students who are withdrawn pursuant to this policy.

FREQUENTLY REQUESTED TELEPHONE NUMBERS

Academic Affairs	**662-254-3435/3800**
Admissions and Recruitment	**662-254- 3347**
Alumni Relations/Advancement	**662-254- 3575**
ADA (Americans With Disabilities)	**662-254- 3636**
Athletic Administration	**662-254- 3550**
Band Hall	**662-254- 3488**
Bioinformatics	**662-254- 3036**
Bookstore	**662-254- 3532**
Business Administration	**662-254- 3600**
Career Services Center	**662-254- 3441**
Community Service/Service Learning	**662-254-3921/3922**
Comprehensive Counseling	**662-254- 3830**
Distance Education	**662-254- 3625**
Criminal Justice	**662-254- 3364**
***Delta Devils Gazette* (Student Newspaper)**	**662-254- 3460**
Natural Sciences	**662-254- 3021**
Office of Development	**662-254- 3790**
Docu Center (Lanier)	**662-254- 3750**
Education	**662-254- 3618**
Compass Pointe	**662-254- 7740**
English & Foreign Languages	**662-254- 3451**
Facilities Management	**662-254- 3583**

Financial Aid	**662-254-3765/3335**
Fine Arts	**662-254- 3482**
Fiscal Affairs	**662-254- 3300**
Food Service (Thompson Hospitality)	**662-254- 3542**
Greenville Center	**662-254- 332-8389**
HPER	**662-254- 3553**
Human Resources	**662-254- 3531**
Applied Technology	**662-254- 3410**
Information Technology	**662-254- 3744**
Institute for Effective Teaching Practices	**662-254- 3719**
Institutional Research & Effectiveness	**662-254- 3437**
International Programs	**662-254- 3092**
Laundry	**662-254- 3626**
Library	**662-254- 3494**
Mass Communication	**662-254- 3630**
Mass Transit	**662-254- 3348**
Mathematics, Computer & Info. Sciences	**662-254- 3422**
Mid-Delta Empowerment Zone Alliance	**662-254- 9957 ext. 10**
Military Science	**662-254- 3597**
Natural Sciences & Environmental Health	**662-254- 3377**
Operator Assistance	**662-254- 9041**
Payroll - Bi-weekly	**662-254- 3763**
Payroll - Monthly	**662-254- 3307**
Post Office	**662-254- 3537**

Preschool (Child Development Center)	**662-254- 3375**
President's Office	**662-254- 3425**
Property Accountability	**662-254- 3587**
Learning Resource Center Library	**662-254- 3798**
Communications & Marketing	**662-254- 3578**
Purchasing	**662-254- 3319**
Residential Life	**662-254- 3590**
Learning Resource Center	**662-254- 3798**
Social Science Department	**662-254- 3352**
Social Work	**662-254- 3365**
Sponsored Programs/Title III	**662-254- 3882**
Library	**662-254- 3019**
Student Affairs	**662-254- 3636**
Student Athlete Resource Center	**662-254- 3640**
Student Government Association	**662-254- 3751**
Student Health Center	**662-254- 3332/3331**
Student Records	**662-254- 3321**
Student Support Services	**662-254- 3838**
Student Union	**662-254- 3526**
Talent Search	**662-254- 3475**
Teaching & Learning Center	**662-254- 3080**
University College	**662-254- 3442**
University Police	**662-254- 3107/3478/3479**
University Testing	**662-254- 3333/3334**

Upward Bound	**662-254- 3633**
Library (Annie M. Payton Archives)	**662-254- 3900**
Writing Center/Writing Project	**662-254- 3456**
WVSD-FM Radio Station	**662-254-3611/3612**
Mondo Subs & Austin Grill	**662-254- 3502**