

Mississippi Valley State University
2010-2012 Student Handbook Planner

The University is continuously reviewing policies and procedures governing student life at Mississippi Valley State University. Updates, revisions and/or modifications to this student handbook may occur prior to the next scheduled publication. Updates, revisions and modifications will be communicated to the pertinent parties as they occur.

Mississippi Valley State University, in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 (Higher Education Act), does not discriminate on the basis of race, color, national origin, sex or physical handicap in any of its policies and procedures. This provision includes, but is not limited to admission, employment, financial aid, and educational services.

REVISED July 2010

Mississippi Valley State University
The Division of Student Affairs
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Mississippi Valley State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Baccalaureate and Masters Degrees.

1866 Southern Lane
Decatur, Georgia 30033-4097
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Provisions of the Mississippi Valley State University Student Handbook

The provisions in this handbook do not constitute a contract, expressed or implied, between any students 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. This student handbook 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.

Mississippi Valley State University does not assume responsibility for any misrepresentation, which might arise through error in the preparation of this student handbook, or through failure to give notice to changes in its requirements, policies, procedures, fees, services, programs and other matters affecting students or others, including but not limited to, organizations, and/or off-campus vendors.

This student handbook is supplemented by other University documents such as the University Catalog, the Handbook for Registered Student Organizations, the Residential Life Handbook, other policies and procedures manuals and the Student Government Association, Inc. Constitution.

This student handbook supersedes all prior University student handbooks and is subject to addendums at any given time.

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On behalf of the entire faculty, staff, and administration I would like to formally welcome each of you back to your home away from home—the educational crown jewel of the Delta—Mississippi Valley State University! We are overjoyed and ecstatic regarding the unlimited promise of success that awaits you as you embark on another exciting academic year here at the Valley.

As you know, our five-year strategic plan entitled: “The Valley Renaissance” is now in full swing and we are collectively building on our historic past while advancing forward with purpose for a promising future of distinction, uniqueness and longevity. As a part of our institution’s transformative efforts we are continuing our focus to improve and enrich your overall student life experience through enhanced student programs. Last year, we excelled both in and outside of the classroom and we are eager to realize even greater success this year. Towards that end, I am personally challenging each of you to exceed beyond your past success and in every way and at every opportunity exemplify the very best of your University.

We look forward to playing an active role as partners in your continued development as emerging scholars and citizens who will add to the rich legacy of our great school. Please use this handbook to ensure that you have a thorough and complete understanding of the University’s policies and regulations as printed. However, when in doubt please do not hesitate to ask questions of the appropriate University staff person.

I wish you an exciting and successful academic year.

Donna H. Oliver, Ph.D.
President

Welcome to Mississippi Valley State University! You are now part of a student body made up of a wide range of individuals with a wealth of work and life experiences. Our students, faculty and staff take great pride in cultivating the rich history and tradition that makes Mississippi Valley State University so truly unique.

Our goal is to foster your success! The Division of Student Affairs is committed to supporting you as you work towards your degree. Let this handbook serve as a guide for your success, to make you aware of the rules and guidelines governing campus conduct. It is our sincere hope that you will familiarize yourself with these policies. By doing so, you will assist us in our efforts to provide substantial opportunities for personal development as you matriculate at MVSU.

As a team, we have the academic and administrative services to support you. We ask that you please read through the handbook and contact the appropriate department with any questions that you may have.

Meeting your education needs is important to all of us. Have a great university experience.

Jerald Jones Adley, Ph.D.

Vice President for Student Affairs, Enrollment Management and Diversity

As the Student Government Association President, it is an esteemed pleasure to greet and welcome all of our incoming freshmen, transfer and returning students back to the *Educational Oasis of the Delta*! Your University of Choice – Your University of Distinction – Your Mississippi Valley State University!

As we mark our 60th anniversary and hold true to our motto, “Live for Service”, we endeavor to make every academic year better than the previous. Hence, I encourage all of you to uphold the torch of scholastic excellence as you matriculate through your academic programs and take advantage of all that “*The Valley*” has to offer.

The Student Government Association has planned several diverse activities throughout this school term that are both socially engaging and academically inspiring. We will continue to maintain a consistent flow of communication between the administration and student body.

Finally, in the words of our University President, Dr. Donna H. Oliver, “Working Together Works”.

Marvin Elder, President
MVSU Student Government Association, Inc.

The Board of Trustees of State Institutions of Higher Learning is the policy-making body legally designed to govern Mississippi Valley State University.

The President is responsible for the organization and management of the University subject to Board approval. The President has the authority to shape educational policy and academic standards of the University within its designed role and scope, subject to final policy approval of the Board of Trustees.

The University is under the jurisdiction of the Board of Trustees of State Institutions of Higher Learning which is composed of 12 members. Funds for the operation of the University come from general appropriations of the state Legislature, students' tuition and fees, federal grants, and gifts.

Vision

The vision of Mississippi Valley State University is to attain preeminence in the quality of its students' educational experience and graduates. In addition, the University wishes to create the optimal living and learning environment that validates its conceptualization as the Valley of Scholars. The Institution ultimately endeavors to produce ethical and capable students who are exceptionally prepared for graduate and professional schools and the world of work in a global society.

Mission

Mississippi Valley State University, located in Leflore County, is a Carnegie Master's I institution, which provides accessible, relevant and quality academic and public service programs. While the University has historically drawn the majority of its students from throughout the Delta, the Institution recognizes the need to provide greater services to the south and east Delta areas. MVSU, which recognizes the need to be efficient, effective and productive in all of its operations, offers concentrated study in the arts, business, education, humanities, public services, pre-professional health services, social sciences, sciences, social work, and technology. Master's level programs are offered in bioinformatics, business administration, environmental health, elementary education, criminal justice, social work, special education, rural public policy and planning, and teaching. The University also endeavors to provide additional programs that are vital and unique to the needs of the population it serves. MVSU emphasizes the study and applications of technology, basic and applied research, service learning, health and wellness, and economic and cultural affairs. The University expands its emphasis to incorporate an international focus on government, economic, and cultural affairs. Out of this concept, the Delta Research and Cultural Institute provides the avenue for faculty and students to engage in theoretical and applied research on subject matter related to the cultural, social, economic and political concerns of the Delta.

Goals

Mississippi Valley State University endeavors to be an agent of change for the students who attend the institution. In addition to its role in the academic preparation of students, the University attempts to affect change in the students' social attitudes and behaviors in order that they may be better prepared for positive and competitive interaction in the global society.

Mississippi Valley State University aims to produce graduates who demonstrate effective communication, critical thinking, and technological skills. The University also strives to produce students with applicable knowledge in their major field of study to secure employment, pursue entrepreneurship or continue on to graduate or professional school. Ultimately, the goal of the University is to produce students who become contributing members of a global society.

The principal goals supporting the mission are:

1. To maintain an exemplary core curriculum and concentrated studies for students with varied preparations;
2. To develop a solid foundation for students in the arts, humanities, sciences, social sciences, and pre-professional studies;
3. To prepare students to be critical thinkers who are proficient in oral and written languages and in mathematics;
4. To graduate students who are cognizant of application and use of application technologies;
5. To engender understanding and appreciation of cultural diversity and good citizenship;
6. To make students aware of the opportunities and challenges of a global environment;
7. To assist graduates in finding productive employment positions, achieving entrepreneurship, or continuing on to graduate or professional schools; and
8. To sustain an encouraging learning environment with a dedicated administration and faculty devoted to research and community service (including service learning) that responds to the educational and cultural needs of the community.

Location

Mississippi Valley State University is located in Leflore County, one mile northeast of Itta Bena, adjacent to U.S. Highway 82. The University is located on a 450-acre tract of land. The site for campus development consists of 200 acres.

Mississippi Valley State University is approximately nine miles west of Greenwood, Mississippi, and approximately 50 miles east of Greenville, Mississippi. The University is approximately 100 miles north of Jackson, Mississippi, and 120 miles south of Memphis, Tennessee. It is located in the heart of the Mississippi Delta.

Motto

“Live for Service.”

Colors

White and forest green.

Historical Milestones:

- Legislation authorizing the establishment of the institution under the name Mississippi Vocational College (MVC) was enacted by the Mississippi Legislature in 1946 of House Bill 700. The expressed 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 10, 1950, with the late Honorable Governor Fielding Wright, the Board of Trustees of State Institutions of Higher Learning, Dr. James Herbert White, the first president of the College, and hundreds of interested friends participating.
- The College opened in 1950 with an enrollment of 305 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 (MVSC) 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 has since been known as Mississippi Valley State University (MVSU).
- The University offered its first master's degree in 1976. The University now offers the master's degree in bioinformatics, business administration, environmental health, elementary education, rural public policy and planning, social work, criminal justice, special education, and the master's of art in teaching.
- Dr. Joe L. Boyer, the third President of MVSU, took office in January, 1982. The University gained reaffirmation of its accreditation with the Southern Association of Colleges and Schools (SACS). Under Dr. Boyer's tenure, MVSU gained national recognition for the "Satellite Express" era in football, the extraordinary passing combination between quarterback, "Willie Totten to wide receiver, Jerry Rice".
- Dr. William W. Sutton, the fourth President of MVSU, took office in July, 1988. The Greenwood Center, an off-campus site of MVSU, opened in January, 1996. The Institution was restored to a sound financial status and earned a "Best Buy" status from *U.S. News and World Report* magazine.
- Dr. Lester C. Newman, the fifth President of MVSU, took office July 1, 1998. The Greenville Higher Education Center, an off-campus site of MVSU, opened in January, 2001. Dr. Newman's nine years as president was guided by the theme, "The Valley of Scholars".
- Dr. Roy C. Hudson was appointed by the State Institutions of Higher Learning (IHL) to serve as Interim President of Mississippi Valley State University from July 2007 until December 31, 2008, making him the first alumnus to serve in this position.
- Dr. Donna H. Oliver was named the sixth president of Mississippi Valley State University October 13, 2008, and took office effective January 1, 2009.
- A dynasty was built under the direction of the seven (7) times South Western Athletic Conference (SWAC) Softball Coach of the Year, Lee Smith, who lead the MVSU Softball Team to six (6) consecutive SWAC Softball championships, from 2004 to 2009. No other softball team in NCAA history has accomplished this extraordinary feat.
- The 2009-2010 MVSU Honda All-Star Team (scholastic competition) finished 2nd in the nation with MVSU student, Ivory Johnson, being recognized for obtaining the highest score in Honda All-Star history.

Common Titles at the University

Mississippi Valley State University.....	“The Valley”
Athletic Teams.....	The Delta Devils/Devilettes
University Mascot.....	The Delta Devil
Fight Song.....	Devil’s Gun
Student Newspaper.....	The <i>Delta Devils Gazette</i>
University Yearbook.....	The <i>Delvian</i>
Employee Newsletter.....	The <i>Communiqué</i>
Alumni Magazine.....	The <i>Valley Connection</i>

University Fight Song

Devil’s Gun

Fe, Fi, Fo, Fum;
You’re looking down the
Barrel of the Devil’s gun
Nowhere to run
You got to take a
Stand against the Devil’s gun!

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

The words for the Alma Mater were written by Dr. and Mrs. James H. White in 1951. The melody was adapted from a traditional song.

Traditions

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 an individual(s) who was instrumental in the founding of Mississippi Valley State University. The Founder's Day Convocation is an event when guest speakers and outstanding alumni join the University family in observance of the establishment of the Institution.

Honors

The University recognizes those persons who have excelled in curricular and extra-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 hosts high school students from Mississippi and other states. 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. Homecoming 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, comprised of floats, 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 the singing of 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.

Campus Facilities and Residence Halls of the University

Earnest A. Boykins Academic Skills-Communications Complex

Ashley Ambrose Devil's Den

Augusta Charter White Annex I Building

Business Education Building

Charles "Chuck" Prophet Football Field

Charles R. Lackey Recreation Center

C.T. Reed Residential Life Complex

Delta Sands Guesthouse

Fielding L. Wright Science Building

H. M. Ivy Cafeteria

Harry G. Carpenter Administration Building

Industrial Technology Building

Jacob Aron Student Center (Union)

James Herbert White Library

MVSU Laundry

Laundromat

Lois Aron Cultural Center (Chapel)

Lucile Petry Leone Building

L.S. Rogers Building

Mass Transit Building

MVSU Baseball Complex

MVSU Softball Complex

Noble R. Frisby Annex II Building

Olympia P. Lowe Education Complex

MVSU Pre-School

Rice-Totten Football Stadium

Robert W. Harrison HPER Complex

Science and Technology Center

Student Union Annex

Student Health Center

Student Pavilion

University Police Station

W. A. Butts Social Science Building

Walter Sillers Fine Arts Building

William W. Sutton Administration Building

Willie Malone Physical Plant

Residence Halls

Edna Horton

Magnolia

Mapluma Ratcliff

John A. James

Leflore

William Stewart

New Women's and New Men's

Release of Student Information

FERPA

(The Buckley Amendment-The Family Educational Rights and Privacy Act of 1974)

Provisions for reviewing and correcting student information as required under the Family Educational Rights and Privacy Act of 1974 (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 their personal and academic information which are collected and distributed by the Office of Student Records during each semester of enrollment. Further, the student has the opportunity to correct personal and other data and submit such changes to the Office of Student Records 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, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, part-time or full-time enrollment status, the most recent previous educational agency or institution attended by the student and other similar information. Students must inform the Office of Student Records, 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 lists of honor students, candidates for graduation, athletic programs, news releases, and the like. Therefore, students are encouraged to give this matter careful consideration before making the decision. Once made, the decision will remain in effect until notification is received by the Office of Student Records, in writing, to the contrary.

If the student is a minor, the parents or legal guardians may exercise the same rights. If the student is 18 years of age or older, 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 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. If parents insist on a review of the records and demonstrate that their student is dependent, the University will grant access to the records.

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 are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Questions or concerns about the privacy of students' education records or these procedures may be brought to the attention of the Director of Student Records, temporarily located in the Administration Annex I Building.

Mississippi Valley State University 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/students of Mississippi Valley State University are expected to abide by the terms of this policy. An employee/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/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. In addition, programs are offered in the residence hall 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 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 that is consistent with local, state, and federal law. Such penalties and sanctions may include but are not limited to written or oral reprimands, suspensions with or without pay, expulsion or termination.

Student Complaint Procedures

Mississippi Valley State University has a policy that prohibits discrimination on the basis of race, ethnicity, national origin, religion, sex, sexual preference, age, disability, or on the basis of membership, or any other basis, which is prohibited by law. This policy applies to all programs, classes, services and facilities, and includes, but is not limited to, applications, admissions, access to programs, and employment.

Sexual Assault

If you have been sexually assaulted please contact University Police (662-254-2700 or 3478 or 3479) immediately.

Sexual Harassment

If a dispute arises between a student and a University employee or if a student feels they have been treated unfairly, students' have the right to express their concerns to the University employee. It is recommended that the student meet with the employee to seek resolution to the dispute prior to submitting a formal written complaint against a faculty or staff member.

If a satisfactory resolution cannot be reached, the student should submit a formal complaint by using the *Student Complaint Form* to the Human Resources Department. This form can be obtained at http://www.mvsu.edu/office_of_the_president/vice_pres_student/. The Human Resources Department will begin a formal investigation within 24 hours of receipt of the complaint.

After the investigation is complete, Human Resources will render a decision. If the student disagrees with the decision, he or she may appeal in writing to the Vice President for Student Affairs, Enrollment Management and Diversity.

1. The appeals committee shall consist of an Academic Dean or a representative from their area, Vice President for Student Affairs, Enrollment Management, and Diversity or a representative from their area, and a faculty member. The faculty member in attendance will not be from the student's program or classes in which the student is currently enrolled.
2. A hearing of the appeal will be conducted within ten business days of receiving the student's written request.
3. The student will be allowed to appear before the committee and may bring an administrator or supporter of their choice and any support documentation. Since the appeal is not a legal process, attorneys are not allowed to participate in the process.

The appeals committee will issue a decision in writing to the student within five business days of the hearing.

Finally, a decision resulting from this process may be appealed to the President for final review. The president shall issue a decision in writing to the student within ten days of the appeal.

The Complaint Process is outlined below for all other complaints:

Complaint against a Student

Meet with student to resolve the issue or complaint. If you are unable to resolve the matter, then complete the Student Complaint Form and submit to the Division of Student Affairs where they will begin a formal investigation within 24 hours of receipt of the complaint.

Complaint against a Department or Employee

Meet with individual to resolve the issue or complaint. If you are unable to resolve the matter, then meet with the individual and their immediate supervisor. If the matter is not resolved, complete the Student Complaint Form and submit to the Division of Student Affairs where they will begin a formal investigation within 24 hours of receipt of the complaint.

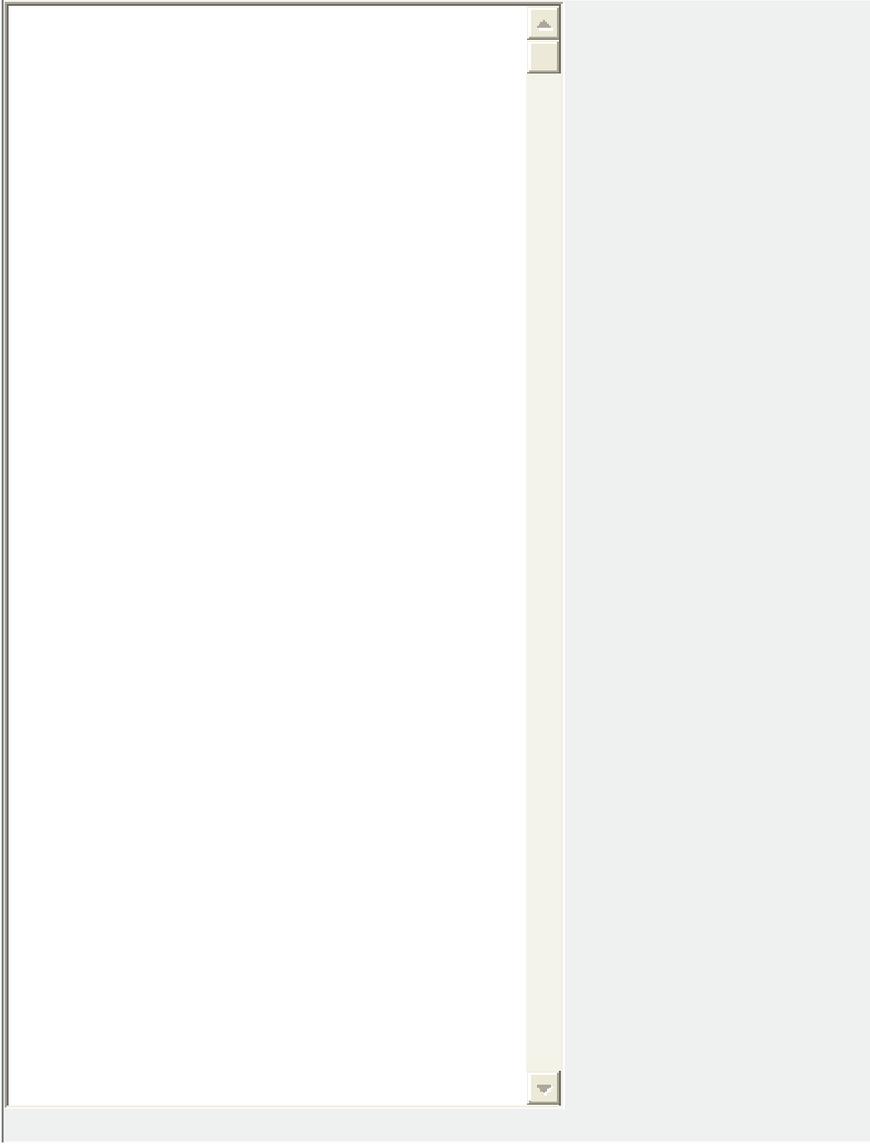
The students obtain a copy of the Student Complaint Form from the Division of Student Affairs Office or website (http://www.mvsu.edu/office_of_the_president/vice_pres_student/). The complaint form is completed and hand delivered or emailed to the Office of Student Affairs by the student. Upon receipt of the complaint, the form is reviewed and forwarded to the appropriate office based on the subject matter. Upon resolution, complaint form is returned to Office of Student Affairs who forwards the decision to the student.

Complete the Student Complaint Form Below and hit the Submit Button:

Nature of Complaint*	<input type="radio"/> Academic <input type="radio"/> Housing <input type="radio"/> Safety <input type="radio"/> Technology <input type="radio"/> MVSU Personnel <input type="radio"/> Other
Date of Incident*	<input type="text"/>
First name*	<input type="text"/>
Last name*	<input type="text"/>
Street Address*	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text"/>
Zip Code*	<input type="text"/>
Email*	<input type="text"/>
Phone*	<input type="text"/>
Cell Phone	<input type="text"/>

Complaint Summary

(please be specific & identify individuals)*

A large, empty rectangular text area with a light gray background and a thin black border. It is intended for entering a complaint summary. There are small, faint icons at the top and bottom right corners of the text area, likely for zooming or scrolling.

*required field

Repeated Course Policy

Students may enroll in repeated courses for credit at Mississippi Valley State University. Repeated courses enable the student to achieve a higher cumulative grade point average (GPA). Students may repeat those courses taken for which grades of “D” or “F” were received. Repetition of a passed course, in an attempt to improve a grade, is permitted. The last grade will stand as the official grade, and the only last grade earned will be calculated in the cumulative grade point average. Repeated courses, however, adversely affect the student’s ability to meet the required progression standards by increasing total hours attempted.

Graduate Record Examination

The Graduate Record Examination (GRE) is strongly recommended for the senior who plans to pursue graduate studies. The GRE is administered throughout the school year. Applications and information are available in the University Testing Office, located in the Lucile Petry-Leone Building, telephone number: 662-254-3334.

Graduation Requirements

Students must complete all degree requirements before they will be allowed to participate in graduation.

The curricula published in the announcements of the various departments outline the specific requirements for the degrees offered at the University. To complete degree requirements, an undergraduate student must:

Complete the minimum semester credit hours based on the major program.

Complete the curriculum requirements of the major field.

Earn a cumulative grade point average of not less than 2.00.

Earn a grade of “C” or better in each major course.

Complete in residence on the University campus the senior year or its equivalent.

Complete a minimum of 25% of the total credit hours requirement of the program at MVSU.

Pass the English Proficiency Examination or earn a grade of “C” or better in EN 304.

Earn no more than 24 semester hours through correspondence.

Earn a minimum grade of “C” in Freshman Composition 101 and 102, and World Literature 201 and 202.

Satisfactorily complete the general core curriculum listed in the catalog.

Demonstrate computer literacy.

Complete the ETS Proficiency Profile & Essay

Complete the required community service hours.

Student Records

Obtain a copy of an application to graduate

Complete the application by obtaining all required signatures.

*Be sure to print or type the information clearly on the application.

*If you plan to participate in the commencement exercise, you must list information for cap and gown sizes on the application.

Career Services Center

In order to obtain the required signature for your Graduation Clearance Form from the Career Services Center (CSC) students will need to complete the following:

- CSC Registration Card
- Consent to Release
- Approved Resume
- Performance Evaluation & Reference Forms (3)
- Graduation Survey

Financial Aid Office

Complete the Exit Loan Counseling Session on the Internet:

- Log on to www.mvsu.edu
- Click on Admissions
- Click on Financial Aid Information
- Click on See the Online Center
- Click on Exit Counseling
- Schedule an appointment with a financial aid counselor
- Obtain a Clearance Form

Business & Finance Office

1. Present Clearance Forms with signatures from the Career Services Center and the Financial Aid Office to the Fiscal Officer.
2. Receive Clearance from the University.

Caps/Gowns/Graduation Invitations

Inquiries concerning caps, gowns, and invitations for graduation should be directed to members of the Commencement Committee.

“In order to receive a baccalaureate degree from Mississippi Valley State University, a student must complete the last 32 semester credit hours at the University. If extenuating circumstances exist, the Vice President for Academic Affairs may grant, upon the recommendation of the appropriate dean, a student’s request to take no more than six (6) of the last 32 hours at another accredited institution.”

Student Academic Grievance Procedures

It is the policy of the University that a student may have prompt and informal resolution of his or her student grievances and that this is accomplished under orderly procedures.

Dispute Grades

A student's grades should represent the instructor's good faith judgment of the student's performance in the course based on the informed use of appropriate measurement and evaluation instruments. If a student disagrees with a grade he/she has 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 should normally be done 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 dean of the school offering the course. The instructor of the course and the instructor's chairperson will also be present.
4. If the dispute is not resolved in step three, the student should request a meeting with the Vice President for Academic Affairs. The instructor of the course; the instructor's chairperson; and the dean of the school offering the course will also be present. The decision of the Vice President for Academic Affairs is final and no further appeal is possible.

Other Academic Grievances

A student may have a grievance against an instructor which goes beyond a dispute over grades received in 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 grievances, 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 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 present at this 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 dean of the school offering the course. The instructor of the course and the instructor's chairperson will also be present at this meeting.
4. If the grievance is not resolved in step three, the student should request a meeting with the Vice President for Academic Affairs. The dean of the school offering the course will also be present at this meeting. The Vice President for Academic Affairs will schedule a follow-up meeting with the instructor; the instructor's chairperson; and the dean of the school offering the course.
5. If the grievance is not resolved in step four, the student should request a meeting with the President. The Vice President for Academic Affairs will also attend this meeting. The President will schedule a follow-up meeting with the instructor, the instructor's chairperson, the instructor's dean and the Vice President for Academic Affairs. The President also has the option of empowering a panel of professor 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 grades, views, beliefs, political associations, health or character acquired by the instructor during his professional relationship with the student.
4. The student has the right to expect accurate and clearly stated information which will enable him/her to determine the following:
 - a. The general requirements for establishing and maintaining an acceptable academic standing.
 - b. His/her 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 in 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. Should a student and a faculty member be unable to resolve a problem relating to academic performance, the student should see the department head.

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.

Policy on 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 Assistant Vice President for Student Affairs and a copy sent to the Vice President for Academic Affairs and the Vice President for Student Affairs, Enrollment Management and Diversity.
4. Upon receipt of the incident report, including the student's comments, the Assistant Vice President for Student Affairs shall investigate the matter and take appropriate disciplinary action.
5. The accused student must secure written permission from the Assistant Vice President for Student Affairs 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.

Mississippi Valley State University

Involuntary Withdrawal Policy

SUMMARY

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.

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 their 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 5 days of an emergency removal. While the hearing is pending, The Vice President of Student Affairs may, for safety reasons, prohibit the student from being on campus or limit other student privileges or access to University facilities or resources.

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 would like 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 Campus Action Referral and Evaluation Team (C.A.R.E Team) 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 C.A.R.E Team will submit its recommendations to the Vice President of Student Affairs who will make the final decision.

RIGHT TO REVIEW

Within 5 business days from the delivery of the notification that the student is being involuntarily withdrawn, the student may request, in writing, a review of the decision. The student shall state the specific issues the student wishes the Vice President of Student Affairs or his/her designee to consider.

If a decision is made by 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 Provost, the Registrar, and Dean of the School or College 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 its decision if he/she determines such notification is necessary to protect the health and/or safety of either the student or third parties.

READMISSION

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. Students who have been involuntarily withdrawn will be required to present a psychological evaluation or statement from a psychiatrist stating that they no longer pose a danger to themselves or to others.

FEES AND REFUNDS

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

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

Student and University Services

Mississippi Valley State University provides many services to ensure that you have the best possible student experience that student life can offer. Many of these services fall under the umbrella of the Division of Student Affairs. This section of the handbook will acquaint you with the Division of Student Affairs, as well as other university services that are offered.

Division of Student Affairs

The Division of Student Affairs' mission is to enhance student learning through Student Support Student Service and fostering Student Leadership. The Division of Student Affairs is to remain committed to the student-centered, student leadership, and student service approach while investing in students' with a S.M.I.L.E. (Supporting Motivated Individuals with Life-Long Learning Experiences). Student Affairs is committed to students and student learning.

The Division of Student Affairs is comprised of a team of professionals performing a wide variety of services dedicated to the mission of the University consisting of the following offices and departments: Vice President for Student Affairs, Enrollment Management and Diversity, Associate Vice President of Enrollment Management, Assistant Vice President of Student Affairs, Student Conduct, Student Government Association, Miss Mississippi Valley State University, Mr. Mississippi Valley State University, Registrar and Student Records, Intramural and Recreational Sports, Admissions & Recruitment, Student Counseling and Support Center, Student Health Center, Student Activities, *Delvian* Yearbook, Residential Life, Student Center, Student Conduct, Campus Diversity, Career Services Center, and University Police.

Admissions & Recruitment

Admission to Mississippi Valley State University is administered through the Office of Admissions and Recruitment in accordance with the policies established by the Board of Trustees of State Institutions of Higher Learning.

The Office of Admissions & Recruitment is committed to recruiting students from diverse backgrounds and cultures that will enhance the living and learning environment of the University. Our distinct functions are recruiting prospective students and the admission of students to the University who meet selective standards and/or qualify through our screening process.

To be considered for admission, students must to provide Admissions with the following:

- A complete admissions application
- Official secondary, college or university transcript(s)
- Official ACT or SAT scores
- Immunization Record

International students must also submit TOEFL scores and financial information and be in accordance with the US Immigration and Naturalization Services guidelines.

Campus Diversity

Mississippi Valley State University seeks “to engender understanding and appreciation of cultural diversity and good citizenship and to make students aware of the opportunities and challenges of a global environment.” With this in mind, Campus Diversity’s mission is to promote and enhance academic excellence and economic independence among students of diverse nationality, gender, race, ethnic, or religious affiliation. Campus Diversity provides a supportive learning, living, social and cultural environment as well as viable student support services, physical resources, enrichment programs, and cultural development to meet the needs of the diverse student population.

Campus Diversity is a place of possibility, a place to encourage, inspire and promote, through interactions with each other, the opportunity to learn internally and externally, to eradicate the misinformation handed down through generations and to accept that diversity is a stepping stone to broadening students’ current world view.

At Mississippi Valley State University, Campus Diversity promotes inclusion in every aspect of the University by serving as a nexus to facilitate and connect campus diversity initiatives in the service of enhancing the University’s academic excellence thereby creating a campus environment that supports the full engagement of all who work and learn here. This engagement is crucial for success in an increasingly complex and diverse world.

Career Services Center

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’s a full-time job or a post-baccalaureate degree. Career Services offers a variety of career development assistance which includes career assessments, choosing a major, graduate school advising, employment referrals, professional etiquette and mock interviews. Career Services also coordinates an on-campus recruiting program which includes resume and cover letter writing, employer information sessions, Student Union information booths, classroom presentations, and on-campus interviews. The CSC hosts annual recruitment fairs, including Graduate and Professional School Day (GAPS), Fall and Spring Career Fairs and Teacher Recruitment Day. Students are also provided opportunities to meet with career professionals during the Black Executive Exchange Program (BEEP) and the Youth Motivation Task Force (YMTF) networking conferences. The Career Services Center invites you to take advantage of

the services and opportunities available through our office which is located in the H.G. Carpenter Building.

Delvian Yearbook

The *Delvian* yearbook is a student publication that provides a pictorial view of the University through the eyes of a student staff.

Financial Aid

The Office of Student Financial Aid is committed to partnering with students and their families to achieve their educational goals and finance a college education. The office oversees scholarships and grants, loans, and the Federal Work-Study Program. The Office provides financial assistance and services to students who, without such aid, would not be able to attend the University. In awarding aid, the office will determine the student's eligibility for amounts and types of aid. To be eligible for most aid, students must maintain satisfactory academic progress. This policy is applicable with respect to eligibility 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 and other professional staff to make sure that they receive the financial support they need to complete their education.

Intramural and Recreational Sports

Intramural & Recreational Sports provides campus-wide, year-round programs and services to meet the needs of students interested in physical recreation. Sports and recreational activities are an important aspect of campus life at the University and enhance students' interpersonal and social skills through cooperative and competitive play. Intramural leagues, tournaments, and competitions may include the following activities: flag football, basketball, bowling, volleyball, swimming, badminton, softball, golf, tennis, billiards, track and field, chess, weightlifting and horseshoes. Through the Intramural and Recreational Sports program, students' are provided with opportunities to practice leadership and management skills. Therefore, all students are urged to take maximum advantage of the opportunities that are available at the University.

Registrar and 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 a minimal fee. Student Records also maintains a website which allows all current students to register online for

classes each semester; to view unofficial transcripts, class schedules, grades, and biographic and financial information.

Residential Life/Student Housing

Residential Life/Student Housing is one of several units reporting directly to the Vice President for Student Affairs, Enrollment Management and Diversity. It is located in the C.T. Reed Residential Life Complex. Residential Life/Student Housing is responsible for all residence hall matters including student welfare, staffing, programming, room assignment, policy formulation and implementation, and the advisement of hall councils and boards.

University housing provides students an opportunity to experience community living and social relationships that will enhance their productivity in the world beyond the campus.

Through residence hall living, the University strives to provide an atmosphere where students may learn and effectively pursue their academic and personal goals. The University provides single-sex residence halls for men and women students. Co-educational facilities (housing males and females in one building) and housing for students with families are not provided.

Each student living in University housing must be admitted to the University and must have a signed residence hall application and contract agreement on file in Residential Life/Student Housing. Completed applications must be accompanied by the required application fee before a student is given a residence hall assignment.

All facilities feature computer labs, study rooms, snack rooms, internet access, telephone outlets and cable television hookups in each room. All facilities also include lobbies with big screen cable television viewing and comfortable seating for social and educational needs. All residence halls are air conditioned. Each room is furnished with beds, desks, dressers and chairs, but students must bring their own bed linens, pillows, telephones, desk lamps, and other personal items.

Student Activities

The Office of Student Activities' 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 Activities serves as the major programming agency for student life on the campus, as well as a resource outlet for student organizations and leadership. Students are strongly encouraged to take advantage of the quality programs provided by the Student Activities staff. Student Activities also provide involvement opportunities that foster fellowship and participation in activities that will enhance their 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), annually.

Student Center

The Jacob Aron Student Center (The 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, conveniences and amenities to enhance the intellectual, social, moral and physical development of students. The Student Union is home to the T.V./Reading Room, Campus Diversity, Post Office, University Bookstore, Convenience Store, MVSU Print Shop, *Checkers* restaurant, *Delvian* yearbook, beauty shop, barbershop, 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.

Student Conduct

The Office of Student Conduct 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 Student Conduct to make each student interaction an educational experience for all involved.

Student Conduct is functionally aligned under the Division of Student Affairs. Student Conduct 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.

Student Counseling Center

In keeping with Mississippi Valley State University’s mission to “provide a broad range of student services which include counseling, career planning” the Student Counseling and Support Center shares in the educational mission of the University by helping students clarify and realize educational, career, and personal goals. The primary mission of the Student Counseling and Support Center is to provide direct professional counseling and related services to students at the University. Through utilization of these services, students are assisted in working through social, emotional and academic issues that may negatively affect their success at Mississippi Valley State University.

Student Health Center

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 Health Center, so that the University can provide him/her with the necessary counseling. 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.

Premium health insurance coverage is added into each student's tuition fees. Coverage is provided for selected hospital and surgical fees. Accidents or illnesses originating during the academic year must be reported to the Student Health Center. Otherwise, the insurance benefits will not apply. Students may obtain a schedule of benefits from the Student Health Center.

University Police

Mississippi Valley State University takes honor and pride in protecting all faculty, staff, students, and visitors while 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 motorcycles, and while eating in the cafeteria. University Police officers are approachable and committed to keeping the MVSU community safe and secure.

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. 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 not conforming to regulations will receive a traffic ticket, have their vehicle towed away at their expense, and/or may be taken to jail.

Student 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 in possession of a current valid identification card. The ID card is the property of the University and 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. The MVSU Police Department is located in the Augusta Charter White Annex I building.

Fire safety log

FSA-eligible schools 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 needs to include the nature, date, time and general location of each fire. A school must make annual reports to the campus community on these fires (see Chapter 6, “Providing Consumer Information”), and must annually submit a copy of the fire safety statistics to the Department.

Missing person’s procedures

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

- informs each student that they have the option to identify an individual that the school can contact no later than 24 hours after the time the student is determined missing according to the school’s official notification procedures described below;
- provides each student a way to register confidential contact information in the event the student is determined to be missing for more than 24 hours;
- 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 according to the institution’s official notification procedures; and
- 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.

Schools must also establish official notification procedures for a missing student who resides in on-campus housing that

- include procedures for official notification of appropriate individuals at the school that such student has been missing for more than 24 hours; and
- require that any official missing person report relating to such student be referred immediately to the school’s police or campus security department.

In instances where, upon investigation of the official report, 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. A school must test emergency response and evacuation procedures annually.

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.

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/procedures/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 that immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus, 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.**

Student and University Services

Other University Services

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.

Americans with Disabilities Act

The primary goal of the Americans with Disabilities Act (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 dormitory, 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.

Bookstore

The Bookstore is located in the Jacob Aron Student Center (Union) and operates under the auspices of the Vice President for Fiscal & Administrative Affairs. 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 Business and Finance Office is responsible for administering business affairs, campus maintenance, and auxiliary enterprises of the University. It supports the educational activities of the University, serves the students, faculty, staff, and administrators and protects University assets.

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 freshman 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 in creating, developing and evaluating service experiences. Through its programs and services Community Service Learning expands the University's teaching and learning environment by providing experiential learning experiences outside the classroom. By doing so, the office helps the University fulfill its obligation as a public institution to educate persons who are good global citizens.

Continuing Education

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

Convenience Store

The Convenience Store is conveniently located in the Jacob Aron Student Center strategically between the University Bookstore and *Checkers* restaurant where students, faculty, staff and the community can purchase personal items, cold-processed foods, beverages, candy, and snacks. Students may use their MVSU Student Identification Card when making purchases on their student account.

***Delta Devils Gazette* 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 chair 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

***Delta Sands* Guesthouse**

Delta Sands is a hotel facility that serves as a guesthouse to provide overnight stay as well as temporary housing for incoming faculty and staff and for parents or other visitors to the University.

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.

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 work closely with all first year students, who have not declared a major, to help them make wise choices regarding their academic career. A yearlong 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 student 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 student 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, communicating for results, and library usage.

Food Services

The University’s Food Service is provided through Thompson Hospitality, Inc. Food service is offered in the main dining hall, the H.M. Ivy Cafeteria, and the *Checkers* restaurant, located in the Jacob Aron Student Center. The main dining hall is an octagon-shaped dining facility that can accommodate over 400 students per meal. 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 served five days a week, which is included in their room and board. Brunch is served on Saturday and Sunday.

The Greenville Higher Education Center

The Greenville Higher Education Center (GHEC) is a collaborative effort of three of Mississippi’s state-supported higher education institutions: Delta State University, Mississippi Delta Community College, and Mississippi Valley State University. Mississippi Valley State University (MVSU) at Greenville Higher Education Center offers a full range of upper level and graduate courses taught by MVSU faculty members and adjuncts. Several different instructional delivery modes are used to maximize the facilitation of the courses. Through the Greenville Higher Education Center, Mississippi Valley State University provides convenient, accessible

and flexible educational opportunities that Greenville, Washington County and the Mississippi Delta need and want. The Greenville Higher Education Center is located in Greenville, Mississippi, approximately 50 miles east of the MVSU campus.

The Greenwood Center

The Greenwood Center is a satellite site of Mississippi Valley State University. It offers a full range of undergraduate and graduate courses taught by MVSU faculty members and adjuncts. As a part of an effort to gain greater diversity in student population at the University and to better serve the greater Greenwood-Leflore County area, the Center attempts to reach out to working adults and offers evening and Saturday classes. Day classes are also offered, based on demand. While the Center's main focus is on college credit offerings, some non-credit workshops and short courses are also offered as part of community service activities. The Greenwood Center is located in Greenwood, Mississippi, approximately nine miles west of the Mississippi Valley State University campus.

Honors College

The Honors College for Leadership is designed to be a community of student scholars preparing to be leaders, capable of, and committed to, making significant contributions to the academic world and to the community at large, whether locally, state wide, nationally, or internationally. The mission of the Honors College is to recruit academically outstanding students committed to learning and leadership and to produce graduates who serve as leaders in their communities, capable of pursuing the highest academic and professional career goals.

Information Technology

Information Technology (Academic Computer Services) 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 learn 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 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), the Southwestern Athletic Conference (SWAC). Women athletes participate in the following sports:

basketball, bowling, cross country, golf, indoor track and field, outdoor track and field, softball, soccer, tennis and volleyball. Men can 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.

University Athletics encourages personal and group physical fitness, and is responsible for all inter-collegiate competitions, intramural sports and recreation, and all athletic facilities. All students are encouraged to make use of the available facilities such as the swimming pool, gym, tennis courts and weight rooms.

Laundry

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, as well as the campus community. Students should consult with laundry staff regarding the number of items included in their boarding fees that can be cleaned.

James Herbert White Library

The James Herbert 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 program 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 libraries collections include print and electronic book titles, print and electronic periodicals, newspapers, and videos. The first floor houses the reference department, microform materials, reserve desk, computer lab, periodicals and newspapers. The second floor houses the circulation desk, card catalog and the audio-visual resource center. The J.H. White Library provides students with research carrels, group study rooms, computer labs and a media center. The university community also has virtual access to many of the library's collections via the web.

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.

Lois Aron Cultural Center

The Lois Aron Cultural Center (Chapel) is the heart of religious and spiritual life on campus, regardless of denomination or belief. This beautiful building is a place for worship, fellowship,

education, and music. The Chapel supports and nurtures the spiritual well-being of “The Valley” community by offering accessible, appropriate worship and meeting space for spiritual observances. All student groups engaged in religious and spiritually-based activities on campus must be recognized by the University through the Office of Student Activities. Groups lacking such recognition are not permitted to use the Chapel facilities and resources.

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 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 can 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.

New Student Orientation

The University makes every effort to assist each new student in obtaining the maximum benefit from his/her university career. To achieve this effort, all incoming freshmen and transfer students are required to participate in fall orientation which includes a series of discussions, tours, and other activities related to academics, health, housing, and student services.

Post Office

The Post Office, located in the Jacob Aron Student Center, is a substation of the United State’s Postal Service. The post master, postal clerks, and student assistants process outgoing mail for students, faculty and staff in 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 and postal money orders; sending and receiving of registered, certified, insured, and express mail; and renting of postal boxes. Students should contact the post office for rental information.

Public Relations

The Office of Public Relations 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.

Radio Station

MVSU 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 educating for established broadcast professionals.

University College

The University College is an academic unit that is responsible for providing instruction, academic programming, and support services to meet the individual requirements of students, primarily freshmen. To address these needs, the College offers peer tutoring, academic advising, developmental courses, and career counseling. To assist faculty in enhancing the learning experience for students, the University College serves as a learning resource center. Also, the staff of the University College is available to help faculty track student attendance, coordinate services for disabled and physically challenged students, and provide instruction to students and faculty in the use of relevant software. The University College facility includes a study hall, a conference room suited for viewing films, and a learning resource computer laboratory with Internet access. In addition, through Student Support Services, Talent Search, and Upward Bound Programs, youth and young adults receive instruction and support services that prepare them for enrollment at Mississippi Valley State University.

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, and graduate from, the University. The program provides the following services to assist students in improving their grade point averages, maintaining their enrollment, and developing their social skills/cultural awareness: 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 to ensure that they experience the breadth of student life at the University.

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,
- College Level Examination Program (CLEP),
- English Proficiency Examination,
- Graduate Record Examination (GRE),
- Dante's Subject Standardized Test (DSST)
- Academic Profile

The results of the ACT, SAT and GED are used for initial admission, as well as placement, counseling and the improvement of instruction; the PRAXIS for admission to and graduation from the Teacher Education Program; the CLEP and DSST for granting college credit hours; the English Proficiency for satisfying requirements for graduation; the GRE for assessing academic knowledge and skills necessary for graduate study; and the Academic Profile for assessing the outcomes of general education program.

Standard of Conduct

Mississippi Valley State University wishes 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, as well as by local, state, and federal law. Students who violate these laws and University policies are subject to disciplinary actions by the University, as well as 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.

Student Code of Conduct

Students who experience the privilege of attending Mississippi Valley State University become members of the academic community while retaining status as citizens. Students 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 are responsibilities to obey federal, state, and local laws, as well as University 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.
- 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.

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 students; 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. Students who willfully violate the Student Code of Conduct will be held accountable for such actions and may receive disciplinary action in relation to 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 charge the President of Mississippi Valley State University with the responsibility of maintaining "appropriate standards of conduct of students" and further authorizes him/her "to expel, dismiss, suspend, and place limitations in 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 towards the achievement of academic and social goals. The President has appointed this function to the Vice President for Student Affairs, Enrollment Management and Diversity, who in turn has delegated it to the Coordinator of Student Conduct.

Student Conduct Composition

The Division for Student Affairs has the administrative responsibility for the University's Student Conduct system. Disciplinary Committees are appointed by the President. The Student Code of Conduct system is comprised of several student and faculty disciplinary committees. No other office on campus will have the power to appoint members or assign duties to these committees. All recommendations from duly authorized groups on campus should be directed to the Coordinator of Student Conduct for appropriate action. At no time should any recommendations be directed to the Disciplinary Committees or the chairpersons of these committees. The University reserves the right to hold students responsible, through its Student Conduct 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.

Depending on the severity of the offense, students accused of "zero tolerance" penalties are brought before the University Student Conduct Committee, immediately suspended or expelled from the institution. The Coordinator of Student Conduct will make that decision. This duty

authorized committee is composed of students, staff and faculty. In addition to the Student Conduct Committee, there are other committees including the Residential Hall Hearing Committee. These committees are not established to replace criminal courts but to ensure that students are held accountable for their actions as they relate to the MVSU standard of conduct and that they receive due process. These committees are listed and defined as follows:

1. *Student Conduct Committee.* This committee has original jurisdiction over all disciplinary matters involving the students as campus citizens, including the most severe disciplinary cases (i.e., those involving suspension and expulsion).
2. *Residence Hall Hearing Committee.* This committee conducts hearings dealing with offensive behavior occurring within and in the immediate vicinity of the residence halls. After the hearing has been conducted and the punishment has been issued, the Student Conduct Committee board will not conduct an appeal hearing unless new evidence is presented. Cases involving a possible suspension will not be heard by this board, but referred to the Student Conduct Committee.
3. *Appellate Hearing Committee.* This committee hears only appeals from the Student Conduct Committee. It has no original jurisdiction. The decision of this Committee is final, subject to review by the President if she/he chooses. Petition for Presidential review is made through the Vice President for Student Affairs, Enrollment Management and Diversity in writing within 24 hours of written notification of the Appellate Hearing Committee's decision.

Code of Conduct Violations

Reporting

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 person(s) observing the breach of conduct to report the same in writing to the Coordinator of Student Conduct. The Coordinator of Student Conduct will conduct a preliminary investigation to determine the validity of the charge(s) and the possible disposition of the case, as well as whether the case warrants a hearing by the Student Conduct Committee. In cases of emergency or extraordinary circumstances, the Vice President for Student Affairs, Enrollment Management and Diversity has the authority to administratively suspend or expel the student from the University pending a hearing to be held at a later date.

Code Offenses

Abduction or Kidnapping

Taking or carrying any student, faculty, staff or university official from one place to another without that person's consent will result in suspension or expulsion and will be subject to criminal action.

Academic Integrity

The instructor ordinarily has final authority over the grades given to students or the lowering of grades resulting from 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 following will apply to cases of academic dishonesty:

1. The instructor will take appropriate disciplinary action which may include the awarding of an “F” on the particular assignment or in the course.
2. The instructor will make a report of the incident and of the action taken, to his/her department chairman, the Vice President of Student Affairs, Enrollment Management and Diversity, and the student.
3. The Student Conduct Committee may review the incident and impose disciplinary actions, including probation and suspension if warranted.
4. The student may discuss the matter with the Student Conduct Committee.

Aggravated Assault

Deliberate use of force or violence directed at another student, faculty, or staff member who endangers his/her health or safety of shall not be tolerated. No student shall push, strike, or administer poison or other harmful substance to any student, faculty or staff member of the University community. Such behavior may result in suspension or expulsion. Physical contact is necessary.

Aiding and Abetting

Students who knowingly aid others by providing them with information, material, protection, or other assistance in breaking University policies and regulations are subject to disciplinary action which may result in one of the following penalties: disciplinary warning, probation, suspension or expulsion.

Alcoholic Beverages

The consumption or possession of beer or other alcoholic beverages on campus, including University buildings, residence halls, offices, classrooms, dining rooms, lounges, hallways, stairwells, bathrooms, all open spaces on campus including cars and other vehicles or at any affair sponsored by or for a student organization, whether on or off campus is prohibited and will result in disciplinary action for the student(s) involved. No student shall possess or consume any alcoholic beverages, containers or bottles while on campus or while representing the University off-campus; nor entertain any guest who has any alcoholic beverages in his/her possession on campus; nor shall a student who finds him/herself “under the influence” of alcohol return to

campus in that condition. Being under the influence of alcoholic beverages on the campus means that one has consumed alcoholic beverages and is experiencing a loss of the normal use of his/her mental and physical faculties, including but not limited to, slurred speech, loss of motor coordination, aggression, loss of memory (blackouts), or abusive behavior.

Arson and Fire Safety

No student shall tamper with fire safety equipment; set or cause to be set any unauthorized fire in or on University property; or cause to be made, a false fire alarm or a false notification of the presence of a bomb. All occupants of a building must leave the building when the fire alarm sounds or when directed to leave by properly identified University faculty or staff while these persons are in the performance of their duties. Any person who willfully and maliciously sets fire, burns or causes to be burned, or who is a party to destruction by explosion from combustible material, who aids, counsels, or procures the burning or destruction of any University property, whether in use or vacant, will be prosecuted. Person(s) observing or witnessing the burning of University property should notify the authority or local fire department immediately.

Assault

Intimidation or menacing behavior directed at another student, faculty or staff member will not be tolerated. Verbal, physical or written abuse/harassment, including but not limited to language which degrades, insults, taunts, or challenges another person by means of communication, so as to provoke a violent response, communicate a threat, defamation of character, use of profanity, verbal assaults, derogatory comments, sexist remarks, racist remarks, or any behavior that puts another member of the University community in a state of fear or anxiety are strictly prohibited. Such behavior will result in suspension or expulsion. Courtesy and respect are to be given to all students, faculty and staff members. Physical contact is not necessary.

Attempted Offenses

An attempt to commit an act, on University property or involving members of the University community in an offense that would be in violation of any law, code of conduct, rule, regulation of local, state or federal criminal code will be subject to disciplinary action.

Burglary

Any student entering a building unlawfully with intent to commit a felony or to steal University property or property belonging to another member of the University community will be suspended and subject to criminal actions.

Civil Law

All students are expected to conform to all local, state, and federal laws. Particular attention is called to laws pertaining to theft, gambling, possession of liquor and/or narcotics, forgery, and passing of worthless checks.

Class Attendance (excused absence)

Students may secure an official excuse for class absences caused by school sponsored extra-curricular activities, personal illness, death in immediate family, or court summons (not incarceration). Excuses may be obtained in the Office of the Vice President for Student Affairs, Enrollment Management and Diversity in the Student Union Annex Building, Student Affairs Suite. Official documentation is required (Official documentation must be in the form an official seal, letterhead of the issuing agency and a signature must appear on the document). Absolutely no copies will be accepted as official documentation. The Student Health Center is delegated to issue excuses to students who receive services from the Student Health Center staff. (Notes from relatives, friends, etc., will not be accepted as “official” documentation for absences.)

Co-ed Visitation

The University offers a monitored visitation program that permits Mississippi Valley State University students to have guests of the opposite sex in their rooms at specified times. Co-ed visitation is a privilege for all students, visitation at times other than those specified is prohibited and violators are subject to disciplinary action. (*See Visitation Policy in the Residential Life Handbook*).

Computer/Internet Misuse

Students may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another’s reputation, or depicting other illegal acts that present a bad image of the University on the Internet. Participation in such acts is subject to University disciplinary action. Any students identified violating University policy on any social website or web-based pictures or videos will face disciplinary action.

Contempt of Hearing

Neglecting to appear before a judicial body after receiving proper notification of a conference or scheduled disciplinary hearing; displaying open disrespect for a Student Conduct Committee member; and failure to comply with disciplinary sanctions imposed by the Student Conduct committee or Student Conduct Administrator are violations and are subject to disciplinary action.

Destruction of University Property

Students are liable for any damage, defacement, or destruction of any University property and will be required to pay for replacement or restoration costs. Students who deliberately and willfully vandalize or damage University property, individual property or personal property can expect disciplinary action.

Disorderly Assembly

It is expressly forbidden that any group of students gathers in such a manner as to disturb the public peace, do violence to any person(s) or property, disrupt the function of the University, or interfere with its faculty or staff in the performance of their duties. Any student who encourages or in any way participates in the formation or prolonging of such a gathering, may expect to be immediately dismissed from the University. Whenever any student, organization, or group of students disturb the peace, destroy, molest, deface, or remove State or University property under guise of initiation, pledging, student celebrations, or for any other purpose, the subject, officers of the organization, if there be such, or other responsible person(s) will be subject to disciplinary action and assessed damages of same.

Disorderly Conduct

Disorderly conduct means any offensive or annoying act that disrupts the peace. This includes, but is not limited to, conduct which is offensive or annoying to others or is disruptive to the rights of others. Examples of disorderly conduct are excessive noise, such as loud talking, shouting, loud stereo, radio, or television sets (No student shall habitually use excessive noise in University facilities and on University grounds. This includes the residence halls, classrooms, chapel, Student Union plaza and parking lots; nor shall musical instruments, radios, televisions, CD players, tape recorders, or any other stereo equipment be played at a volume that disturbs others.); horseplay, practical jokes, and general annoyances; throwing dangerous objects or the throwing of any object. No student shall behave disorderly so as to cause breach of the peace at functions sponsored or supervised by the University or any recognized organization.

Disruptive Behavior

No individual or group shall behave in a manner that interrupts or interferes with the educational activities of the University; infringe upon the rights and privileges of others; incite disobedience to University administrators, faculty, and/or staff members; or commit any acts which substantially interfere with maintenance of law and public order.

Dress Code

Mississippi Valley State University students are expected to dress in a manner appropriate to the occasion on and off campus. Faculty members have the authority to stipulate dress regulations for their classes or events sponsored by their department.

Drugs

Mississippi Valley State University has a “zero tolerance” policy for possession and/or consumption of illegal drugs on University property as well as the possession of drug paraphernalia. Possession and/or consumption of illegal drugs; legal drugs used illegally; as well as the possession of drug paraphernalia will result in expulsion from the University. All prescription drugs are to be in the possession of the person to whom the drug(s) have been prescribed and stored in their original containers. The University observes all state and federal laws relating to the possession, use, sale, transfer, or production of dangerous and illegal drugs

and associated illicit paraphernalia. It should be understood that the University, in addition to University disciplinary actions, will cooperate fully and completely with local, state, and/or federal authorities on any cases of suspected illegal use, sale or distribution of state or federally controlled substances or illegal drugs.

Excessive Noise

Mississippi Valley State University as an academic community requires that each student be considerate and courteous to the needs of others to learn, study, work and sleep in a peaceful environment. Loud noises from speech, musical instruments, radios, televisions or other stereo equipment are to be at a volume that does not disturb others. Unacceptable noise levels will be subjected to disciplinary action.

Failure to Comply

Students must comply with the directions of the university officials (including Resident Assistants) acting in the performance of their duties. Failure to promptly identify one's self to University officials when requested and failure to comply with disciplinary sanctions are direct violations of the Student Code of Conduct and will result in disciplinary action. This includes direct disobedience of a lawful request from University official or law enforcement officer. Students are expected to respond appropriately to reasonable requests, concerning behavior or conduct which disrupts the University environment.

Fighting

Students who maliciously provoke or participate in fights will be subject to disciplinary action which may result in one or more of the following penalties: arrest, disciplinary warning, probation, suspension, or expulsion. In addition, such students may be prosecuted by civil authorities for disturbing the peace.

Firearms and Weapons

Mississippi Valley State University has a "zero tolerance" policy with reference to the possession, use, or storage of any dangerous weapon or devices including, but not limited to rifles, shotguns, handguns, air guns, BB guns, bows and arrows, ammunition, hunting slingshots, martial arts weapons, medieval weapons, darts, bowie knives, daggers, switchblade knives, machete, metallic knuckles, explosives, black jack, stun gun, and chemicals on university premises or at University sponsored activities is prohibited and will result in expulsion from MVSU. Miss. Code Ann. 97-37-17 (1994 Legislature) states that "it shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, dynamite cartridge, bomb, grenade, mine or powerful explosive on educational property." If convicted, one may be fined up to \$5,000 and/or imprisoned for up to three (3) years.

Fireworks

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

Forgery

The alteration, destruction, misuse, or attempted misuse of University documents and records (including the altering of one's work time sheet), identification, or other property is unacceptable and may result in probation, suspension, or expulsion.

Fraud

Obtaining, attempting to obtain, fabricating, altering, falsifying, transferring, loaning, selling, misusing, attempting or intending to misuse an ID card, enrollment validation sticker, or other University documents or service; transferring, lending, or selling such items; giving a false name, date of birth, social security number, or other identification to a University official; otherwise engaging in fraudulent or deceptive acts with the intent to defraud or deceive, will result in disciplinary actions and is punishable by law.

Gambling

No student shall engage in games of chance for money on any University owned property or at any University sponsored activity or function. Wagers on events or activities are also prohibited.

Gross Disrespect

Students found guilty of being grossly disrespectful to persons in authority may be suspended.

Hazing

Hazing is against state law, and will not be a part of any initiation practices, whether for new students, social clubs or Greek-letter organizations. Punishment for this misdemeanor offense consists of a fine, not to exceed \$2000, imprisonment for not more than six months or both. **Note: The University will take disciplinary action of all cases independent of any court action.** Hazing done in the name of an organization can result in that organization's loss of privileges, including suspension of its operations on campus. When done by a student for independent purposes, it can result in the student's suspension from the University. Violations of this regulation must be submitted to the Vice President for Student Affairs, Enrollment Management and Diversity. Hazing in any form is prohibited in accordance with law as established by the State of Mississippi. The scope includes activities that are planned or unplanned, on or off campus, and sponsored by fraternities, sororities, social fellowships, Greek-letter organizations and other groups, recognized by the University. Examples of hazing include any form of paddling; physical or psychological assault; morally degrading or humiliating activities or games; post-midnight work sessions; those activities which cause excessive physical fatigue; and activities which interfere with an individual's scholastic pursuits. Activities for

prospective and new members shall not in any way conflict with a student's class attendance or preparation.

Identity Disclosure

Failure to carry a valid University student ID card while on the University property or failure to present it to a University official, including residence hall staff, police officers, administration, and staff members upon request is unacceptable. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's ID card is prohibited. Presenting a false name or other identification, including false or invalid ID card, to University official, while in the performance of their duties is prohibited.

Immoral or Indecency Offenses

Students who engage in immoral or indecent acts on campus will be subject to disciplinary action. Lewd, indecent, or obscene conduct or expression, which may include, but is not limited to indecent exposure, voyeurism, indecent language on the telephone and crimes against nature, will result in disciplinary action.

Interfering with an Officer

Students must not interfere with University officer(s) or any law enforcement agent(s) while acting in the performance of their duties. Any student found in violation of interfering with an officer in the line of duty will be subject to disciplinary action which may result in suspension or expulsion.

Littering

Students shall dispose of bottles, cans, paper, and other forms of litter in the receptacles provided by the University.

Making Pornographic Movies

The making of movies that explicitly depict sexual intercourse and other sexual acts, for the purpose of sexual arousal are strictly prohibited.

Practical Jokes and Pranks

Behavior that leads to actual or potential harassment, accident, injury, or damage to residence hall property or personal possessions is prohibited. Activities which create circumstances requiring additional cleaning or maintenance of residence hall facilities are prohibited.

Parking and Traffic Tickets

Each student, before operating a motor vehicle on campus, is required to register the vehicle with the University and purchase a parking decal. Students are responsible for becoming familiar with the university parking and traffic regulations. Students are required to park in those areas designed for student parking. Vehicles are registered in the Business and Finance Office. Parking space is limited in the vicinity of the residence halls and classroom buildings. Nonetheless, all vehicles must be parked in designated areas or they will be ticketed or towed at the owner's expense. This includes vehicles blocking sidewalks and driveways, obstructing traffic, handicapped spaces, or service drives, etc.

Passing Worthless Checks

The passing of worthless checks to the University, or the failure to immediately redeem a worthless check unintentionally passed to the University, constitutes sufficient reason for suspension from the University.

Payment of Accounts

It is expected that a student shall make satisfactory arrangements for the prompt settling of accounts. Failure on the part of the student to make satisfactory arrangements to settle an account with the University by scheduled due date(s) will result in assessment late penalties. Continued failure to settle the account will result in either the cancellation of the student's enrollment or the placing of a "HOLD" on the student's official records. He/she may not reenroll, receive a diploma, nor obtain a transcript until he/she has (1) cleared the account, and (2) paid any specified fees to cover the administrative expenses involved in placing a "HOLD" on the records.

Personal Behavior

Any student defaming any member of the University community, including faculty staff and students by using false and malicious statements will be subject to suspension, expulsion or other appropriate disciplinary action. The conduct of a student is an important indication of character and future usefulness in life. It is incumbent upon each student to maintain the highest standards of integrity, honesty, and morality. Students who do not observe University rules will be subject to such action as may be deemed reasonable by appropriate University and civil authorities.

Personal Property

While the University does take measures to ensure the safety and protection of personal property, the University is not responsible for the compensation of losses or damages due to natural disaster, fire, water damage or theft.

Places of Entertainment

Each student should exercise sound judgment when selecting places of entertainment so that the patronage of the place will not bring discredit to the University.

Pets/Animals

Except for animals assisting a disabled individuals (i.e., seeing eye dogs and/or dogs assisting the hearing impaired), the University does not permit students to have dogs, cats, or other animals on University property.

Rape

Forcing or coercing another, regardless of gender, to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person is incapable of understanding the nature of the act due to being under the influence of alcohol or drugs is prohibited.

Respect for Property Rights

No student shall find and keep and /or take any article, which does not belong to him/her, with the intent of depriving the rightful owner of its use or willfully conceal, mutilate, or destroy any property belonging to another person or association.

Restricted Areas

MVSU reserves the right to designate certain areas of the campus as "Restricted Areas." Failure to adhere to policies regarding such could result in disciplinary action and/or removal from the area by University police.

Robbery

Robbery is the unlawful taking or attempted taking of property that is in the immediate possession of another by force or the threat of force. Such an action is liable to civil charges.

Safety Procedure

Failure to follow evacuation procedures or obstructing the evacuation of a building during a fire, fire drill or any other type of emergency is strictly prohibited.

Sexual Assault

The forcing of, or attempting to force, another person regardless of gender 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. Disciplinary action for such acts (i.e., rape, sexual battery, sexual harassment etc.) could lead to separation from the University and civil action.

Smoking

MVSU is a “smoke free” campus. Smoking is only permitted in designated areas outside of university buildings. Students are not allowed to smoke in the residence halls, auditoriums, classrooms, lecture rooms, dining halls or gymnasium and any other areas where signs are posted. This regulation will be enforced by all appropriate means.

Solicitation

Soliciting and selling products and services by individuals or groups on University property is prohibited unless written permission has been granted by Office of Advancement. Students may not solicit on behalf of the University without permission.

Stalking

Stalking is an action by any person who willfully, maliciously and repeatedly follows or harasses another person, or who makes a credible threat with the intent to place that person in reasonable fear of death or great bodily harm. Disciplinary action for such acts could lead to suspension or expulsion.

Tampering with Safety Equipment

Locks, fire alarms, and other types of equipment or devices are provided to ensure the safety of the University community. This equipment must be in working order to achieve its purpose, students should not tamper with safety equipment or devices, including destroying, defacing, or altering it in such a way that it becomes inoperable.

Trespassing

Each facility on the MVSU campus has unique operating hours, which serves to ensure that University property and members of the academic community are protected. Students are to respect the operating hours of each facility, and should not enter campus facilities without authorization or during unauthorized times. Any students or student organizations authorized to use a building of the University or area of the campus must have in their possession, while occupying the building or area, an approved Facility Reservation Form from the Director of Student Union/Student Activities. The approved Facility Reservation Form must be presented to

University Police or administrative officials upon request and the users shall ensure that the building is secure when they leave.

Theft

Theft is defined as the wrongful taking of money or property without the consent of the owner, regardless of where it occurred; stealing from another person, agency, institution, or the University; the taking of property belonging to another, with the intent of converting the property to one’s personal uses; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of another’s credit card; and failure to return another’s personal property upon request or within a reasonable period of time. Any student who steals, possesses stolen property or makes use of property belonging to another individual without permission will be suspended. Such persons are also liable to civil action.

Unauthorized Demonstration

No student or group of students shall assemble on campus for the purpose of causing a riot, raid, destruction of property or a diversion which interferes with the normal operation of the University.

Unauthorized Possession of Key(s)

The possession of keys to University property, except those keys specifically issued to the student by competent authority is absolutely forbidden. This restriction also applies to access codes and lock combinations.

Zero-Tolerance Offenses

Offenses	
Abduction or Kidnapping	Intent to distribute illegal substances or legal substances illegally
Aggravated Assault	Making pornographic movies
Aiding and Abetting	Manufacturing of illegal substance
Possession of Alcohol	Murder/Homicide
Arson/Setting Fires	Prostitution
Assault	Rape
Burglary	Riot, Raid, or Unauthorized Demonstration
Possession and/or use of Illegal/ Drug Paraphernalia	Robbery
Firearms/Weapons	Sexual Assault
Harassment	Stalking
Hazing	Theft of Property/ Receiving Stolen Property/ Shoplifting
Identify Theft	Vandalism
Indecent Exposure	

Complaints

All complaints and /or alleged violations of University disciplinary rules or regulations should be referred initially to the Office for Student Affairs, Enrollment Management & Diversity. The Coordinator of Student Conduct has the option to hear the case or refer the case to another disciplinary body. It is the responsibility of the Coordinator of Student Conduct to initiate, implement, and supervise the disciplinary process for students. The Coordinator of Student Conduct assigns cases to be heard by the Student Conduct Committee based on the type of infraction, location of the infraction, the professional assessment of the behavior, current disciplinary status, and case load of the judicial committees. The Student Conduct Committee will hear all “zero tolerance” offenses that take place on or off campus. When alleged violations or charge(s) has been filed with the Coordinator of Student Conduct, the following procedural guideline shall be followed:

1. The student shall be notified by the Coordinator of Student Conduct that he/she is accused of violating a regulation, rule or policy, and who is bringing the charge(s).

2. The student shall be notified that she/he may elect one of four course of action:

- The student may admit the alleged violation and request in writing that the appropriate administrative office take whatever action she/he deems appropriate. Should the student elect to have the appropriate administrator handle the matter, she/he shall be notified that the decision of the administrator may be appealed to the Appellate Hearing Committee.

- The student may admit the alleged violation and request a hearing for the penalty before the disciplinary board having jurisdiction over his/her case. The appropriate disciplinary board shall be notified by the Coordinator of Student Conduct.

- The student may deny the alleged violation, in which case the Coordinator of Student Conduct shall refer the case to the appropriate disciplinary board.

3. Within forty-eight (48) hours (weekend excluded) after receipt of the letter from the Coordinator of Student Conduct, the student shall notify the Coordinator of Student Conduct of her/his decision.

4. Within seventy-two (72) hours after receipt of the student’s decision, the date, time and place will be set for the hearing.

5. At least forty-eight (48) hours prior to the hearing by the appropriate disciplinary board or administrator, the student shall be entitled to the following:

- Written notification of the time, place and date of hearing.

- A written statement of the charges to enable the student to prepare his/her defense.

- The student shall be entitled to appear in person and present his/her defense to the appropriate disciplinary board or administrator and may call witnesses in his/her behalf.
- The student shall be entitled to decline to answer questions.
- The student shall be entitled to be accompanied by a representative of his/her choice. The representative can be a member of the faculty, staff, student body or administration of the University. However, the student must speak for him/herself.
- If the student engages a private attorney, the attorney will not be able to participate in the disciplinary hearing under any circumstances. The student may use whatever advice that may have been provided by an attorney.
- If found guilty, the student shall be notified of his/her rights to appeal the decision of the Student Conduct Committee or Administrator within a period of forty-eight (48) hours. Should the accused appeal, any action assessed by the Student Conduct Committee remains as is until acted upon by the higher disciplinary body. Since appeals must follow certain guidelines, the appeal will be in accordance with the Appeal Procedure.
- If a student fails to attend his/her scheduled hearing, the hearing will be held in absentia. A student may request a waiver of a hearing before the Student Conduct Committee and if granted, be given an administrative hearing by the Coordinator of Student Conduct. (Disciplinary action shall be taken only after a hearing is held). A student may appeal a decision reached by the Student Conduct Committee and the Coordinator of Student Conduct to the Appellate Committee. Decisions of the Appellate Committee are final, subject to Presidential review, if the President so chooses. Petitions for Presidential review must be made in writing through the Office of the Vice President for Student Affairs, Enrollment Management & Diversity within 24 hours of the decision made by the Appellate Committee.

It is the duty of the Student Conduct Committee to conduct a fair and impartial hearing of each case. Not being aware of rules and regulations of the University cannot be used as an excuse for the violation. The committees will take into account the data and testimony related to whether the defendant did or did not commit the alleged misconduct and distinguish this from why an alleged act was or was not performed. While the committees might hear, as an act of courtesy to both sides, 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 Coordinator of Student Conduct.

Disciplinary Hearing Procedures

Disciplinary hearings at Mississippi Valley State University are hearings to arrive at decisions regarding student behavior. These decisions affect the student and his/her relationship with the University. Rules and procedures for conducting disciplinary hearings are as follows:

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 Chair.

B. The hearing is presided over by the Chair of the hearing body or his/her designee.

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

1. The chairperson of the Student Conduct Committee 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.

2. Present at the hearing normally will be the following: The Accused; the Accuser, witnesses (outside the room), representative for the Accused, the Chairperson, and disciplinary members, when applicable. In the event the hearing is closed, no other persons shall attend unless authorized by the Coordinator of Student Conduct.

3. The hearing begins when all are seated and ready to commence. The Chairperson will call the meeting to order and declare the sessions ready to begin. Since a written summary of every hearing must be prepared, a tape recorder should be available.

4. The Chairperson will ask the Accused if he/she is ready. If the Accused wishes to challenge a member of the Student Conduct Committee, it may be done at this time.

5. The Chairperson 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.

6. The Chairperson will call the hearing to order once again and the charge(s) which have been provided.

7. The Chairperson will ask for the plea of the accused.

- If the Accused pleads “responsible”, the Student Conduct Committee will dismiss all from the room in order to deliberate upon the appropriate penalty.

- After deciding the appropriate penalty, the audience will be recalled into the room. The Chairperson will call the hearing to order and read the results to the Accused.

8. If the Accused pleads “not responsible”, the following will be the procedures:

- The Chairperson will present the opening remarks, state the nature of the accusation(s), and in a brief statement will 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 Student Conduct Committee 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, calling of witnesses, 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 Student Conduct Committee will dismiss all from the room in order to deliberate. The verdict and penalty, if applicable, will be read by the Chairperson. In order to decide that a student is guilty, 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. All records of the hearing will be maintained until a final report has been filed with the Coordinator of Student Conduct.
 - If the Accused is found responsible, the records of the hearing and all evidence presented at the hearing will be maintained by the Coordinator of Student Conduct.
 - The failure of the Student Conduct Committee to follow the precise procedures outlined above does not necessarily negate its deliberations and findings.
9. The Chair will grant recesses whenever he/she feels that they are in the best interest of the proceedings. Therefore, motions, suggestions or request for recesses or adjournment are not in order.
10. The hearing will generally be conducted on a charge basis. Thus, the Chair 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.
11. 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 chairperson of the committee.

The proceedings will continue, at the discretion of the Chair, until all testimony has been given by both sides and the case is ready to be submitted to the Student Conduct Committee for deliberation. While every effort will be made to give both sides the opportunity to completely explore all avenues, the Chair 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. If a student fails to attend his/her scheduled hearing, the hearing will be held in absentia.

Appeals Process

The student or registered organization being disciplined may appeal a decision reached by a disciplinary council, board, or administrative hearing. A written request for an appeal must be submitted by the student to the Coordinator of Student Conduct within forty-eight (48) hours (does not include weekends) after the lower board has made its determination. Letters of appeal shall contain a statement of sufficiency in order to allow the chairperson and the members of the next highest disciplinary board to make a reasonable judgment on whether to grant the appeal. If an appeal is denied, appropriate written response will be made to the person who requested the appeal and a copy will be forwarded to the Vice President for Student Affairs, Enrollment Management and Diversity.

Grounds for an Appeal

A decision by a MVSU Student Conduct Committee or Administrator may be appealed upon one or more of the following grounds:

1. Prejudicial error committed during the hearing whereby a fair hearing was not given due to a substantial violation of the hearing procedure. If the appeal is based on prejudicial error, the specific prejudicial error needs to be cited, reason(s) why the prejudicial error was not mentioned during the original hearing, and reason(s) as to how correction of prejudicial error can contribute to a decision other than the one originally made.
2. Non-cumulative material and relevant evidence, new or newly discovered. If the appeal is based on new evidence, a description of the new evidence and the name(s) of individual(s) who can provide this evidence, the reason why the evidence was not presented at the original hearing and explain how the new evidence may contribute to a decision other than that which was made originally.
3. The decision or judgment is not supported nor justified by the evidence. If the appeal is based on this, the request must include specific information indicating why the sanction is deemed unreasonable.

Granting or Denial of Appeals

The Appellate Committee has the right to deny an appeal if the board decides that an appeal is not warranted based on the merit of the appeal petition. The decision whether or not to hear the

appeal will be made within forty-eight hours of receiving the appeal letter. An appeal does not guarantee a hearing with the Appellate Committee.

Action on an Appeal

Once an appeal letter has been accepted for review, the higher disciplinary board will review the case and evidence. Once reviewed, the judicial board may do one of three things:

1. Accept the appeal and render a decision.
2. Accept the appeal for hearing.
3. Deny the appeal.

If a hearing is needed, the disciplinary board will set a time, place, and date to hear the case and basis for appeal. Once heard, the higher disciplinary board may do one of three things:

1. Sustain the findings and penalty.
2. Sustain the findings and alter the penalty downward.
3. Reverse the findings.

Penalties for Violations of University Regulations

If a student who goes before the Student Conduct Committee 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:

Administrative Expulsion/Suspension

Depending on the severity of the offense, the Vice President for Student Affairs, Enrollment Management and Diversity has the right to immediately suspend or expel any student who violates University policies.

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. Expelled students may not return to the campus without written permission, he/she will be charged with trespassing, in which case, he/she will be subject to arrest and prosecuted to the fullest extent of the law.

Suspension

Suspension prohibits a student from attending MVSU, including University activities, for a specified or indefinite time period. A student disciplinarily suspended from Mississippi Valley State University forfeits all rights and privileges afforded a student at this institution. This means that a disciplinarily suspended student is restricted from involvement in any academic or extracurricular activity at Mississippi Valley State University.

A disciplinary suspended student may not:

- a. Earn academic credit at Mississippi Valley State University, or any other college/university credit 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;
- h. Visit the campus unless written permission is received from the Vice President for Student Affairs, Enrollment Management and Diversity. 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 disciplinarily suspended student may receive academic credit for special problems or correspondence courses completed during the semester of suspension, if completed prior to the date of suspension.

Disciplinary Probation

Students placed on disciplinary probation are expected to demonstrate a positive change in their behavior. During the probation, the student shall 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.

Disciplinary Warning

Disciplinary warning, also known simply as “warning”, is defined as an official, written notification to the student that his or her behavior has been unacceptable and inappropriate as a MVSU student. Further misconduct will result in referral to the Student Conduct Committee.

Eviction

University student housing is being 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.

Disciplinary Penalty/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.

Disciplinary Hold

A hold may be placed on a student’s account for failure to comply with the terms and conditions of any assigned sanction, to discuss or failure to respond to a request to meet with the Coordinator of Student Code regarding allegations of misconduct.

Administration of Disciplinary Records and Disciplinary Information

A transcript contains only academic information and disciplinary action which denies the privilege of the student to continue in or return to the University. The notation of suspension or expulsion is removed from the official transcript by the Vice President for Student Affairs, Enrollment Management and Diversity when the term of the sanction has expired or when the student has been readmitted. Academic and disciplinary records are kept separate to minimize the risk of improper disclosure. The disciplinary record shall 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 on direction of the Vice President for Student Affairs, Enrollment Management and Diversity. Records will be given to persons outside of the University only on written request of the student or in response to a court order. The University shall 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 shall discard the disciplinary record after eight years from the last date of attendance or when the student graduates.

Zero Tolerance Policy

Mississippi Valley State University's "zero tolerance policy" requires a severe penalty to be imposed which is unbending in its imposition, and often does not give allowance for extenuating circumstances. It is intolerant of the behavior for which it requires consequences, no matter what. As part of a "zero tolerance policy", MVSU will take disciplinary action for any and every alcohol, drug, weapon, sexual misconduct or hazing related violation on campus. MVSU will also take disciplinary action for many of the violations reported off campus, provided these violations have a connection to the campus. This would include violations that endanger students or may cause harm to the campus community.

APPENDICES

Department and Office Phone Numbers

Department	Number
Academic Affairs	254-3800
American Disabilities Act (ADA) Department	254-3446
Admissions & Recruitment	254-3346
Alumni Relations	254-3575
Athletics Administration	254-3550
Baseball	254-3834
Men's Basketball	254-3115
Women's Basketball	254-3549
Bowling	254-3550
Football	254-3569
Soccer	254-3009
Softball	254-3721
Men's Track	254-3559
Women's Track	254-3640
Athletics – Sports Information	254-3011
Athletics – Student Athlete Resources Center	254-3024
Athletics – Trainer	254-3563
Band	254-3488
Bioinformatics Department	254-3036
Bookstore	254-3532
Business Administration Department	254-3600
Business and Finance	254-3301
Campus Diversity	254-3636
Career Services Center	254-3441
Chapel (Lois Aron Cultural Center)	254-3351
<i>Checkers</i> Restaurant	254-3502
Child Development Center (Pre-School)	254-3375
College of Arts and Sciences	254-3038
College of Education	254-3618
Communications Department	254-3630
Community Service/Service Learning	254-3883
Continuing Education	254-3625
Criminal Justice Department	254-3364
C.T. Reed Residential Life Complex	254-3590
<i>Delta Devils Gazette</i> Student Newspaper	254-3460
Delta Health & Wellness Initiative	254-3021
Delta Research & Cultural Institute	254-3794
<i>Delvian</i> Yearbook	254-3752
English & Foreign Languages	254-3451
Facilities Management	254-3584

Financial Aid	254-3335
Fine Arts – Art/Music	254-3482
First Year Experience	254-3004
Food Services (Thompson Hospitality)	254-3540
Graduate School	254-3051
Greenville Higher Education Center	332-8389
Greenwood Center	453-5524
Health, Physical Education & Recreation (HPER)	254-3553
High School Equivalency Program (HEP)/CAMP	254-3028
Honors Program	254-3039
Human Resources	254-3531
Industrial Technology	254-3410
Information Technology (Computer Services)	254-3744
Institute for Effective Teaching Practices (IETP)	254-3719
Institutional Research & Effectiveness	254-3437
International Programs	254-3092
Intramural Sports	254-3721
Laundry	254-3627
Library (James Herbert White Library)	254-3494
MAMP Program	254-3380
Mass Transit	254-3348
Mathematics, Computer & Information Sciences (MCIS)	254-3422
Military Science	254-3597
Natural Science & Environmental Health	254-3377
Office of Development	254-3790
Operator Assistance	254-9041
Post Office	254-3537
President’s Office	254-3425
Print Shop	254-3750
Property Accountability /Warehouse	254-3587
Provost’s Office	254-3875
Public Administration Department	254-3012
Public Relations	254-3577
Purchasing	254-3319
Recording Studio (B.B. King)	254-3482
Residential Life	254-3590
John James Hall	254-3660
Edna Horton Hall	254-2252
Leflore Hall	254-2895
Magnolia Hall	254-2753
William Stewart Hall	254-2188
Mapluma Rattiff Hall	254-2022
New Men’s	254-8098
New Women’s	254-8466 Ext. 2807

Science and Technology Center	254-3036
Social Science Department	254-3687
Social Work Department	254-3365
Student Activities	254-3538
Student Affairs	254-3636
Student Conduct	254-3636
Student Government Association	254-3751
Student Health Center	254-3331
Student Records	254-3321
Student Support and Counseling Center	254-3830
Student Support Services	254-3838
Student Union	254-3526
Teaching & Learning Center	254-3080
Tele-Communications	254-3300
University College	254-3442
University Police	254-3478/3479
University Relations	254-3572
University Testing	254-3333
Writing Center/Writing Project	254-3456
WVSD-FM Radio Station	254-3650