



STUDENT HANDBOOK

2017 - 2018

(last revised August 2017)

Mississippi Valley State University
Division of Student Affairs

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

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FOREWARD

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

NOTICE

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

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

ALMA MATER

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

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

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

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

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

HISTORICAL OVERVIEW

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COMMON TITLES AT THE UNIVERSITY

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

MOTTO

“Live for Service”

SCHOOL COLORS

Forest Green and White

UNIVERSITY FIGHT SONG

The Devil’s Gun

Fe Fi, Fo Fum

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

No where, to run

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



On behalf of the administration, faculty, staff, and alumni, I want to say “Welcome, or Welcome Back, to our prestigious university. The place we refer to as the “Educational Jewel of the Mississippi Delta”.

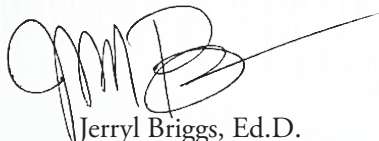
Today, I address you as “students”, but very soon you will be the nation’s next business leaders, doctors, lawyers, educators, and professionals. Indeed, many of you will be establishing new standards of professionalism, which others will strive to emulate. Your journey has only just begun and you are establishing the path for your destiny. Great things are waiting for you as you forge your career path.

The MVSU executive cabinet, faculty, staff and alumni are committed to assisting each of you to making a smooth transition to college life.

Your college experiences, both within the classroom and outside the classroom will give you the opportunity to develop and demonstrate your leadership, knowledge, interpersonal and team-building skills. We insist that you get involved in all aspects of your higher education experience. We will work hard to assure a higher education experience which will give you the skills and ability to function successfully and lead in our global economy.

We ask that you commit yourself to work hard, attend classes, establish attainable goals, and live by the high standards of what it means to be a student at Mississippi Valley State University. Your college years will undeniably be witness to some of the most life altering and rewarding experiences in your lifetime, and we are pleased that “The Valley” will be apart of your journey.

Very truly yours,


Jerryl Briggs, Ed.D.
Acting President



MISSISSIPPI VALLEY STATE
UNIVERSITY®



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

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

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

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

Sincerely,

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

MISSION STATEMENT

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

VISION STATEMENT

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

BOARD OF TRUSTEES

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

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

UNIVERSITY ADMINISTRATION

Acting President

Jerryl Briggs, Ed.D.

Vice President of Academic Affairs

Constance Bland, Ph.D.

Vice President for Business & Finance/Chief Financial Officer

Joyce Dixon, MBA

Vice President of Student Affairs

Jacqueline Gibson, Ed.D.

Director of Athletics

Dianthia Ford-Kee, MA

Chief of Staff/Legislative Liaison

La Shon F. Brooks, MBA

Vice President for University Advancement

Dameon Shaw, MBA (Acting)

Executive Assistant to University President

Auguster Keys-Wallace

ACADEMIC CHAIRS

Applied Technology

Mr. Antonio Brownlow (Acting)

Business Education

Dr. Curressia Brown (Acting)

Criminal Justice

Dr. Emmanuel Amadi

Education

Dr. Chukwuma Ahanonu (Acting)

English & Foreign Languages

Dr. John Zheng

Associate Vice President of Academic Affairs/Faculty Development

Dr. Elizabeth Evans

Fine Arts

Dr. Alphonso Sanders

Health, Physical Education, and Recreation

Dr. Gloria Ross

Mass Communication

Dr. Samuel Osunde

Mathematics, Computer, and Information Sciences

Dr. Latonya Garner

Natural Sciences & Environmental Health

Dr. Julius Ikenga

Social Science

Dr. Richard Mushi

Social Work

Dr. Catherine Singleton-Walker

PROGRAM DEANS AND DIRECTORS**Executive Director of Residential Life and Student Conduct**

Mr. Raynaldo Gillus

Dean of Student Development

Dr. Yolanda Jones

Dean of University College

Mr. Renardo A. Hall

Greenville Higher Education Center

Mr. Michael Taylor, Executive Director

J. H. White Library

Ms. Mantra Henderson, Director

Title III Programs

Mr. Samuel Melton, Director

UNIVERSITY TRADITIONS AND ANNUAL EVENTS**Administrative Professionals Day Luncheon**

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

All-Sports Banquet

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

Commencement

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

Constitution Day

In 2004, Congress passed legislation requiring every institution that receives federal funds to hold an educational program on the Constitution on September 17, the day the drafters of the Constitution met in Philadelphia in 1787 to sign the completed document - demonstrating the significance of the U.S. Constitution and the constitutional rights contained in it. When the day falls on a Saturday or Sunday, MVSU will observe Constitution Day during the preceding or the following week through activities, learning, and programs that demonstrate the significance of this very important day at MVSU.

Convocations

Black History

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

Fall

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

Founder's Day

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

Honors

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

Dr. Martin Luther King, Jr.

This is an annual program presented each January to observe the contributions of historic Civil Rights leaders.

Fraternity/Sorority Life

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

High School Day

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

Homecoming

Homecoming is an annual event that welcomes all MVSU alumni and friends back to the campus, and it is highlighted by a football game, tailgating, alumni celebrations, the President's Alumni Reception, and campus tours. The Homecoming game is preceded by a week of activities for students, alumni, and friends, including the coronation of "Mr." and "Miss" MVSU and special alumni celebrations and induction ceremonies. On Homecoming day, activities begin with a morning parade in downtown Itta Bena, Mississippi with floats, high school marching bands, cars, and other 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 Advisory Committee sponsor the Mr. and Miss MVSU Showcase, which presents young men and women who are vying for the titles of Mr. MVSU and Miss MVSU for the upcoming academic year. It showcases the talents and communication skills of each candidate.

Retirement and Years of Service Luncheon

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

Student Christmas Dinner

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

Tree Lighting Ceremony

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

Valley Fest

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

GENERAL UNIVERSITY POLICIES

Equal Employment Opportunity, Nondiscrimination, and Affirmative Action Policy

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

Students are also assured that access to educational opportunities, financial assistance, and social and recreational programs will be free from discrimination.

University Grievance Policy

A grievance is a criticism, complaint, or protest. It may be academic (in content) or related to another area or service of the university.

- **Academic Grievances** include the following: academic conduct and discipline, academic standing (probation, suspension, and/or dismissal), and grade appeals.
- **Non-Academic Grievances** include the following: admission appeals and petitions for readmission, registrar appeals, discrimination, sexual harassment or sexual misconduct, financial aid and scholarships appeals, parking and traffic appeals, residency appeals, student conduct and judicial appeals, student housing appeals, and university police department appeals.
- **General Grievances** are used when a student cannot determine if the grievance is academic or nonacademic.

Student Grievances

Students at the University have the right to complain, whether verbally or in writing, regarding any area of academic or student life without fear of coercion, harassment, intimidation, or reprisal from the University or its employees. Students also have the right to expect a timely response to any grievance. Defamatory or baseless charges may cause a student to be held responsible for violations of University policies or for action through the courts.

Student concerns should be resolved at the lowest possible University unit that has the authority to act as quickly as practicable. The exceptions to this procedure are the grade review procedure, appeals originating in the Office of Student Affairs, harassment, and the Family Educational Rights and Privacy Act as amended of 1974. Because no single process can serve the wide range of possible grievances, the University provides specific processes for responding to certain kinds of student grievances. Where University policy provides a specific grievance or grievance procedure, an aggrieved student should use that procedure. Otherwise, the general grievance procedure, which is outlined below, should be used.

General Grievance Procedure for Students

Students may use the following procedure to formally question the application of any University regulation, rule, policy, requirement or procedure, **not otherwise covered by a more specific policy or procedure.**

Step One:

The student should meet with the University decision-maker concerned to discuss the grievance and to attempt to arrive at a solution. This meeting should occur no later than 30 calendar days after the action which resulted in the grievance.

Step Two:

If the student's grievance is not resolved at Step One, that student must, within 14 calendar days of the Step One meeting, submit a written grievance to the next level in the University's administrative structure (department chair, director or his/her designee in the administrative unit

within which the grievance originated). The grievance must be signed and dated by the student. The name and title of the person to whom the request should be addressed can be obtained from the employee in Step One.

If the student's issue cannot be resolved by the Step Two administrator by telephone call or email correspondence, he or she shall make a reasonable effort to arrange for a meeting with the student and the employee within 14 calendar days from the date that the request is received. If this timeframe cannot be met, the Step Two administrator will notify all parties in writing and determine a mutually agreeable time. The meeting should be informal, with a candid discussion of the problem in an attempt to find a solution. The Step Two administrator may give an oral decision at the close of the meeting, or he or she may choose to take the matter under advisement. Typically, the Step Two administrator will render a final decision within 14 calendar days, informing all parties of the decision in writing.

Step Three:

If the student wishes to appeal the Step Two decision, he or she may appeal to the Vice President at the next level in the administrative structure of the University within 14 calendar days from the date of the Step Two written decision. The student may obtain from the employee in Step One or Step Two the name and title of the person to whom the request should be addressed.

The appeal must be in writing, using the appropriate grievance form signed and dated. Upon receiving this written appeal, the Step Three administrator will review all information concerning the grievance and appeal and render a written decision within 14 days from the date of receipt of the appeal. The Step Three administrator's decision is final.

In all cases, if the final decision requires any change to an official record of the University, the University employee must comply with all University regulations and procedures necessary to accomplish the change.

Grievance Appeal Procedures

Informal Resolution of a Student Grievance

Most types of dissatisfaction can be resolved through an informal face-to-face discussion between the people involved, and students should typically start with this strategy. If that discussion is not satisfactory, the student should next try to discuss the matter with that person's immediate supervisor (e.g., chair of an academic department, the director of a university service office, etc.). **For appropriate contacts, please refer to pages 85-86 of this Handbook.** If the concerns are more serious or are not resolved informally, students may exercise formal grievance and appeals process.

Formal Resolution of a Student Grievance

Some situations always lead to a formal process: grade appeals, appeals originating in the Office of Student Affairs, harassment, sexual misconduct and the Family Educational Rights and Privacy Act.

These formal grievances always involve submission of a written grievance and various steps through the process. For these situations, students should follow the procedures included in the links below:

- Academic Affairs Policy
<https://www.mvsu.edu/Academic-Forms>
- Human Resources Harassment Policy
https://www.mvsu.edu/sites/default/files/Employee_Handbook_01.04.16.pdf (p. 42)
- Family Educational Rights and Privacy Act – FERPA (p. 37 of this Handbook)
- Sexual Misconduct (p. 17 of this Handbook)

Title IX and Sexual Misconduct Policy

MVSU does not permit discrimination on the basis of sex in its educational programs or activities. In order to foster an environment of respect for the dignity and worth of all members of the University community, the University is committed to maintaining an educational environment free from sex discrimination, which includes sexual misconduct of any type, including sexual assault, sexual harassment, sexual exploitation, stalking or domestic violence.

It is the policy of the University that no member of its community, including students, employees, contractors, and visitors on its campuses, shall engage in sexual misconduct of any kind toward any other member of the University community or in connection with any University program. Reporting of sexual misconduct to the authorities listed in this policy is strongly encouraged and, in some circumstances, is required. Any person who violates this policy is subject to disciplinary action, which may include expulsion from the University or its programs, or termination of employment.

The University's policy is to investigate reports of sexual misconduct promptly, fairly, and thoroughly, in order to ensure the safety of all members of the community. To that end, retaliation of any kind against any person who brings a complaint under this policy will not be tolerated and will be independent grounds for disciplinary action.

Application of this Policy

This policy applies to all members of the University community, including without limitation students, faculty, staff, independent contractors and their employees, visitors on campus, and those participating in University programs. It applies regardless of a person's sex, sexual orientation, or gender identity. Application of this policy is not limited to sexual misconduct that occurs on MVSU's campus. It may also include sexual misconduct that occurs off-campus if it involves a University program or members of the University community.

Sex Discrimination Prohibited

The University does not permit discrimination on the basis of sex in its educational programs or activities. Specifically, University policy is expected to comply fully with the requirements of Title IX of the Education Amendments of 1972, as well as other applicable laws and their implementing regulations.

The focus of this policy is sex discrimination in the form of sexual harassment, sexual assault, and other forms of sexual misconduct as defined below.

Definition of Sexual Misconduct

As used in this policy, the term “sexual misconduct” refers broadly to unwelcome behavior of a sexual nature committed without effective consent. Sexual misconduct can vary in its nature and severity. For purposes of this policy, sexual misconduct includes, but is not limited to, sexual harassment, sexual assault, sexual exploitation, stalking and domestic or dating violence.

- **Sexual Harassment** is unwelcome conduct of a sexual nature. It can include verbal or non-verbal communication or physical conduct. It is prohibited by this policy when it is sufficiently severe, pervasive or persistent that it denies or limits or is likely to deny or limit a reasonable person’s ability to participate in or benefit from University programs, services, opportunities or activities. Examples of prohibited sexual harassment include, but are not limited to (a) repeated sexual solicitations toward a person who has indicated they are unwelcome; (b) conditioning favorable treatment in connection with any University program upon sexual favors; (c) threats of a sexual nature that do not rise to the level of sexual assault or domestic violence; and (d) severe, pervasive, or persistent insults or derisive comments related to sex, gender, or sexual orientation directed at a specific individual.

Whether sexual harassment is sufficiently severe, pervasive or persistent to violate this policy may depend on multiple factors. Thus, a person should not be deterred from reporting unwelcome sexual conduct simply because they are not certain whether it is severe, pervasive or persistent enough to constitute a policy violation. That is a determination for the University to make, and a person reporting harassment will never be penalized or retaliated against for any report made in good faith.

- **Sexual Assault** refers to rape or other physical sexual acts perpetrated against a person without their consent. Sexual assault includes sexual penetration or intercourse or any other physical contact of a sexual nature that occurs without consent. This includes, but is not limited to, deliberate physical touching, as well as contact of a sexual nature with an object. Sexual assault also includes attempted physical sexual contact without consent, as well as attempts to induce sexual activity via direct threats of physical violence, even where no physical contact ultimately occurs.
- **Sexual Exploitation** is taking sexual advantage of another person in a way that deliberately infringes on his or her reasonable expectation of privacy and/or security, but does not involve actual or attempted physical contact. Examples of sexual exploitation include, but are not limited to (a) recording images, video or audio of another person engaged in sexual activity or in a state of undress without that person’s consent, even if the sexual activity itself is consensual; (b) distributing images, video or audio of another person engaged in sexual activity or in a state of undress—or threatening to distribute the same—if the person distributing knew or reasonably should have known that the person

depicted did not consent to the recording or the distribution; (c) viewing another person engaged in sexual activity or in a state of undress in a place where that person would have a reasonable expectation of privacy, without that person's consent and for the purpose of gratifying sexual desire; (d) failing to notify a person with whom one is engaged in a sexual activity that another person is observing.

- **Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress. Examples of stalking include, but are not limited to, physically pursuing a person against their wishes, or sending repeated unwanted messages by electronic or other means. Stalking violates this policy when it is undertaken, at least in part, for a sexual purpose.
- **Domestic/Dating Violence** refers to acts of physical violence, or threats of physical violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The violent act itself may or may not be sexual in nature.

These definitions and all other parts of this policy shall be interpreted in accordance with the rights to free expression held by members of the University community. Consequently, the mere expression of opinions, ideas, words or symbols that another person finds objectionable will not, without more, constitute a violation of this policy.

Definition of Consent

Consent refers to words or actions that clearly show an active, knowing and voluntary agreement to engage in a particular sexual activity. Consent is determined objectively. This means that an individual is deemed to have given consent when a reasonable person, under the particular circumstances of the encounter, would understand the individual's words and/or actions as indicating the required agreement.

Consent may be withdrawn at any time by words and/or actions that clearly show the individual no longer wishes to participate. Silence and/or the absence of resistance by themselves are not consent. Consent to engage in sexual activity in the past by itself is not consent to future sexual activity. Consent to engage in sexual activity with one person is not consent to engage in sexual activity with another person.

- **Force or coercion.** There is no consent when a person submits to sexual activity due to physical force or the threat of physical force. Likewise, there is no consent when a person intentionally uses coercion to cause another person to agree to sexual activity. Coercion is threatening an adverse consequence that is sufficiently severe as to prevent a reasonable person from exercising free will in the decision whether to consent. Examples of coercion may include, but are not limited to, threatening self-harm if a person does not agree to sexual activity, threatening to "out" another person's sexual orientation, or threatening an adverse employment action. Coercion is not merely words of persuasion one might reasonably use to seek voluntary consent to sexual activity.

- **Incapacity or impairment.** There is no consent if a person is mentally or physically incapacitated or impaired such that they cannot understand the fact, nature, or extent of the sexual situation. This includes impairment or incapacitation due to alcohol or drug consumption if it prevents the person from having such an understanding, as well as being asleep or unconscious. It also includes instances in which a person lacks the required understanding due to medical conditions, or cognitive or other disabilities. In some instances, a person may give what appears to be consent, despite being incapacitated. For example, a person may speak despite having “blacked out.” In such cases, the objective standard for consent applies, meaning that a policy violation occurs unless a reasonable individual under the particular circumstances would have believed that the incapacitated person’s actions signaled active, knowing and voluntary agreement to sexual activity. Even if this objective standard is satisfied, if the other individual was actually aware of the person’s incapacity, there is no consent.
- **Age.** There is no consent for purposes of this policy where a person is too young to give effective consent under applicable law. Under Mississippi law, persons under fourteen cannot give effective consent to sexual activity with any older person, where the age difference is greater than twenty-four months. Persons between the ages of fourteen and sixteen cannot give consent to sexual activity with any older person where the age difference is greater than thirty-six months.

Filing a Sexual Misconduct Complaint

Victims of sexual misconduct are encouraged to file a report with the Office of Student Conduct/Title IX Coordinator and/ or law enforcement. The report may be informational and not require immediate action, or may be in the form of a complaint for action to be taken immediately. Actions taken by the University or the police may be separate and independent. University information will be kept in as confidential a manner as legally permissible.

Victims of sexual misconduct usually have two avenues to consider in filing a complaint. These options are not mutually exclusive. The first offers a University process and the second a criminal process. One, both, or either, may be pursued:

1. An alleged victim who wishes to have his or her case reviewed administratively, within the institution, should contact the Office of Student Conduct/Title IX Coordinator. The Executive Director of Residential Life and Student Conduct/Title IX Coordinator will explain the University’s procedures.
2. An alleged victim who wishes to have his or her case handled criminally should contact law enforcement. A University staff member will accompany an accusing student through this process as requested. Contact the Executive Director of Residential Life and Student Conduct (662-254-3636) or Chief of University Police (662-254-3478) for more information.

1. Emergency Assistance

If you are in immediate physical danger or need emergency medical care, CALL 911.

Your safety is the first priority. The options for assistance listed below can provide a quick response, but they cannot provide the immediate physical presence necessary to assist you if you are in danger. If you believe you are in immediate physical danger or if you need immediate medical assistance, **call 911**. Police and/or an ambulance will be dispatched to assist you as necessary. University officials, if not alerted by your 911 call, can be alerted once you are safe.

If you are not in immediate physical danger, call the MVSU University Police at 662-254-3478.

If there is no immediate threat and you do not need immediate medical care, the MVSU University Police Department is the quickest, most direct way of reporting sexual misconduct and getting help. Calling the Police will notify the MVSU Staff, who are trained to help you obtain support, which may include, as necessary, medical care, housing accommodations, academic accommodations, or counseling.

2. Reporting to the University

Whom should you contact?

The University's Title IX Coordinator is responsible for overseeing compliance with Title IX and other laws that address sexual misconduct and discrimination. The Coordinator oversees investigations and disciplinary proceedings in cases of sexual misconduct, as well as the interim accommodations and assistance for those who report such misconduct. The simplest and most direct route to submit a formal report to the University is to contact the Title IX Coordinator:

- **Lloyd Dixon, Title IX Coordinator.** Email: ldixon@mvsu.edu; Phone: 662-254-3121.
If a person does not wish to report directly to the Title IX Coordinator, they are encouraged to contact one of the following officials, who also can provide prompt assistance:
- **Raynaldo Gillus, Executive Director of Residential Life and Student Conduct.** Student Union Annex Bldg. Email: raynaldo.gillus@mvsu.edu; Phone: 662-254-3590.
- **Pamela Hilton, Director of Student Leadership and Engagement.** Student Union Bldg. Email: pamela.hilton@mvsu.edu; Phone: 662-254-3527.
- **Elizabeth Hurssey, Director of Human Resources.** William W. Sutton Administration Bldg., 3rd Floor. Email: ejhurssey@mvsu.edu; Phone: 662-254-3781.
- **Alex Granderson, Chief of University Police.** Annex II. Bldg. Email: aegranderson@mvsu.edu; Phone: 662-254-3478.

In addition to these officials, many MVSU personnel are trained to convey reports of sexual misconduct to the proper authorities on campus. These personnel are called "Responsible Employees" and their duties are discussed below. Whenever possible, however, incidents of sexual misconduct should be reported to one of the individuals listed above to provide the most prompt and direct response.

What should you do with any evidence of sexual assault?

A person who experiences sexual assault should take steps to preserve evidence as soon as possible after the incident, even if he or she is unsure about reporting it. To better preserve evidence:

- Do not shower or douche.
- Try not to urinate. Urinating may reduce the ability to detect “date rape” drugs.
- If there was oral contact, do not smoke, eat, or brush your teeth.
- Do not change clothes. If you have already changed your clothes, place them in a paper bag, as plastic may destroy evidence. If you haven’t changed, keep the original clothes on and bring an extra set to wear home.
- A Physical Evidence Recovery Kit (PERK) will preserve help preserve forensic evidence of an assault. Inform your medical care provider that you wish to have a PERK performed as soon as possible.

What if you are reporting workplace sexual harassment?

Sexual harassment or other misconduct against University employees in the workplace may violate both this policy and/or the University’s Harassment Policy. When reporting workplace sexual harassment that does not involve sexual assault or other violence, employees are encouraged to follow the reporting procedures contained in the MVSU Harassment Policy: https://www.mvsu.edu/sites/default/files/Employee_Handbook_01.04.16.pdf (p. 42).

If workplace misconduct does involve sexual assault or other violence, employees should never attempt to resolve the matter directly with the accused person. In such cases, employees should report the matter directly to the Title IX Coordinator or the Director of Human Resources.

What if you report sexual misconduct to someone else at MVSU?

If a report is made to an employee of the University other than those listed above, that employee may or may not have a duty to report the complaint to the Title IX Coordinator, depending on the employee’s position and job duties.

Certain University employees are deemed “Responsible Employees” for purposes of Title IX and this policy. When a Responsible Employee receives a report of sexual misconduct, he or she has a mandatory duty to report that allegation to the Title IX Coordinator. As discussed below, there is a single, narrow exception to this mandatory reporting requirement where the alleged misconduct involves nonviolent employee-on-employee workplace harassment.

Who are MVSU’s Responsible Employees?

A Responsible Employee is any MVSU employee (a) who has actual authority to redress sexual misconduct; (b) who has been given the duty of reporting incidents of sexual misconduct or any other misconduct to appropriate University authorities; or (c) whom a student would reasonably but mistakenly believe has this authority or duty.

The Responsible Employee designation applies to professors and other faculty, deans and department heads, athletic coaches and administrators, personnel in the Office of Student Affairs, University Police Department personnel, resident assistants and directors, and any other employee who meets any of the three elements above. If you are uncertain whether you or someone else is a Responsible Employee, the Title IX Coordinator can help you make that determination.

- **Confidential Employees.** Certain employees are specifically exempted from Responsible Employee status. These include (1) licensed counselors, such as those at Student Counseling Services, and their staff members; (2) health care providers and staff, and (3) pastoral counselors. These employees are not required to relay any information about reported sexual misconduct to the University. Faculty members with duties that meet the above descriptions are exempted from mandatory reporting for information received when acting in their counseling or clinical capacity, but not for information received in other settings, such as office hours with students.
- **Other Exempted Employees.** The University may determine that other personnel, such as trained sexual assault advocates, should be exempted from mandatory reporting requirements, consistent with applicable law and legal guidance. Such a determination must be made in writing and approved by the Title IX Coordinator, Executive Director of Residential Life and Student Conduct and the Vice President for Student Affairs. Any employees so designated are not required to report identifying information about alleged sexual misconduct, but are required to report non-identifying information including the nature, date, time, and general location of the incident for purposes of record keeping under the Clery Act.

What happens when you inform a Responsible Employee of sexual misconduct?

When a Responsible Employee receives a report of sexual misconduct, he or she has a mandatory duty to report that allegation to the Title IX Coordinator. This means that the Responsible Employee must inform the Title IX Coordinator, even if the person who experienced the alleged misconduct asks the employee not to do so.

University personnel who are not Responsible Employees are encouraged to report incidents of sexual misconduct to the University, but are not required to do so. Consequently, individuals who experience sexual misconduct should not presume that informing these employees will result in any remedial action by the University. They should instead report the matter to the Title IX Coordinator or other personnel listed above.

Statements concerning sexual misconduct that are directed to groups generally do not constitute reporting for purposes of this policy, even if a Responsible Employee is present or learns of the statement. This includes without limitation statements made in the course of public events such as rallies, vigils or speeches. If a person wishes to seek assistance from the University, they should speak directly to a Responsible Employee in a one-on-one setting.

Are there any exceptions to a Responsible Employee's duty to report?

There is one narrow exception to the mandatory reporting requirement for Responsible Employees. If the alleged sexual misconduct is harassment of one employee by another employee and there is

no allegation of sexual assault or other violence and no student or minor allegedly was involved, then a Responsible Employee may, in his or her discretion, decide not to report the incident to the Title IX Coordinator.

This exception recognizes that employees may wish to confer with co-workers about incidents of non-violent harassment without immediately triggering a University investigation. It applies solely to the reporting obligation addressed in this policy. It does not relieve any employee of any other reporting obligation he or she may have under any other policy or law. In all cases, all employees are strongly encouraged to inform their co-workers of their options for reporting workplace harassment or other sexual misconduct to the University.

What are the duties of a Responsible Employee?

Responsible Employees are required to notify the University's Title IX Coordinator when they learn of sexual misconduct against any member of the University community, guest on campus, or participant in any University program.

- **Reporting should be prompt.** A Responsible Employee should report an incident of sexual misconduct to the Title IX Coordinator as soon as is practical under the circumstances.
- **Reporting is not discretionary.** To be clear, aside from the single exception described above, the obligation to report sexual misconduct is not discretionary. A Responsible Employee may not, for example, decide not to report alleged misconduct because he or she believes it is not sufficiently serious, or because he or she does not believe it happened. These are decisions for the Title IX Coordinator and appropriate University officials to make.
- **Independent responses are prohibited.** Under no circumstances may any employee, department, organization, or division of the University attempt to resolve unilaterally any complaint of sexual misconduct that is required to be reported under this policy. In these cases, the Responsible Employee must always notify the Title IX Coordinator first, who will determine the appropriate response after consultation with appropriate officials.
- **Inform students of your obligations.** Many Responsible Employees can reasonably anticipate the possibility that students may report sexual misconduct to them. The University encourages these employees to inform students of their reporting obligations in advance. When sexual misconduct is actually reported, the employee should tell the reporting person as early in the conversation as possible that any information provided will have to be relayed to the Title IX Coordinator, and that if the reporting person prefers to keep the information confidential, the University has resources such as the Counseling Center and Health Center that can provide confidential assistance.
- **Tell the reporting person what will happen next.** A Responsible Employees should tell the person reporting sexual misconduct (1) that they will be informing the Title IX

Coordinator of the incident; (2) why they are sharing this information—i.e., their obligation to inform those on campus in a position to respond; and (3) that the University will contact them to provide additional information and support.

- **Do not share the information with others.** Once the responsible employee has informed the Title IX Coordinator, his or her reporting duties are complete. He or she may not share the information with anyone else. If the responsible employee's supervisor or someone they report to expects to be notified of such reports, they may inform them that the report has been relayed a complaint to the Title IX Coordinator, and that they may contact the Coordinator directly with questions or concerns.

After you report misconduct, will the information be kept confidential?

The University will endeavor to keep reported information about sexual misconduct private to the greatest extent possible, but cannot guarantee that all information it receives will be kept confidential. Once a report is submitted to a Responsible Employee, the University has a duty to investigate the matter and endeavor to protect the safety of members of the community. In some instances, this means that certain information must be provided to individuals involved in an investigation.

Upon receiving a report of sexual misconduct, the Title IX Coordinator will attempt to contact the person who made it (the "complainant") to determine his or her wishes with respect to privacy. If the complainant requests that their identity or other information be kept private, or that no disciplinary action be pursued, the University will give careful consideration to that request. However, there may be instances in which such requests cannot be honored, as they would impair the University's ability to ensure a safe and non-discriminatory environment for all students. Factors considered include, but are not limited to:

- The risk of the accused committing other acts of sexual misconduct, such as in cases where other complaints have been made against the same person.
- The risk of sexual misconduct of a similar nature, such as where multiple assaults occurred at the same location or involving the same group.
- The use of physical violence and/or weapons.
- The involvement of multiple alleged perpetrators.
- Allegations of threats or retaliation by the accused against the complainant or others.
- The reporting party's age.
- The parties' rights and/or the University's obligations under the Family Educational Rights and Privacy Act (FERPA) and other applicable privacy laws.

If the University determines it can honor a request to keep information private, it will take steps consistent with that request to ensure the safety of the complainant and others. However, complainants should understand that honoring a request for privacy necessarily will impair the University's ability to investigate and normally will prevent any disciplinary action from being taken against the accused. If someone who initially requested privacy later requests an

investigation, the University will honor that request. However, delays may impair the University's ability to conduct a thorough investigation or take appropriate remedial action.

If the University determines it cannot honor a request for privacy, it will inform the complainant before any disclosure is made. The University will take whatever steps it deems necessary to protect the complainant and to ensure that information is available only to those who have a legitimate need to know. The University will make it clear to the accused party and others receiving information that any act of retaliation against the complainant will not be tolerated.

If your report of sexual misconduct involves alcohol use, will you be punished?

While the University does not condone violations of its policies, reporting incidents of sexual misconduct is of paramount importance. Thus, the University will not pursue disciplinary action against any person for possession or consumption of alcohol or drugs, when that possession or consumption is revealed in the course of a good faith report of sexual misconduct or other good faith statements made in connection with an investigation under this policy. Since an alcohol use violation cannot be completely overlooked, the University will provide referrals to counseling and may require educational options, rather than punishment, in such cases.

3. Confidential Assistance

Certain University personnel are able to provide assistance to victims of sexual misconduct on a confidential basis. These individuals are not required to convey information regarding sexual misconduct to the Title IX Coordinator or anyone else. Consequently, communications with these individuals do not put the University on notice of sexual misconduct. While these individuals may be able to provide assistance such as counseling or health care, notifying them will not trigger an investigation by the University or any disciplinary proceedings. Sources of confidential assistance include:

- **Counseling Center:** (662-254-3831) allows students to meet confidentially with mental health counselors. Additionally, the Counseling Center can provide a sexual assault advocacy, offering confidential assistance, including (1) explaining reporting options; (2) providing accompaniment and assistance in seeking medical care or police assistance; and (3) seeking other assistance without disclosing the victim's identity.
- **Student Health Center:** (662-254-3331) provides medical care, including emergency care, to members of the University community. Information shared with the Health Center staff, including information pertaining to sexual assault or other misconduct, is confidential.

As discussed above, the University may elect to confer confidential status to other employees consistent with applicable laws and regulations. If you are not certain whether an employee is required to report sexual misconduct to the University, please inquire with the Title IX Coordinator.

4. Anonymous Disclosure

Anonymous complaints of sexual misconduct or other unethical or unlawful behavior can be made through the MVSU Ethics Line, a comprehensive and confidential online reporting tool. You may use either of the following two methods to submit a report:

- Select the “**Make a Report**” link at the following website:
<https://secure.ethicspoint.com/domain/media/en/gui/31499/index.html> **OR**
- Dial toll-free, within the U.S., Guam, Puerto Rico and Canada: **877-310-0424**.

After you complete your report you will be assigned a unique code called a "report key." Write down your report key and password and keep them in a safe place. After **5-6** business days, use your report key and password to check your report for feedback or questions.

The MVSU Ethics Line is not a 911 or emergency service. If your situation involves any immediate threat, call 911 or the MVSU Police Department, not the Ethics Line. Further, the Ethics Line is not a substitute for reporting under this policy. While the University will take appropriate steps to address threats to safety or other ongoing problems identified by anonymous disclosures, its ability to respond, impose discipline, and/or accommodate the complainant normally will be significantly limited. Members of the community are therefore strongly encouraged to consider the other options for reporting listed in this policy.

5. Reporting to Law Enforcement Agencies

The reporting procedures in this policy are not intended as a substitute for reporting sexual misconduct to law enforcement agencies. Sexual misconduct may involve violations of the law. Members of the University community always retain the right to report sexual misconduct to the police. However, reporting to law enforcement is never required under this policy.

In an emergency, the MVSU and Greenwood Police Departments can be reached by calling 911. Non-emergency contact information for these agencies is as follows:

- MVSU Police Department 662-254-3478
- Greenwood Police Department 662-453-3311
- Leflore County Sheriff's Office 662-453-5141
- U.S. Department of Justice - Office of Civil Rights 202-514-4609

Reporting to the MVSU Police Department will trigger the responses outlined in this policy. Reporting to other law enforcement agencies will not trigger these responses unless and until that agency elects to share the information with University officials or until you make a report as outlined in this policy.

Making a report under this policy is independent of any criminal investigation or proceedings. Thus, you may report to the University, a law enforcement agency, or both. The University, in its discretion, may not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation or disciplinary proceedings. The University may take interim measures, if necessary, for the safety and security of the University community.

Individuals who bring reports of sexual misconduct to the University will be informed of their options for reporting to law enforcement agencies. If requested, the University will take reasonable steps to assist the individual in reporting to law enforcement.

While requests by reporting parties for non-disclosure of information to law enforcement will be carefully considered, there may be circumstances under which University officials must provide law enforcement with information, such as where disclosure is required by law or is necessary to ensure campus safety.

Prohibition on Retaliation

Retaliation against individuals who report sexual misconduct, or who cooperate with an investigation of alleged misconduct, whether conducted by the University or any law enforcement agency, is strictly prohibited. Retaliation is an independent basis for disciplinary action, regardless of the outcome of the underlying complaint. For purposes of this policy, retaliation includes any adverse action that would deter a reasonable person from reporting, testifying, or otherwise cooperating with an investigation or proceeding. Any such retaliation should be reported immediately to the Title IX Coordinator.

False Reporting

While the University recognizes the rarity of intentionally false reports of sexual misconduct, submitting a deliberately false report or providing false information in bad faith is prohibited under this policy and is grounds for disciplinary action. A report is made in bad faith when the person making it actually knew it was false or made it with reckless disregard for the truth. A report is not made in bad faith merely because an adjudicator finds an accused party not responsible.

Where a false report or statement has been made in bad faith, disciplinary action by the University against the person making it is not retaliation within the meaning of this policy. This exception applies solely to official disciplinary action by the University. It does not authorize other retaliation of any kind by any individual, department or organization, even where bad faith is found.

Investigation and Adjudication Procedures

All investigations and disciplinary proceedings concerning alleged sexual misconduct will be conducted in a prompt, fair, and impartial manner by individuals who have received appropriate training.

1. Initial Investigation

The Timeframe. Absent extenuating circumstances, the University will strive to conduct a full investigation of a complaint of sexual misconduct and adjudicate the complaint within sixty calendar days after receiving consent to proceed with an investigation from the complainant or within sixty calendar days of deciding to proceed with an investigation absent the complainant's agreement.

Interim Assistance. While an investigation is pending, the University will take reasonable interim steps to protect complainants. These steps may include, but are not limited to:

- Modifying class or work schedules as necessary;
- Making alternate housing or workplace arrangements;
- Addressing other academic or workplace concerns (e.g. assignments, leaves of absence, or withdrawal); and
- Providing additional and/or targeted educational programming and training.

The University may also issue orders prohibiting contact between the complainant, the accused, and/or any other member of the University community. While these accommodations are most commonly provided to complainants, the University may also make accommodations for the accused or any other person, where it deems them necessary for a prompt, fair, and impartial resolution. A written description of available accommodations and assistance will be made available upon request.

The Investigator. The Title IX Coordinator will select an appropriate person(s) to conduct the investigation and will explain the conduct procedures, including the difference between the administrative procedure and criminal reporting, the no contact order, remedial action, and confidentiality and privacy. In exceptional cases, an external investigator may be used. In all cases, the investigator will have received proper training on issues relating sexual misconduct and Title IX. The investigator may regularly consult with the Title IX Coordinator on the progress of the investigation and potential issues that require additional follow-up.

Initial Contact with the Parties. When an investigation begins, the Title IX Coordinator or a designee will schedule a meeting with the complainant. The complainant will be informed about the relevant provisions of this policy, the nature of the investigation, the availability of interim accommodations and assistance, the prohibition on retaliation, the right to report to law enforcement agencies, and the possibility of informal resolution where appropriate. The Title IX Coordinator or a designee also will communicate to the accused party the relevant provisions of this policy, the nature of the investigation, and forms of support or assistance available to him or her.

2. Procedures for Adjudication

The procedures for investigating and adjudicating complaints of sexual misconduct vary depending on the identity of the accused party. Where the accused party is a student, the procedures described below in part (b) will be used. Where the accused party is an employee, the procedures described below in part (c) will be used. In all cases where a student or employee is charged with sexual misconduct in violation of this policy, however, the following general rules in part (a) apply.

a. General Rules for Investigation and Adjudication

- i. All parties to a sexual misconduct investigation will have equal rights throughout the resolution process and will have an equal opportunity to present relevant witnesses and other evidence if a hearing is necessary.

- ii. Both the complainant and accused have the right to have a non-participating advisor present at any hearing or any meeting related to the investigation or adjudication. If this advisor is an attorney, please see the procedure located in the Student Code of Conduct, Due Process, page 76-77.
- iii. The complainant and accused will be advised of the charges, their rights and the hearing procedure at a pre-hearing conference.
- iv. Both parties will be given reasonable advance notice as to who will hear and adjudicate the matter, as well as the identity of any witnesses, and any other evidence to be presented at any hearing.
- v. The complainant has the right be present during the entirety of any hearing or can choose to participate by remote means at an off-site location.
- vi. The standard of proof for adjudicating any sexual misconduct charge is a preponderance of the evidence standard. In other words, the evidence must show that it is more likely than not that the alleged sexual misconduct occurred.
- vii. The complainant and the accused in a sexual misconduct complaint hearing will be allowed to question or provide information responding to any witness's testimony or other evidence presented during any hearing. However, the complainant and the accused in a sexual misconduct complaint hearing should not directly question or cross-examine each other during the hearing.
- viii. The complainant and the accused will be simultaneously informed, in writing, of the outcome of any disciplinary proceeding, the procedures to appeal the results, any change in the results that occurs prior to the results becoming final, and the time at which the results become final.
- ix. The Title IX Coordinator will oversee all investigations, hearings and disciplinary proceedings under this policy to ensure such proceedings comply with University policy and applicable law. All persons assigned to investigate sexual misconduct charges will have received proper training on issues related to sexual assault, sexual harassment, domestic violence, and stalking as well as proper methods for ensuring a prompt, thorough and fair investigation. All persons responsible for final adjudication of charges of sexual misconduct will have received proper annual training on the same issues, as well as proper methods of conducting hearings.
- x. If any party to a disciplinary hearing under this policy believes that any adjudicator or investigator has a conflict of interest that would prevent him or her from handling the matter fairly and impartially, they should communicate that belief to the Title IX Coordinator as early as possible, and in all events prior to any hearing. The Coordinator

will review the matter and take remedial action where appropriate, which may include assigning an alternate investigator or adjudicator. In rare cases, the Coordinator may determine that potential conflicts of interest or other factors warrant the appointment of individuals from outside the University community to investigate and/or adjudicate a charge of sexual misconduct.

b. Where the Accused Person is a Student

- i. Where the accused person is a student, adjudication proceedings will be conducted according to the general rules as set forth in the Student Code of Conduct. Where this policy contains additional requirements or conflicts with the Student Code of Conduct, this policy will control.
- ii. Cases involving alleged student-on-student sexual misconduct will be assigned to the Student Conduct Judicial Board.
- iii. No student shall sit on any Student Conduct Judicial Board or other board assigned to hear any charge of sexual misconduct.
- iv. In cases of alleged sexual misconduct, the right of appeal described in the Student Code of Conduct shall apply to both the complainant and the accused. Petitions for appeal will be reviewed by the Vice President of Student Affairs in consultation with the Title IX Coordinator and Executive Director of Residential Life and Student Conduct.

c. Where the Accused Person is an Employee

- i. Where the accused person is an employee, proceedings will be conducted according to the general rules of the Complaint Resolution Procedure set forth in the University's Human Resources Harassment Policy.
- ii. In cases where the accused person is an employee and the complainant is a student and/or a minor, review by the Director of Human Resources of the outcome and any disciplinary or other remedial action, as described in Human Resources Harassment Policy, shall be automatic and mandatory.

d. Where the Accused Person is neither a Student nor an Employee

- i. In some cases, a person accused of sexual misconduct may be someone other than a University student or employee. In these cases, the University normally will not have the ability to impose discipline directly under this policy. However, the University will take appropriate steps to ensure the safety of the complainant and others, which may include

without limitation steps to bar the accused person from campus, exclusion from university programs or activities, and/or referral to appropriate law enforcement agencies.

- ii. Nothing in this policy shall be construed as granting any accused person who is not a University student or employee any procedural or substantive rights in relation to the University's response to alleged sexual misconduct.

6. Possible Sanctions

Sanctions for violations of this policy must be determined based on the facts of each individual case. Sanctions are distinct from non-punitive interventions—such as no-contact orders or changes in housing assignments—which the University may impose to ensure the safety of community members. Sanctions may include, but are not limited to, one or more of the following:

- **Expulsion:** Separation of the student from the University whereby the student is never eligible for readmission to this University.
- **Termination of Employment:** Removal of an employee from his or her position with the University whereby the employee is not eligible for re-employment.
- **Suspension:** Separation of the student from the University, or temporary removal of an employee with or without pay, for a period of time.
- **Conduct Probation:** An official warning that the student's conduct is in violation of the Student Code of Conduct, but is not sufficiently serious to warrant expulsion or suspension. A student on conduct probation may face expulsion or suspension if found responsible for another violation. A student may also be ineligible to represent the University, and additional restrictions or conditions may be imposed depending on the nature and seriousness of the misconduct as specified in the sanction.
- **Loss of campus housing:** Removal from University housing for disciplinary reasons.
- **Community service:** An individual may have to complete a specified number of community service hours.
- **Restrictions:** The withdrawal of specified privileges for a defined period of time.
- **Reassignment:** Alteration of an employee's duties, work schedule, work location, or other terms of employment, which may or may not involve demotion or reduction of compensation.
- **Restitution:** A payment for financial reimbursement in cases involving loss of or destruction of property or deception.

- **Warning:** Formal reprimand of a student for actions violating the Code of Student Conduct, or a formal warning of an employee to be maintained in his or her employee records.
- **Educational Requirements:** A stipulation to complete a specific educational or training requirement related to the specific infraction. The provision will be clearly defined. Educational requirements may include, but are not limited to, completion of an alcohol or drug education course, an integrity course, remedial training on sexual misconduct issues, essays, reports, etc.

7. Informal Resolution

In some instances, a complainant may prefer to address sexual misconduct through informal means, such as mediation. Persons interested in informal resolution should communicate that request to the Title IX Coordinator.

If the complainant requests informal resolution, the University will make reasonable efforts to facilitate it. Informal resolution is strictly voluntary. No one, whether complainant or accused, will be compelled to participate in any mediation or other informal resolution. Further, informal resolution efforts always will be supervised by a properly-trained person, such as an administrator or counselor.

Informal resolution is never appropriate in cases of alleged sexual assault or physical violence. In addition, the University may determine that other claims are sufficiently serious that informal resolution would be inappropriate. In such cases, the matter will be resolved through formal adjudication. If at any point either party wishes to end informal resolution efforts, they should communicate that fact to the Title IX Coordinator and formal adjudication proceedings will begin. If after informal efforts have concluded, either party is not satisfied with the result, they should promptly communicate the same to the Title IX Coordinator and formal adjudication proceedings will begin.

Assistance and Support

The University is committed to ensuring that those who report sexual misconduct receive appropriate assistance. The Title IX Coordinator or a designee will inform complainants of their options during the initial investigation of a report, as outlined earlier in this policy, and will work with complainants to identify appropriate assistance and contact persons.

Additionally, to the extent feasible, the University will endeavor to provide reasonable accommodations to those who seek confidential assistance through the resources outlined in this policy. Options for assistance and support include:

Student Counseling Services

Students who have experienced sexual assault or other misconduct can receive both immediate assistance and longer-term counseling through the Student Counseling Center. Information shared

with Student Counseling Center staff is confidential, and will be relayed to University officials only with the express permission of the student. Counselors are trained to help students experiencing trauma related to sexual assault, domestic violence, harassment, and other misconduct.

To contact Student Counseling Center between 8:00 a.m. and 5:00 p.m., Monday through Friday, call 662-254-3831 or visit in person at Student Health Center Building.

University Health Services

The Student Health Center provides medical care to members of the University community. Information shared with Health Center staff, including information pertaining to sexual assault or other misconduct, is confidential. To contact the Student Health Center between 8:00 a.m. and 5:00 p.m. on Monday through Friday, call 662-254-3331. For after-hours medical advice, and for medical emergencies, **call 911**.

Training, Education and Awareness

The University's policy is to provide ongoing training and education to all students and employees on the provisions of this policy and their duties under it. Training and education programs will include, without limitation:

- A clear statement of the University's prohibition of sexual misconduct, including sexual assault, dating violence, and stalking.
- Information designed to enhance awareness of rape, acquaintance rape, domestic violence, dating violence, and stalking.
- Information on the definition of consent.
- Information on bystander intervention strategies to safely prevent harm where a threat of sexual misconduct exists.
- Information on risk reduction, recognizing signs of abusive behavior, and avoiding potential attacks.

The Title IX Coordinator and the Office of Student Conduct will oversee and monitor the University's training and education efforts to ensure their adequacy for these purposes and their compliance with applicable laws. For information on training, education, and awareness programs available at MVSU, please contact the Title IX Coordinator or the Office of Student Conduct.

Recordkeeping, Disclosures and Confidentiality

No information derived from proceedings under this policy shall be released except as permitted or required by law and University policy. As discussed above, in the context of an investigation

under this policy, information will be disclosed only to those individuals with a genuine need to know.

Clery Act Records and Notifications

Under the Clery Act, the University is required to maintain records and report annually on certain offenses occurring on campus. Clery reports do not, however, include the names or any other identifying information about the persons involved in any incident.

If a report of sexual misconduct discloses an immediate threat, the University may issue a notification to protect the health or safety of the community. The University may also share non-identifying information about reports received in aggregate form, including data about outcomes and sanctions. At no time will the University release the name of the complainant to the general public without the express consent of the complainant or as otherwise permitted or required by law.

FERPA Privacy Protections

Under the Family Educational Rights and Privacy Act (FERPA), identifying information about a complainant, respondent, or reporter who is a student will not be disclosed to third parties unaffiliated with the University, except in response to a lawfully issued subpoena or court order, or as otherwise required or allowed by law.

However, if in connection with a University investigation of alleged sexual misconduct, an accused party requests to view records relating specifically to the accused party, the University may be required to grant the request. In such cases, the University will redact all personally identifying information to the extent permitted or required by law.

Incident reports prepared by the University Police Department may be considered public records under the Mississippi Public Records Act (MPRA) and may not be protected by FERPA. This means the University may be required to make them available for inspection upon request. All such requests must be made pursuant to the University's Public Records Request Procedure and reviewed by the Office of General Counsel. To the extent any incident report is subject to disclosure, the University will redact the victim's personally identifying information to the extent permitted by law.

Coordination with Other Policies

Employee-Student Relationships

The University encourages personable relationships on a "professional" level between its employees, faculty, staff and students. The learning environment is enhanced when students feel that employees, faculty and/or staff members are approachable and ready to help with their individual educational needs.

However, for the protection of the University, its employees and students, all employees, faculty and staff members should avoid contact and/or relationships with students for any reason unrelated to the curriculum process or educational purposes of the University. To avoid the potential for

creating problems within the University community and mitigate the potential exposure, all employees, faculty and staff members should strive to:

- limit one-on-one contact with a student outside the learning environment;
- avoid purely personal communications (phone calls, e-mails, text messages, etc.) and/or questionable situations where the faculty or staff member's integrity and/or reputation may be compromised;
- do not schedule a private meeting with an individual student off campus.

Non-Discrimination and Anti-Harassment

As discussed above, harassing conduct in the workplace may violate both this policy and the Harassment Policy.

- When reporting workplace harassment that does not involve sexual assault or other violence, employees should follow the reporting procedures contained in the Human Resources Harassment Policy:
https://www.mvsu.edu/sites/default/files/Employee_Handbook_01.04.16.pdf (p. 42). Alternatively, if workplace conduct does involve sexual assault or other violence, employees should follow the procedures in this policy. To simplify matters, in either case, reporting to the Title IX Coordinator or the Human Resources Director is both sufficient and recommended.
- Where this policy differs from Human Resources Harassment Policy, or imposes additional requirements, this policy will control.

Termination of Employment

- Where termination proceedings are based on a violation of this policy, both the procedures herein and in the Human Resources Harassment Policy will apply. Where the two policies differ, this policy will control.
- Nothing in this policy limits the grounds upon which a person's employment with the University may be terminated. Under certain circumstances, sexual behavior that does not meet the definition of sexual misconduct under this policy may nonetheless provide cause for termination or other discipline. The procedural steps outlined herein apply only where an employee is charged with a violation of this policy.

Student Code of Conduct

- To the extent the provisions of this policy differ from those of the Student Code of Conduct, this policy will control in cases of alleged sexual misconduct.

Questions About Sexual Misconduct Policy

- Anyone with questions about the provisions of this policy should contact the University's Title IX Coordinator, **Lloyd Dixon, Title IX Coordinator**. Email: ldixon@mvsu.edu; Phone: 662-254-3121.

Family Educational And Privacy Act (FERPA) Policy

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

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

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

Students must inform the Office of Student Records/University Registrar in writing if they refuse to permit the University to release directory information about them without specific prior consent. Such a decision may result in a student's name not appearing in the:

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

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

FERPA guarantees its rights to individuals who have reached the age of 18 or who attend a postsecondary institution. All colleges and universities are postsecondary institutions. MVSU will not permit the parents or legal guardians to inspect the student's record unless the student has stated in writing to the Director of Student Records/University Registrar that the records may be released or opened for inspection. However, if the parents are supporting the student – that is, if the student is a dependent as defined by the Internal Revenue Code – then the University may choose to disclose the records to the parents.

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

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

Rights of Inspection

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

Education Records: Definition

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

1. Records of instructional, supervisory, and administrative personnel, and ancillary educational personnel, which are in the sole possession of the maker, are not accessible or

revealed to any other individual except a substitute who may temporarily perform the duties of the maker.

2. Records of a law enforcement unit of the University, which are maintained separate from Education Records, are maintained solely for law enforcement purposes, and are not disclosed to individuals other than law enforcement officers of the same jurisdiction, provided that Education Records of the University may not be disclosed to the law enforcement unit.
3. Records relating to individuals who are employed by the University which are made and maintained in the normal course of business relate exclusively to individuals in their capacity as employees and are not available for another purpose. **Note: employment records of persons who are employed solely as a consequence of college attendance, (i.e. teaching/graduate assistants, work-study students, and student interns) are education records.**
4. Records created and maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in a professional capacity, (i.e. such as student health records), to be used solely in connection with the provision of treatment to the student and not disclosed to anyone other than for treatment purposes, provided that records may be disclosed to a physician or professional of the student's choice.

Note: treatment in this context does not include remedial education activities or other activities, which are part of the program of instruction at the university.

5. Records of an institution which contain only information relating to a person after that person is no longer a student at the institution; i.e., accomplishments of alumni.

Persons Protected

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

Consent Provisions

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

1. "School officials" who have a "legitimate educational interest," as defined on the previous page.

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

With respect to Items 2 and 3 above, the student shall be entitled to receive a copy of any disclosed Education Record upon request.

Institutional Record of Disclosure

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

Re-disclosure of Student Records

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

Authorization for re-disclosure without consent as permitted by law may be given to a person or party designated in the section titled

“Consent Provisions” on previous page, provided such authorization includes a record of:

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

Such re-disclosure must be on the conditions set forth in the first paragraph of this section.

Change of Information

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

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

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

Questions or concerns about the privacy of students’ education records or these procedures may also be brought to the attention of the Director of Student Records/University Registrar located in the William Sutton Administration Building, First Floor, Suite 180 – 181, or by calling 662-254-3321.

Free Speech and Peaceful Assembly Policy

MVSU acknowledges and protects the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution. “Peaceful assembly” is defined as any purposeful gathering on campus, in or outside a University building or facility, by one or more persons whose conduct is peaceful and is in accordance with University rules, practices, and laws. Peaceful assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-in, rallies, protests, and similar meetings or gatherings that do not threaten or violate policies and rules, interfere with the conduct of University business, regular schedules or events, infringe on the rights of others, endanger the health and safety of others, or that damage or destroy property. Any act by student demonstrators that interferes with the rights of others, disrupts or impairs the normal

functioning of the University, damages or destroys property, or impairs health and safety is grounds for suspension or dismissal from the University.

Procedure for Arranging Peaceful Assembly

Reasonable time, place, and manner restrictions will be enforced. However, the enforcement will not depend, in any way, on the subject matter involved in an expressive activity. Persons planning or initiating such assemblies to be conducted on the University's campus are requested to identify their groups and to state their purpose in advance in Student Leadership & Engagement office seven days in advance in order to make adequate arrangements for safety and security and to ensure the space desired is available. Areas may be reserved, if available, for the accommodation of such assemblies.

Otherwise, the following guidelines must be met:

1. Traditional public forums include the University's public streets, sidewalks, and similar common areas. These areas are generally available for expressive activity, planned or spontaneous, for the individual or small group at any time without the need for reservation or prior approval.
2. Designated public forums include other parts of the campus that may become temporarily available for expressive activity as designated by the University. Examples include parking lots, pavilions, and athletic fields.
3. Non-public forums are areas that are not traditional public forums or designated public forums. These locations will be restricted to use for their intended purpose and are not available for public expressive activity. Examples include, but are not limited to, classrooms, residence hall rooms, faculty and staff offices, academic buildings, administration buildings, medical treatment facilities, libraries, research and computer labs, and private residential housing on campus. Additionally, security considerations may affect the availability of spaces that would otherwise be available.

Guidelines

1. Registered University organizations and University departments may display signs and banners at designated locations on campus. For information regarding these designated locations, contact the Director of the Student Leadership & Engagement office located in the Student Union Building.
2. Literature can be distributed in public forums. However, the party distributing the literature is responsible for cleaning up any discarded paper and restoring the campus to its previous condition. Literature may not be distributed in non-public forums.
3. No amplification equipment may be used.
4. Use of campus land is permitted on a temporary basis.
5. Flyers may be placed on open bulletin boards inside or outside University buildings only with permission from the Office of Student Leadership & Engagement.
6. No activity will be permitted that blocks access to University buildings, streets, sidewalks, or facilities, defaces property, injures individuals, unreasonably interferes with regular or authorized University activities or functions, or disrupts the free flow of pedestrian or vehicular traffic.
7. Private business or commercial solicitation on campus is generally prohibited.

8. Demonstrators refusing to vacate such premises when directed by the instructor in charge or by authorized staff are subject to immediate disciplinary action and arrest under applicable city and state laws.

Distribution of Literature on Campus

Distribution of noncommercial literature, pamphlets or leaflets on campus, or within buildings located on University-owned property, however, is restricted as follows:

1. Distribution of literature in University-owned buildings by individual students or registered organizations recognized by the University is permitted only with prior written approval from the Office of Student Leadership and Engagement.
2. Literature may not include materials which are libelous, obscene, or which encourage the violation of federal, state or local laws.

Distribution of commercial literature and leaflets created by organizations or individuals not recognized by the Office of Student Leadership and Engagement or the University is not permitted on University-controlled property without the approval of the Office of Student Leadership and Engagement.

Use of University Facilities

1. Scheduling events and activities is done on a first come/first served basis and is based upon the Master Calendar held and approved by the Office of Student Leadership and Engagement. Event planning forms may be obtained from the Office of Student Leadership and Engagement. Reservations for food service should be made with the University's contracted food service vendor, Thompson Hospitality.
2. Food is not permitted in the lounges or study rooms.
3. Groups reserving space in University facilities shall be responsible for the behavior of their members and guests.
4. Individuals or groups shall be responsible for any negligent damage of any University property and damages shall be charged to the individual or groups using the facility at the time damages occur.
5. The University is not responsible for any articles lost in its facilities.
6. No student organization, group, or student shall remain in a facility after it is officially closed.

Use of Institutional Name

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

Advertising

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

1. All publicity must reflect good taste and cannot be misleading in purpose or content. While the names of commercial sponsoring groups or brand names may appear on organizational advertising, they must be of secondary importance and not the main theme

- of the advertisement. When sponsors are used, approval must be obtained from the Office of Student Leadership and Engagement.
2. Publicity encouraging the consumption of alcohol is prohibited.
 3. Signs and other publicity may be placed only on bulletin boards. They may not be attached to interior walls, doors, overhangs, exterior walls, fences, utility poles, waste receptacles, signs, signposts, trees, or shrubbery.
 - a. Posting materials in the Residence Hall is permitted only with the advance approval of the Office of Residential Life or the Residence Hall Director at the time, place, and manner they designate.
 - b. All materials must clearly identify the organization or person responsible for posting the advertisement.
 - c. All materials must be removed within 24 hours following the event advertised.
 4. Failure to meet these specifications will result in the removal of all materials and possible disciplinary action.

DIVISION OF STUDENT AFFAIRS

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

Student Affairs is comprised of a team of professionals who perform a wide variety of services dedicated to the mission of the University, and it consists of the following offices and departments: Vice President for Student Affairs, Executive Director of Residential Life and Executive Director of Residential Life and Student Conduct, Campus Violence Prevention and Intervention, Career Services, Counseling Services, Intramural and Recreational Sports, Health Services, Student Leadership & Engagement, Community Service and Service Learning, University Police, University Bands, and the Upward Bound and Student Support Services Federal Trio Programs. **The main office for Student Affairs is located in the H.G. Carpenter Building, and the office staff can be contacted at 662-254-3636.**

Residential Life

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

As members of a residential community, students are expected to respect the rights of others within the community. Residents are free to make decisions and impact their residential environment through involvement in educational and programming efforts. However, with that freedom comes

responsibilities. Residents will be held accountable for their actions and decision, as well as for the actions of their guests. In striving to provide an environment for all residents to study, sleep, and interact, it is expected that students will become familiar with and abide by the policies and procedures set forth in the Student Handbook.

Students who wish to apply for student housing must be first admitted to MVSU and complete a Housing Application/Contract. The Residential Life Application/Contract must be accompanied by a non-refundable application fee of seventy-five (\$75.00) (for first time and transfer students only) before a student is assigned a room. All students are required to be registered full-time (12 hours for undergraduates and 6 hours for graduates).

Room Entry & Search

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

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

Definitions

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

Conditions for Room Entry

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

- A clear indication that established conduct standards, health, and/or safety regulations are being violated.
- A student's room may be entered to perform maintenance and general repair or servicing.
- A student's room may be entered in cases of imminent danger to health or safety.

- When fire drills are in progress, the residence hall staff must inspect rooms to ensure that the hall is vacated.

Procedures for Room Entry

1. The Residence Hall Director (RHD) will knock and identify him/herself. Following the knock, the (RHD) will allow the occupant or occupants the opportunity to open the door. This provision shall also apply to maintenance personnel.
2. If it becomes necessary for authorized University personnel or their agents to enter a room when the occupant or occupants are not present, the student will be notified of the entry and the reason for the entry. Every attempt will be made to give students advance notice of improvements and repairs to the rooms. In emergency situations where imminent danger to life, safety, health, or property is reasonably feared, entry will be made without advance notice.
3. To ensure privacy of occupants when entering a student's room, other students or individuals will not be allowed to enter the room in the absence of the occupants.
4. Students who feel the above policy is not being properly exercised should report directly to the Executive Director of Residential Life and Student Conduct in writing within 10 days of the actual occurrence.

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

- Full-time professional members of the residence hall staff, excluding clerical personnel and resident assistants.
- Residence Hall Director and/or Executive Director of Residential Life and Student Conduct.
- Full-time members of the maintenance staff of Facilities Management.
- Non-University personnel contracted to perform maintenance or repair services on behalf of residence life or Facilities Management.
- In the absence of the Residence Hall Director, a Resident Assistant along with a member of MVSU University Police Staff may act in cases of immediate and clear emergency regarding health and safety. Other cases should be referred to the Director of Residential Life.
- Residence hall staff and MVSU University Police cannot enter student's room without "reasonable cause".

Conditions for Room Search

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

- A clear indication that the established Student Code of Conduct or health and safety regulations are being violated.

- An emergency that makes it necessary for a staff member to search a room for particular items, such as a discarded sleeping pill bottle or a particular telephone number or address. In an emergency situation, a formal search permit will not be necessary.

All residence halls are managed by a Residence Hall Director, with the staff support of Residence Hall Monitors, and Resident Advisors. The following halls are available for residence on campus:

Female Residence Halls

New Women Hall
Magnolia Hall
Clara T. Reed Hall
William J. Stewart Hall
Valley Annex

Male Residence Halls

New Men Hall
Mapluma Ratcliff Hall
John A. James Hall
Valley Annex

Violation of the following policies is subject disciplinary action by the Judicial Board:

Fire Alarms and Fire Drills

Each residence hall is equipped with a fire alarm system. If the fire alarm should sound, everyone must leave the building immediately, according to the hall's fire evacuation plan. No one may reenter the building without the authorization of the Residence Hall Director and the Chief of the local Fire Department.

Guests/Hosts

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

1. Guests are subject to the same rules and regulations as their host, and the host has the responsibility for informing the guests of all rules, regulations and expectations in advance.
2. The host assumes responsibility for the behavior and activities of his/her guests.
3. Guests must leave the building when instructed by a staff member.
4. During the course of their visit, guests are expected to behave in a way that positively contributes to the residence community, showing respect and consideration for others and for property.
5. Students living in residence halls who wish to have an overnight guest will consult their roommate(s) in an effort to maintain positive community relations, then obtain permission from the Residence Hall Director at least four (4) days prior to the overnight stay.

6. There are no overnight accommodations in any University residence hall for guests of the opposite gender.
7. Children are not permitted to reside in the Residence Halls.
8. Children are not allowed in the Residence Halls without the written consent of the Director of Residential Life, and they must be escorted and supervised at all times.

Quiet Hours and Social Courtesy for Others

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

- Sunday through Thursday: Quiet hours must begin no later than 8:00p.m. and continue until at least 10:00 a.m.
- Friday and Saturday: Quiet hours must begin no later than 10:00p.m. and continue until at least 11:00 a.m.
- Twenty-four hour quiet hours are in effect at all times during final exam periods. These quiet hours will begin at 9:00 p.m. the last day of classes and continue until the residence halls close at the end of the semester.

Courtesy hours, defined as hours of reasonable quiet, are to be maintained at all times. During courtesy hours, residents are expected to keep noise at a level which will not disturb neighboring residents, including those living on other floors. The use of sound producing equipment at a volume or in a manner that disturbs other residents, whether during quiet or courtesy hours, is not allowed. Sound from such equipment must not be audible outside the resident's room. In addition to mechanical sounds, human sounds such as loud talking, laughing, screaming, yelling, running, etc. are not allowed. Failure to comply after two warnings may result in the confiscation of equipment by residence hall staff.

Repeated disregard for the noise level by use of sound equipment may result in the removal of the equipment from the student's room for the remainder of the semester or academic year. Persistent violators may also be subject to judicial review by the Residence Hall Hearing Board and the Director of Residential Life. The following constitute, but are not limited to, residential hall violations that are subject to disciplinary procedures outlined in the Student Code of Conduct:

Overnight Guest(s)

While students may have an overnight guest(s) of the same sex, the guest(s) must observe the same hours and rules as their host. Overnight guests of the same sex are permitted any night, but residents are encouraged to limit visits of overnight guests to weekends. A guest is the responsibility of his/her host and the host will be held responsible for any misconduct of his/her guest(s). All guests must be at least 16 years old and of the same sex as the resident hall student. Each guest is allowed to stay one night during the week and two nights on the weekend. No more than three (3) nights are permitted. Residents are not

permitted to house unauthorized or prohibited persons in their room. Prohibited persons may be described as unregistered visitors, persons who have been denied campus housing as a disciplinary action, or children under the age of 16.

Signing In and Out

Failure to sign in or out of the residence halls.

Smoking

Smoking is not permitted in any University facility. This regulation will be enforced by all appropriate means, as MVSU is a SMOKE FREE campus.

Subleasing/Unauthorized Resident

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

Tampering with Safety/Emergency Equipment

The unauthorized use, abuse, or interference with fire protection equipment, fire fighting personnel, or emergency warning devices is prohibited, as it may result in death, injury or substantial property damage. It is critically important that all fire protection equipment be in its place and in proper working condition to ensure the safety and welfare of the members of the residence hall community.

Unauthorized Parties/Gatherings

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

Unauthorized Use of Emergency Doors

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

Unauthorized Visitation

Unauthorized visitation beyond the lobby of a residence hall (including overnight stay) by a person of the opposite sex.

Unauthorized Withdrawal and Cancellation

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

The Office of Residential Life is located in the Student Union Annex Building, and can be reached at 662-254-3590.

Center for Counseling and Student Development

The MVSU Counseling Center is a viable inter-campus agency responsive to the academic, psychological, and social challenges of today's students. The center is designed to assist students in identifying their

potential while gaining maximum experience from their University education. In keeping with MVSU's mission, the Counseling Center provides assistance to students in clarifying and realizing educational, career, and personal goals. The primary mission of the Counseling Center is to provide counseling and related services to students at the University. Students are assisted in working through social, emotional and academic issues so that success can be attained during their matriculation at MVSU. Counselors are on hand to provide individual and group counseling, crisis intervention, and referrals to outside agencies, if needed. Their goal is to alleviate distress and promote healthy functioning by providing short-term counseling sessions designed to help students resolve their concerns. All sessions with counselors are strictly confidential and no information will be released without the student's written consent. **The Counseling Center is located in the Student Health Center Building, and the staff can be contacted at 662-254-3831.**

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 to assist in the acquisition of a full-time job, internship, or a post-baccalaureate degree. We offer a variety of career development assistance that includes career assessments, choosing a major, resume and cover letter writing, graduate school advising, employment referrals, professional etiquette and mock interviews. The CSC also coordinates an on-campus recruiting program that includes employer information sessions, student union information booths, classroom presentations, and on-campus interviews. We host annual recruitment fairs, including Graduate and Professional Schools 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. **We invite you to take advantage of the services and opportunities available through our office, which is located in the H.G. Carpenter Building and at 662-254-3440.**

Health Services

As the administration of the University is committed to taking every reasonable precaution to provide a safe and healthy environment on campus, the Student Health Center provides general health care for the MVSU student body. All students (especially those with known illnesses) are encouraged to complete a Medical History Form for filing at the Student Health Center. Any illness or injury that occurs in the residence halls should be immediately reported to the Residence Hall Director or other Residential Life personnel on duty. The Residence Hall Director should then report the injury or illness to the healthcare providers of the Student Health Center. After 5:00pm, the Residence Hall Director should contact Med Stat EMS (#911) if an emergency exists, and MVSU Police should also be notified at 662-254-3478/3479. For non-emergency injuries or illnesses, the Residence Hall Director should encourage the student to go to the Student Health Center or to the Greenwood Leflore Hospital Emergency Room for further evaluation and treatment.

Any student found to have a communicable disease is encouraged to inform the healthcare providers at the Student Health Center in order to receive the necessary care, advice, treatment and/or counseling. Emergency transportation is provided by MedStat EMS, Inc. 662-455-4700. Emergencies can be reported to MVSU Police Department at 662-254-3478 after calling MedStat EMS.

The University does not provide or arrange transportation for non-emergency needs such as doctor appointments, health department visits, non-emergency visits to the emergency room, therapy sessions, dentist visits, medical clinic visits or other medical specialist. As well, the University is not responsible for medical bills incurred from students who require external medical service from medical providers and agencies, and it does not provide insurance coverage for the general student body. However, when student athletes are injured in a sports practice or game event, insurance coverage is provided for the sports related

injury. This does not include pre-existing illnesses and medical conditions, only sports related injuries and conditions.

The Student Health Center is staffed with two registered nurses and a physician. Operation hours are Monday through Thursdays from 8:00am to 5:00pm; Fridays from 8:00am to 4:00pm. The Student Health Center is closed on weekends and holidays. The physician is available in the Student Health Center six (6) hours a week. The physician's hours are Mondays from 7:00am to 8:00am; and Thursdays from 12:00pm to 5:00pm; or until all waiting students have been seen for service. **The Health Center is located in the Student Health Center Building, and the staff can be contacted at 662-254-3331.**

Office of Student Conduct

The Office of Student Conduct works with the University community to educate students about their rights and responsibilities as stated in the MVSU Student Handbook and the Student Code of Conduct. Our mission is to support the University's educational mission and goals by promoting a just, safe, orderly, and positive University climate through behavioral standards, disciplinary processes, training, and intervention efforts.

The Student Conduct office is committed to providing a fair and educational process that fosters the highest standards of behavior while promoting a safe environment that respects the rights of all students. Our disciplinary process allows individuals the opportunity to learn from their mistakes, while at the same time protecting the rights of all members of the University community.

The goals of Student Conduct are as follows:

- To facilitate a process that promotes student development by challenging and supporting students owning individual responsibility;
- To use educational strategies and disciplinary counseling as a catalyst for self-understanding and personal growth;
- To enforce a system characterized by accountability, compassion, and increased civility; and
- To improve the effectiveness of the Student Life Judicial Process.

The Office of Student Conduct can be reached at 662-254-3636.

Intramural-Recreational Sports

Intramural & Recreational Sports provides campus-wide, year-round programs and services to meet the needs of students interested in physical recreation. Athletic competition fosters personal development, enhances academic productivity, and enriches the quality of life for students by providing excellent recreational programs, fitness services, and facilities to a diverse campus community. 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, cross-country, basketball, bowling, volleyball, swimming, badminton, softball, golf, tennis, billiards, track and field, chess, weightlifting, and horse shoes. Through the Intramural & 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. **The Intramural-Recreational Sports office is located in the Harrison Complex, Room 70. Staff may be reached at 662-254-3552.**

Office of Student Leadership and Engagement

Student Leadership and Engagement (SLE) is located in the Jacob Aron Student Union on the west side of the campus, and it is the hub of informal student activity. The Student Union houses the Post Office, University Bookstore, conference/seminar rooms, snack bar, Mondo Subs, The Print Shop, Office of

Student Leadership and Engagement, game room, meeting rooms, beauty and barber shop, and bowling alley, and a formal ballroom called the Royal Room.

SLE Registered Student Organizations (RSOs)

The SLE office has oversight of student organizations which are a valuable asset to the MVSU campus. Students are encouraged to become active in at least one organization, and there are over 50 active RSOs. The Office of SLE maintains the current constitution, as well as a roster of all active members. Each semester, a current publication of all RSOs is disseminated throughout the campus. A variety of student organizations exist on the MVSU campus. They include special interest groups, departmental, academic, professional associations, social and service sororities and fraternities, residence hall councils, honor societies, sports and booster clubs, and entertainment and communication groups. Other activity groups, which are open to all eligible students for membership include the Student Government Association, Inc., University Band, Choir and University Ambassadors.

Categories of SLE RSOs

The Office of SLE maintains current information on each RSO, such as purpose, officers, advisor(s), and an active membership roster. A list of all current RSOs is updated and published each semester for the following:

- Governing Organizations (i.e., Student Government Association, Pan-Hellenic Council)
- Special Interest Organizations
- Departmental/Academic/professional Organizations
- Social Fraternities/Social Sororities
- Residence Hall Councils
- Honor Societies
- Sports/booster Clubs
- Entertainment/Communication Organizations
- Religious Organizations
- Service Organizations

Requirements for Officers of SLE RSOs

The minimum University requirements for officers (elected, selected, or appointed) of student organizations are:

- Continued enrollment in at least 12 hours of course work at the University
- Must maintain a cumulative grade point average (GPA) of (2.50) based on a 4.00 scale. When, and if, any officer in an RSO changes for whatever reason, it is the responsibility of the Primary Advisor to update the registration form in the Office of SLE.
- No action of disciplinary probation or suspension during the previous and current academic year

Additional Requirements for SLE RSO Members and/or Officers

Student organizations may have additional requirements for officers, i.e., Mr. and Miss MVSU and Student Government Association officers (see SGA Constitution), and the MVSU Pan Hellenic Council. They may also set additional requirements, as they deem necessary, after consultation with the Director of Student Leadership and Engagement.

SLE Student Union Board (SUB)

The SUB assists the Office of SLE in developing and implementing social, cultural, entertainment, recreational and educational campus activities. **SLE staff members may be reached at 662-254-3526.**

University Police

MVSU 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.

Permanent identification (I.D.) cards are issued at the University Police Department to students matriculating at the University and to faculty and staff. This card is the student's official University identification and must be in his/her possession at all times. The I.D. card is validated each semester. It is the property of the University and must be surrendered upon request. It becomes void upon withdrawal and must be returned to the Office of Student Records/Registrar Located in the Sutton Administration Building. Loss of an I.D. card should be reported promptly to the University Police and the Office of Fiscal Affairs, so that a new card may be prepared. A fee of \$20.00 is charged for the replacement of an I.D. card. **If you need to contact the Office of University Police, please call 662-254-3138.**

Federal TRIO Programs

The Federal TRIO Programs (TRIO) are outreach and student services programs designed to identify and provide academic enrichment services for individuals from disadvantaged backgrounds. TRIO includes eight federal programs targeted to serve and assist low-income individuals, first-generation college students, and individuals with disabilities to progress through the academic pipeline from middle school to post-baccalaureate programs. MVSU currently supports the functioning of 2 TRIO Programs: Student Support Services and Upward Bound.

Student Support Services - The Student Support Services Program is designed to provide supportive services to eligible students (academic, career, and personal) which will enhance their skills and increase their retention and graduation rates. The program fosters an institutional climate supportive of the success of undergraduates who are first generation, low income, or who have a disability. Serving 200 MVSU students selected for the program, Student Support Services includes educational, social, and cultural activities in a motivational and highly supportive network. **The Student Support Services program staff can be reached at 662-254-3473.**

Upward Bound - Upward Bound is designed to improve the academic performance and increase the educational motivation levels of 160 low-income high school students who have the potential to become the first in their families to attend a college or university. The program's goals include providing academic support that will help the participants successfully complete their secondary school programs and helping them to enroll in an institution of higher learning. Upward Bound services and activities serve as an educational foundation upon which students can grow academically, mentally, physically, socially, and emotionally in order for them to properly adjust to an educational program. Services are provided in the form of academic and enrichment classes, counseling, cultural activities, seminars, and workshops. **For additional information about Upward Bound, please call 662-254-3632.**

Community Service Learning

The University's motto is "Live for Service." It clearly defines the role that the Department of Community Service Learning plays in developing collaborative partnerships with various constituents and agencies to provide opportunities for our students to develop an understanding and awareness of the importance of

community and civic engagement, along with responsible citizenry.

Community Service Learning's MISSION is intended to support the development of MVSU's service learning programs and community service requirements that benefit both the community served and the students who serve. We take our mission seriously and work to ensure that our students have excellent opportunities to pursue learning that reveals the truth, promotes compassionate service, and enhances their desire to participate in the creation of a more just and humane world. **For more information about how you can gain community service learning experience, call 662-254-3921.**

University Bands

The MVSU Band Program develops outstanding musicians through the medium of quality music designed for marching, concert, and small ensembles. Specifically the Mean Green Marching Machine, Pep Band, and Symphonic Band report into the Division of Student Affairs. These programs aid in the social growth of its members, promoting good character and citizenship, and providing opportunities for community outreach and growth in leadership. The directors and staff foster excellence in academic and musical achievement, and prepare students to function successfully in a highly global, technical, and musical twenty-first century society.

Since its founding, the Office of University Bands has held an important place in the life of MVSU, and throughout the state of Mississippi. It has furnished music for athletic events, pep rallies, special university functions, and has presented concerts of a cultural, educational, and entertainment value to students, faculty, and the local community. **For more information, contact the band staff at 662-254-3490.**

Campus Violence Prevention and Intervention

The Campus Violence Prevention & Intervention Program was created with federal funding provided by the Office on Violence Against Women Campus Program. The goal of this program is to prevent the occurrence of sexual assault, domestic and dating violence and stalking on the campus of MVSU and its surrounding community. The Campus Violence Prevention & Intervention Program takes a coordinated community approach that enhances the safety of all survivors and provides victims services and support.

Services provided in the Office of Campus Violence Prevention & Intervention Program include:

- Referrals to campus and community resources to assist victims of power based relationship violence, sexual assault and stalking.
- Training for faculty, staff, law enforcement/campus safety officers, and students in the Leflore County community, in the area of domestic and dating violence, sexual assault and stalking.
- Targeted prevention training to campus organizations including clubs, fraternities and sororities, and athletics.
- Bystander intervention training to the campus community.

To learn more about the Campus Violence Prevention and Intervention office, please contact 662-254-8406.

DIVISION OF ACADEMIC AFFAIRS

The academic resources, support, and regulations published in this handbook are intended to give a synopsis of institutional policies and resources for students. Changes may be made at any time, but are designed to promote the best interest of the students and the University. While the University makes every effort to provide academic recourses and support for its students, it is the responsibility of the student to know their standing in reference to policies, regulations, and

standards of the University and their department. All students admitted are held accountable for the following policies and guidelines as outlined.

Academic Year

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

Academic Class Load

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

Academic Probation/Suspension

MVSU enforces standards of Satisfactory Academic Progress (SAP) as it relates to academic standards. Students who do not successfully complete courses are not considered to be making satisfactory academic progress and therefore, are given academic probation or suspension status based on the SAP policy as listed below.

Minimum Cumulative Grade Point Average (Bachelor's Degree)

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

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

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

A student who is academically suspended from the University at the end of the spring semester may earn re-admission on probation by attending the University's summer session immediately following the dismissal and by earning the minimum grade point average, based on his/her classification or earned credit hours. SAP for students attending the summer session is monitored at the end of the summer session. At the end of the summer session, a grade point average of at least 2.50 must be earned in at least six semester credit hours of course work. Please also review the Financial Aid Probation and Suspension Policy regarding SAP for more information (<https://www.mvsu.edu/prospective-students/financial-aid-programs/policies-and-procedures/standard-of-satisfactory-academic>).

Change or Declaration of Major

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

Change of Class Schedule

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

Class Attendance

Regular and punctual attendance is required in all credit generating classes and activities. Students must comply with class attendance policies set by individual faculty members and complete all work required for each course. Faculty members are obligated to notify students, in writing, at the beginning of each semester of the policies and procedures on absences and makeup work. When students must be absent from class, they are required to make arrangements satisfactory to the

instructor with regard to work missed. When students know in advance that they will be absent from class, instructors should be notified and arrangements made to secure assignments.

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

Classification of Students

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

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

Academic Grievance Procedures

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

Disputing Grades

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

1. The student should discuss the disputed grade with the instructor of the course no later than the end of the third full week of classes of the semester following the receipt of the final course grade. This discussion should normally take place during the instructor's posted office hours.
2. If the dispute is not resolved in step one, the student should request a meeting with the Chairperson of the department offering the course. The instructor of the course will also attend the meeting.
3. If the dispute is not resolved in step two, the student should request a meeting with the Vice President for Academic Affairs, the instructor of the course, and the instructor's Chairperson. The decision of the Vice President for Academic Affairs is final and no further appeal is possible.

Other Academic Grievance

A student may have a grievance against an instructor which goes beyond a dispute over the grades received on a course. Such grievances might involve allegations that the instructor is harassing students, practicing extortion, not meeting his/her classes or is generally incompetent. For such non-grade oriented grievance, the following procedure should be followed until the problem is 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 be present at the meeting, but a follow-up meeting will be scheduled with the instructor and the Chairperson.
3. If the grievance is not resolved in step two, the student should request a meeting with the Vice President for Academic Affairs. The Vice President for Academic Affairs will schedule a follow-up meeting with the instructor and the instructor's Chairperson.
4. If the grievance is not resolved in step three, the student should request a meeting with the President. The President will schedule a follow-up meeting with the instructor, the instructor's Chairperson, and the Vice President for Academic Affairs. The President also has the option of empowering a panel of professors to review the allegations made by the student, render a judgment and recommend an action for the President to implement. The decision of the President is final.

The Student's Academic Rights in the Classroom Setting

1. Without fear of penalty, the student shall be free to take reasonable exception to data and views offered in the classroom.
2. The student's course grade should represent the instructor's good-faith judgment and his/her best use of measurement and evaluation skills in assessing the student's performance in the course.
3. The student has a right to expect reasonable efforts to protect against improper disclosure of information concerning his or her grade, views, beliefs, political associations, health or character acquired by the instructors during their professional relationship with the student.
4. The student has the right to expect accurate and clearly stated information which will enable him to determine the following:
 - a. The general requirements for establishing and maintaining an acceptable academic standing.
 - b. His own academic relationship with the University and any special conditions which apply.

- c. The requirements for the course as well as for graduation.
5. The student has the right to be governed by educational justifiable regulations.
6. The student has the right to a classroom environment free from distractions and annoyances.

Classroom Freedom and Responsibility

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

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

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

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

Academic Integrity

Academic Integrity is the avoidance of gaining an unfair advantage in academic work, such as cheating, falsification of information, fraud, plagiarism, and unauthorized access to academic records or computer systems.

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

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

2. The instructor will make a report of the incident and of action taken, if any, to his/her department Chairperson, the Vice President for Student Affairs, and the student.
3. The Judicial Board may review the incident and impose conduct discipline in accordance with the standard of conduct.

Disruptive Behavior

Academic excellence demands that appropriate behavior and decorum be maintained by students at all times in the classroom. MVSU 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 Executive Director of Residential Life and Student Conduct and a copy sent to the Associate Vice President for Academic Affairs.
4. Upon receipt of the incident report, including the student's comments, the Executive Director of Residential Life and Student Conduct shall investigate the matter and take appropriate disciplinary action.
5. The accused student must secure written permission from the Executive Director of Residential Life and Student Conduct in order to return to class. The instructor will be informed of the disciplinary sanction imposed on the student and the student will be held responsible for all absences incurred between the time of suspension from class and his or her return.

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

Non-Academic Grievance

In the normal course of University activities, students may encounter problems with University employees (staff and/or administration). In these circumstances, students should first attempt to resolve the problem by talking directly with the employee involved. However, the University recognizes that it is not always possible for students to resolve a problem by direct discussions with the University employee. In these cases, the options available to students include making an informal complaint to the employee's immediate supervisor and/or filing a formal written complaint in accordance with existing University policies.

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

Formal Complaints: Students who wish to go beyond the informal complaint stage must be willing to make complaints or file grievances in writing. These formal written complaints and grievances start a "due process" procedure, which ensures that the formal complaint or grievance is taken seriously, investigated thoroughly by appropriate parties, and resolved after the investigation. All parties involved in the formal complaint/grievance process are notified of various actions in writing. Exactly what type of process is involved depends on the nature of the written complaint made.

Procedures for complainants/grievances are found on page 15 of this Handbook. If a student has questions about procedures for filing complainants/grievances, he or she should go to the Office of Student Affairs for a thorough explanation of procedures.

Academic Support Services

UNIVERSITY COLLEGE

In support of MVSU's mission to promote academic excellence and student learning, University College facilitates first-year students' acclimation and smooth transition to the university. The initiatives led by University College foster engagement and help students develop academic and life skills essential for success as college students and global citizens. While first year students are the primary focus of University College, many programs and services are made available to all students who seek academic support during their journey at MVSU. University College also designs programs and services that ultimately impact retention, increase student engagement, and promote students' academic, social, and personal development.

The following departments, programs and activities are components of University College:

Academic Advising Center: Under the direction and guidance of University College, the mission of the Academic Advising Center is to assist each student in developing and implementing an academic plan designed to meet his/her educational, career and life goals. To achieve this mission, the Academic Advising Center has established the following goals and objectives: 1) teach students about degree requirements, university policies, procedures, academic support resources, and educational opportunities relevant to their success; 2) provide academic support and guidance to students in the decision making process related to their choice of majors and academic program; 3) promote students' self-responsibility in defining and achieving their educational goals; fosters meaningful adviser-advisee relationships that focus on the unique growth and development of each student; 4) assist students in the selection of appropriate courses, other educational/experiential opportunities, and co-curricular program; and 5) provide students with referrals to appropriate academic resources and student support services.

All first-year incoming freshmen who have not declared a major are advised by the professional advising staff in the Academic Advising Center until their transition to their major department. Upperclassmen are advised by a faculty advisor in the department of their major. Students are assigned to their personal Academic Advisor according to their intended major. Through individual appointments, drop-in advising, and advising workshops, our professional advisors help students to make informed decisions about their course selections and assists students in developing meaningful educational plans that are compatible with their life goals. Appointments and/or walk-ins welcomed.

Academic Advising Center
Technical Education Building
Monday-Friday, 8:30am-5:00pm
662-254-3442

Academic Success and Student Development: Under the direction and guidance of University College, the mission of the Academic Success and Student Development Department is to strengthen retention by supporting the academic pursuits and life-long learning of undergraduate students as they persist to graduation and beyond. The Department of Academic Success and Student Development facilitates student learning and degree completion by providing a comprehensive array of programs, resources, and services that advance academic goal-setting, skill development, effective decision making, and personal transition to and within the university setting. Programs administered by the Academic Success and Student Development Department include:

- **Early Monitoring Alert Program (EMAP)** - The philosophy of the EMAP is to provide academic enrichment and support to students who are in jeopardy of academic failure and/or academic suspension due to their cumulative grade point average and/or completion rate. While there are numerous factors that contribute to a student's performance academically, such as family issues, school climate, medical issues, financial concerns, or difficulty balancing social and academic responsibilities, EMAP has been designed to promote academic success by assisting students with learning the necessary knowledge, skills, and strategies that will enable them to have a successful college experience and to persist through graduation. Components of the EMAP program include the GradesFirst web based monitoring system which provides monitoring and tracking of class attendance and course performance, completion of an Academic Success Achievement Plan, required 10 hours per week of dedicated study time, peer tutoring, peer mentoring, and attendance at academic achievement workshops. **For more information, please contact Mr. Billy Benson at 662-254-3005.**
- **Summer Developmental Program (SDP)** - MVSU provides an opportunity for residents and non-residents of Mississippi who do not meet the regular admission criteria to attend MVSU's SDP. The program is residential based and all participants must reside on campus (unless they have extenuating circumstances that will prevent them from doing so). The SDP is an intensive 9-week summer program that concentrates on high-school subject areas that are essential to their success in first year college courses. Courses consists of English, mathematics, reading and an academic support laboratory. The format

of the program includes classroom instruction, seminars, computer-assisted tutorials, and social/life skills development. Classes are held Monday-Friday accompanied by special activities and events on weekends. Students who successfully complete the program will be eligible to enroll in the fall term at any Institution of Higher Learning (IHL) in the state of Mississippi. **For more information contact Ms. Heather Tanner at 662-254-3448.**

Americans with Disabilities Act (ADA): University College enforces Section 504 of the Rehabilitation Act of 1973 and the Title II of the Americans with Disabilities Act of 1990 (ADA) which prohibits state and local governments from discrimination on the basis of a disability. The Services for Students with Disabilities (SSD) program is committed to providing an array of services to accommodate students who self-identify with our office as having a documented disability. Disabilities covered by the Acts include, but are not limited to, physical disabilities, chronic medical conditions, learning disabilities, blind and/or low vision, deaf or hard of hearing, and psychological and/or psychiatric. The office is responsible for assessing and coordinating services including appropriate academic and housing accommodations. Services are delivered impartially and effectively to all students and it is our goal to create an accessible environment in which all students with a documented disability can function independently and in a self-determined manner as they accomplish their educational and personal goals. SSD support services include confidential memo of accommodations, extended time to take tests and/or exams, exam proctoring or alternative testing arrangements, audio tape recording of lectures, assistive technology software, priority registration, reduced course loads, peer note takers, and assigned peer tutors. **For more information contact Mr. Billy Benson at 662-254-3005.**

First-Year Experience Program (FYE): MVSU's Freshman Year Experience program is the cornerstone of the freshman student success and retention initiative. The program is dedicated to ensuring that freshmen and all first-year students have a smooth and seamless integration into the academic and campus life of the University. The FYE Program provides innovative programs and opportunities specifically designed to assist first year students in making a successful transition to a community of higher learning and education. The FYE Program exposes new students to the educational opportunities at MVSU and aids in empowering students to define themselves through personal growth and development, social interaction, career exploration, academic success, community service, and leadership development. **For additional information contact Ms. Tammy Timbers at 662-254-3466.**

Minority Male Initiative Program (MMI): The MMI Program is a highly focused and culturally sensitive support program designed to increase the retention and academic success of African American male students at MVSU. The focus of the initiative is student persistence, success and graduation. By providing a multi-faceted approach to programming that encourages academic achievement, promotes personal and professional development, and provides opportunities for leadership, African American male students enrolled at MVSU will be encouraged and motivated to persist to graduation and achieve their goals. Throughout the academic year, MMI participants will engage in various programs and activities aimed at improving retention and graduation rates while shaping the "complete man". The objectives of the MMI Program are achieved by providing relevant experiences and opportunities for males that will ensure success academically,

professionally, and socially. **For more information contact Mr. Brandon Bigelow at 662-254-3828.**

Sophomore Year Experience Program (SYE): The Sophomore Year Experience Program is an extension of the Freshman Year Experience. It provides innovative programs and opportunities specifically designed to assist second year students or sophomores in making a successful transition from first year to second year. The SYE Program aids in empowering sophomore students to define themselves through personal growth and development, social interaction, career exploration, academic success, community service, and leadership development. **For additional information contact Mr. Brandon Bigelow at 662-254-3828.**

ADMINISTRATIVE DEPARTMENTS

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

Admissions & Recruitment

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

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

To obtain information about our international student admissions criteria and process, visit www.mvsu.edu/prospective-students/admissions/types-of-students/international-students.php.

The Office of Admissions & Recruitment is located in the William W. Sutton Administration Building, room 114, and the staff can be reached at 662-254-3347.

Alumni Relations

The Office of Alumni Relations serves as the liaison between MVSU 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 MVSU National Alumni Association, Incorporated. **The Office of Alumni Relations is located in the William W. Sutton Administration Building, room 349 and room 350, and the staff can be reached at 662-254-3790.**

Bookstore

The Bookstore is located in the Jacob Aaron Student Union and operates under the auspices of the Vice President for Business and Finance. It offers students a variety of supplies and services. In

addition to new and used textbooks, the Bookstore stocks classroom supplies, study aids, sportswear, and personal items. Students may use their MVSU Student Identification Card when making Bookstore purchases on their student account. **The staff can be reached at 662-254-3532.**

Business and Finance

The Division of Business and Finance is responsible for the management of all business and financial functions at the University, all of which support and provide services for the educational activities, students, faculty, staff and administration. The Division of Business and Finance is also responsible for the maintenance and protection of the University's physical assets. Additionally, the Office of Student Accounts, a unit within the Division of Business and Finance, manages and oversees the following functions—student refund distribution process through the Higher One refund disbursement program, the deferred/installment payment plan, third party billing and payment coordination, billing, collections, tuition and fees, and issues that may arise with student accounts. **The Office of Business & Finance is located in the William W. Sutton Administration Building, room 309, and the staff can be reached at 662-254-3304.**

University Dining

The University's Food Service is provided through Thompson Hospitality, Inc. in the main dining hall, the H.M. Ivy Cafeteria, which accommodates over 400 students per meal. In addition, the Mondo Subs and Austin Grill Express restaurant is located in the Jacob Aron Student Union. Thompson Hospitality's mission is to offer the campus community the best dining experience possible, using the highest quality products to provide a wide variety of foods and services at a reasonable price. All on-campus students receive a meal plan that consists of a full breakfast, lunch, and dinner, which is included in their room and board. **Thompson Hospitality's can be reached by phone at 662-254-3541. Hours of operation, which are subject to change, are:**

| Monday – Friday | | Saturday – Sunday |
|------------------------|------------------------|-------------------------------|
| Breakfast | 7:00 a.m. – 9:00 a.m. | Brunch 10:00 a.m. – 1:00 p.m. |
| Continental Breakfast | 9:00 a.m. – 10:00 a.m. | Dinner 5:00 p.m. – 8:00 p.m. |
| Lunch | 11:00 a.m. – 2:00p.m. | |
| Dinner | 5:00 p.m. – 8:00p.m. | |

Campus Newspaper

The Department of Communication oversees the student newspaper, *The Delta Devils Gazette*. Four publications of *The Gazette* are normally produced during the fall and spring semesters. The paper is managed and written by students with the counsel of the faculty and the Chairperson of the Department of Communication. *The Delta Devils Gazette* newspaper provides an opportunity for students to report factual information and voice opinions on various campus, local, and worldwide concerns. **The Office of Communications is located in the Olympia P. Lowe Education Complex Building, room110, and the staff can be reached at 662-254-3630.**

Communications & Marketing

The Office of Communications & Marketing serves as the official information agency for the University and promotes a positive institutional image. This office prepares and distributes press

releases, in addition to coordinating various University publications and marketing strategies. **The Office of Communications & Marketing is located in the William W. Sutton Administration Building, room 333, and the staff can be reached at 662-254-3578.**

Continuing Education

Continuing Education provides professional and para-professional skills to non-traditional students. In addition, Continuing Education helps students to prepare for new careers and demonstrate conscious and persistent efforts towards personal development. **The Office of Continuing Education is located in the Olympia P. Lowe Education Complex Building, room 149, and the staff can be reached at 662-254-3913.**

Convenience Store

The Convenience Store is located in the Jacob Aaron Student Union strategically between the University Bookstore and Mondo Subs and Austin Grill Express restaurant where students, faculty, staff, and the community may purchase personal items, cold-processed foods, beverages, and snacks. Students may use their MVSU Student Identification Card when making purchases on their student account. **The Convenience Store staff can be reached at 662-254-3238.**

Facilities Management

Facilities Management maintains comfortable, safe, and functioning facilities in support of the instructional and administrative functions of the University. Its activities include preventive maintenance, corrective maintenance, and campus beautification. **The Facilities Management staff can be reached at 662-254-3584.**

Financial Aid

The Office of Financial Aid is committed to partnering with students and their families to achieve their educational goals and to finance a college education. The office oversees scholarships and grants, loans, and the Federal Work-Study Program. The Office of Financial Aid provides financial assistance and services to students who, without such aid, would not be able to attend the University. In awarding aid, the office determines the student's eligibility for types and amounts of aid. To be eligible for most aid, students must maintain satisfactory academic progress. This policy is applicable to all types of federal, state, and University financial aid administered by the office. Students are encouraged to stop by the office and meet with Financial Aid Counselors to make sure that they receive the financial support they need to complete their education. **The Office of Financial Aid is located in the William W. Sutton Administration Building, room 108, and the staff can be reached at 662-254-3335.**

Greenville Higher Education Center

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

Information Technology (IT)

Information Technology is dedicated to providing stable, up-to date technology and support services for the faculty, staff, and students. IT provides technical support to facilitate teaching and learning, while also providing the administrative oversight critical to the overall operation of the University. The primary mission of IT 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, IT 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. **IT is located in the Annex I Building and the staff can be reached at 662-254-3744.**

Intercollegiate Athletics

The University's Athletics program is recognized as a leader in NCAA Division I Athletics in the Southwest and is a member of the National Collegiate Athletic Association (NCAA) and the Southwestern Athletic Conference (SWAC). Women athletes participate in the following sports: basketball, cross country, indoor/outdoor track and field, softball, soccer, tennis, and volleyball. Men athletes compete in the following sports: basketball, cross country, indoor/outdoor track and field, baseball, football, 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. **The Intercollegiate Athletics Office is located in the R. W. Harrison Complex, room 87, and the staff can be reached at 662-254-3550.**

James Herbert White Library

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

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

and resources, and provide optimal service delivery. The Library develops its collections and access services to support the institution's research, teaching, learning, and public service.

Laundry/Dry Cleaning

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

Mass Transit

Funded through the Mississippi Department of Transportation, the Mass Transit program provides general and public transportation to residents in a nine-county service area. It provides service to current students and employees who need public transportation to the campus to attend classes. MVSU's Mass Transit Program does not discriminate on the basis of race, color, religion, national origin, sex, qualified handicap or disability in any of its policies, practices, or procedures. Mass Transit is committed to providing safe, efficient, and economical mobility for students. Students may buy monthly or semester passes or pay the driver the exact fare for each trip. **Students should contact Mass Transit directly for more information on schedules and fares at 662-254-3348.**

Post Office

The Post Office, located in the Jacob Aaron Student Union, is a substation of the United States Postal Service. The postmaster, postal clerks, and student assistants process outgoing mail for students, faculty and staff in a timely and cost effective fashion. In addition, the Post Office is responsible for the distribution of all incoming United States Postal Service and Interdepartmental mail to faculty, staff and students. Basic services include selling stamps, stamped envelopes, postal money orders, sending and receiving of registered, certified, insured, and express mail, and renting postal boxes. Students should contact the Post Office for rental information. **The Post Office staff can be reached at 662-254-3537.**

Radio Station

MVSU operates a non-commercial, educational radio station and production training center. It is WVSD on an assigned frequency, 91.7 FM. The station and center are designed to meet the educational, informational, and cultural needs of MVSU and the surrounding community. Together, they provide practical experience for students majoring in Communications and continuing education for established broadcast professionals. **The Radio Station WVSD and The Public Broadcasting Office are located in the Olympia P. Lowe Education Complex Building, the staff can be reached at 662-254-3611.**

Student Records

The Office of Student Records/University Registrar is responsible for maintaining the accuracy and integrity of all student academic records such as transcripts, enrollment verifications, and degree certifications. All student academic records are the property of the University and are treated in accordance with the Family Educational Rights and Privacy Act (FERPA) that protects

the privacy of student education records. Students may obtain copies of their transcripts for \$10.00. The Office of the Student Records prepares and maintains a permanent scholastic record for each student. These records are treated with due regard to the personal nature of the information they contain. A transcript is sent, issued, or released only upon a student's request or with a student's explicit permission. Such permission is not required when University faculty and/or administrative personnel request transcripts for educational purposes. **The Office of Student Records/Registrar is located in the William W. Sutton Administration Building, rooms 180 and 181; and the phone number is 662-254-3321.**

Student Union

The Jacob Aron Student Union is the “living room” of the campus, where social interaction and cultural exchanges occur outside of the classroom. The Student Union provides a variety of services conducive to leisure time, activity, and relaxation. The Student Union also provides services and amenities to enhance the intellectual, social, moral and physical development of student, such as the T.V./Reading Room, Post Office, University Bookstore, Convenience Store, MVSU Print Shop, Mondo Subs and Austin Grill Express, beauty shop, barber shop, Game Room, and Bowling Alley. The Union also provides conference and meeting rooms as well as, a formal ballroom (the Royal Room) for activities and events. Jacob Aron Student Union's office hours are Monday – Friday 8am to 5pm; and game room hours are Monday – Friday 1pm to 10pm; and Saturday – Sunday 1pm to 10pm. **The Student Union staff can be reached at 662-254-3526.**

University Testing

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

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

The results of the ACT, SAT and GED are used for initial admission, as well as placement, counseling and the improvement of instruction; and the PRAXIS for admission to and graduation from the Teacher Education Program. The Testing Center is located in the Lucile Petry Leone Building. **Office hours are 8am to 5pm, and closed during testing sessions. The staff of University Testing can be reached at 662-254-3333 or 662-254-3334.**

STUDENT CODE OF CONDUCT

MVSU aims to create an optimal living and learning environment with the expectation that all students behave in a manner consistent with its standards of conduct. The primary purpose of the Student Code of Conduct is to help govern the University community and regulate student conduct and by enforcing the University's Policies consistent with the principles of due process.

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. It is expected that all students will abide by policies of the University, and by local, state, and federal law. Those who violate these laws and University policies are subject to disciplinary actions by the University, and in civil or criminal court. Not being aware of the policies of MVSU does not excuse non-compliance. Failure to correctly interpret the rules and regulations does not excuse anyone from penalties in cases of violation.

The University has the responsibility to develop policies, procedures, and standards which will ensure protection of the rights of each member of its 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.
- 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.

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

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

Violations

Although not all inclusive, some aspects of misconduct which are unacceptable and subject the student to disciplinary action are as follows:

Academic Integrity

The avoidance of gaining advantage in academic work, such as cheating, falsification of information, fraud, plagiarism, and unauthorized access to academic records or computer systems.

Aiding and Abetting

Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the University community or environment; persuading or aiding another person to breach the peace on University premises or at functions sponsored, approved by, or participated in by any member of the University. Participating in, leading or inciting others to disrupt scheduled and/or normal campus activities, events and programs.

Alcoholic Beverages Violations

Unlawful sale, possession, consumption, use, or distribution of alcohol on campus (including beer and wine).

Animals (pet)

Bringing animals and/or pets into University Buildings, except with the approval of Assistance Animals.

Arson/Fire Setting

The malicious, fraudulent, and/or intentional burning of property on University premises, including, but not limited to, creating fires, setting a personal fire, open flames, igniting flammable materials without prior approval from the Director of Student Leadership and Engagement.

Assault

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

Battery

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

Children In Residence Hall

Babies and small children staying overnight in the living area of the residence halls. Babysitting in the residence hall.

Contempt of Hearing

Failure to appear before the judicial board after receiving the proper notification of a scheduled disciplinary hearing. Willful disobedience to, or displaying open disrespect for, a University Judicial Board member such as the use of profanity, threatening behavior, or

derogatory remarks, comments, and/or gestures. Failure to comply with disciplinary conditions such as sanctions imposed by a judicial body.

Dangerous, Threatening or Unsafe Behavior

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

Use or operation of rollerblades, skates, skateboards, motorized apparatuses, bicycles and similar items inside university facilities or outside in restricted areas (i.e outside walkways of administration buildings, library; classrooms and public walkways around buildings).

Disorderly Conduct

Any offensive or annoying act that disrupts or disturbs the peace on University grounds, University facilities, or while representing the University off campus. Examples of disorderly conduct are excessive noise, such as loud talking, shouting, loud stereo, radio, or television sets; inappropriate use of language such as lewd or vulgar language, gestures, profanity; drunken behavior; indecent exposure; and any other language or behavior that is not characteristic of an student at MVSU student.

Disruptive Classroom Behavior

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

Drugs/Drug Paraphernalia

The possession, use, sale or manufacturing of illegal drugs according to federal and/or state law on the campus of the University or at any University related or sponsored activity held on or off-campus.

Failure to Comply

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

Fireworks

The possession or discharge of fireworks or other explosives of any kind on campus. Exceptions may be permitted for firework shows with approval in advance from the Director of Student Leadership and Engagement.

Forgery, Dishonest Behavior/Act

Forgery of names, signatures, documents, (including personal, public, and/or private), alteration and misuse of University documents, records, student identification cards, cheating, plagiarism or other forms of academic dishonesty; tampering with the election of any University recognized student organization or position; misuse of one’s elected or appointed office in a student organization, its members, or the welfare of the University community; lying knowingly or furnishing false information to the University or its officials; and the use of the University’s name, image, or logo without proper authorization or with intent to misrepresent or defraud.

Furniture

Removal of University furniture from lounges, public areas, classrooms or dining hall.

Gambling

Any form of wagering for goods, services, or money on campus, except for games or raffles approved by the Director of Student Leadership and Engagement.

Guests Responsibility

Students are responsible for the actions of their guests at any and all locations on campus, including violations of the Code of Conduct.

Harassment

Harassment is conduct (physical, verbal, graphic, written, or electronic) that is: (1) unwelcome; (2) discriminatory on the basis of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, or veteran status; and (3) directed at a specific individual or individuals; harassment violates University policy when it is sufficiently severe, pervasive, or persistent that it denies or limits or is likely to deny or limit a reasonable ability to participate in or to realize the intended benefits of an institutional activity, opportunity, or resource. **(For additional information on harassment, see Sexual Misconduct Policy, page 17).**

Hazing

Any act, regardless of the person's willingness to participate, that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which brings the reputation of the organization, group, or University into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; or as part of any activity of a sponsored or registered student organization.

Any requirement that compels a member or new member, regardless of the person's willingness, to participate in any activity that is illegal, or that is contrary to any rules or regulations of the University.

Any acts that unreasonably or unusually, impair a member's or new member's academic efforts.

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

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

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

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

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

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

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

Inappropriate use of Language

Lewd or vulgar language and gestures, profanity, and any other language or behavior that is not characteristic of an MVSU student.

Incense/Candles

Burning of incense and/or candles in any building on campus.

Off-Campus Behavior

Any conduct or behavior which occurs off-campus that threatens the integrity of the University and/or violates the Code of Conduct.

Sexual Misconduct

“Sexual Misconduct” refers broadly to unwelcome behavior of a sexual nature committed without effective consent. Sexual misconduct can vary in its nature and severity. For purposes of this policy, sexual misconduct includes, but is not limited to, sexual harassment, sexual assault, sexual exploitation, stalking and domestic or dating violence. **(For more information on Sexual Misconduct, see Sexual Misconduct Policy, Page 17).**

Social Media

All social media users are expected to abide by generally accepted rules of etiquette to ensure that the information contained in messages and other transmissions is accurate, appropriate, ethical, respectful, and lawful. The University does not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content include sexual comments, videos, or images, racial slurs, gender-specific comments, or other comments or images that could reasonably offend someone on the basis of race, sex, color, religion, age, national origin, disability, veteran's status, genetic information, or any other basis prohibited by federal, state, or local law.

Solicitation/Selling Items

Use of any University facility to sell, except for fund raising, or collection of donations, which must be authorized by the Office of Advancement. Students may not solicit on behalf of the University without its permission. This includes, but is not limited to, the disbursement of any forms or promotional/informational material on University property.

Theft

Unauthorized use, taking, or withholding of anything which belongs to another person or entity (on or off campus).

Vandalism

Abuse, damage, destruction, or defacement of University, state, federal, public or private property.

Weapons

Possession of weapons of any kind including, but not limited to, firearms (real or not), knives, bows, arrows, baseball bats, devices used for the practice of martial arts, ammunition and other dangerous instrument on the University campus at any time. Use, possession, display or storage of any weapon, dangerous instrument, explosive devices, fireworks, or dangerous chemical.

Conduct Procedures**1. Authority**

Article IX, Section Four (4) of the Bylaws and Policies of the Board of Trustees of the State Institutions of Higher Learning charges the President of MVSU with the responsibility of maintaining “appropriate standards of conduct of students” and further authorizes him or her “to expel, dismiss, suspend, and place limitations on continued attendance and to levy penalties for disciplinary violations. . .” In accordance with this responsibility, disciplinary sanction shall be applied only after the requirements of due process, fairness, and reasonableness have been met. The aim of disciplinary action is the redirection of student behavior toward the achievement of academic and social goals.

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

2. Disciplinary Responsibility

The University reserves the right to hold students responsible, through its judicial process, for offenses committed either on or off campus when such offenses affect the general welfare of other students, and/or the general welfare of the University community. Whenever, in the opinion of any member of the University community, a student’s conduct is disorderly, disruptive, or appears to violate University policies, rules, and regulations, it is the responsibility of the persons(s) observing the breach of conduct to report the same in writing to the Executive Director of Residential Life and Student Conduct, who will conduct a preliminary investigation to determine the validity of charges and the possible alternative disposition of the case, as well as whether the case warrants a hearing by the Judicial Board. The Executive Director of Residential Life and Student Conduct assigns cases to be heard by the Judicial Board based generally on the type of infraction, location of infraction, professional assessment of behavior, current disciplinary status,

and case load of the Judicial Board. This duly authorized committee is composed of students, staff, and faculty.

In cases where a student's actions pose substantial danger to the University community, both the Executive Director of Residential Life and Student Conduct and Vice President for Student Affairs have the authority to place a student on Interim Suspension from the University pending a hearing to be held at a later date, at which time a final disposition may be taken.

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

The Residence Hall Hearing Board is specifically defined as follows:

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

3. Judicial Board Notification Process

When a complaint or charge has been filed with the Executive Director of Residential Life and Student Conduct, the following procedural guidelines shall be followed:

- a. The student will be notified by the appropriate University official that he or she is accused of violating a regulation, rule or policy, and who is bringing the charge against them.
- b. The student will be notified that he or she may elect one of two courses of action:
 - The student may admit to the alleged violation, and the Executive Director of Residential Life and Student Conduct will determine the format for the judicial hearing in the form of either administrative hearing or judicial board hearing, or
 - The student may deny the alleged violation, in which case, the Executive Director of Residential Life and Student Conduct shall refer the case directly to the Judicial Board.
- c. Within 72 hours after receipt of the student's decision, the date, time and place will be set for the hearing.

Under **Due Process** at MVSU, students have the following rights:

At least 72 hours prior to the hearing by the Judicial Board or administrator, the student shall be advised that he or she is entitled to the following:

- a. The student has the right to know the charges brought against him or her in writing.
- b. The student must be given adequate time to prepare a defense.

- c. The student has the right to defend him or herself against the charges before the appropriate authorities.
- d. The student has the right to bring **written** character witness statements to the defense hearing.
- e. The student is allowed to bring no more than two (2) family members to act as observers. Family members are not allowed to participate.
- f. The student has the right to request the replacement of any member of the hearing committee or board that they feel may be prejudiced against him or her.
- g. The student has the right to appeal infractions (refer to the Student Handbook for details).
- h. The student has the right to remain silent.
- i. Hearings are not open to the public, and individuals conducting the hearing are prohibited from discussing the outcome of the hearing.
- j. Since the judicial hearings are administrative and not a court of law, students are prohibited from having attorneys present, except by special permission from the Vice President of Student Affairs or designee. Special permission will only be granted in cases where students will also face criminal charges. In such cases, legal counsel is not permitted to participate in the hearing process.
- k. When a student has been granted permission to have an attorney present, the student must provide written notification to the Vice President of Student Affairs or designee 3 days in advance, and the University attorney may also be present.

It is the duty of the Judicial Board to conduct a fair and impartial hearing of each case. The committee will take into account all data and testimony related to whether the defendant did or did not commit the alleged misconduct. While the committee might hear a description of events and activities leading up to the alleged misconduct, the major concern would be those occurrences directly associated with the charges as described in the letter to the student from the Executive Director of Residential Life and Student Conduct.

4. Disciplinary Hearing Procedures

Disciplinary procedures at MVSU are held to adjudicate student cases of alleged misconduct with oversight from the Executive Director of Residential Life and Student Conduct. The administration of discipline is an educational process and procedures will give full cognizance to the tests of fairness and justice, and the requirements of due process. Rules and procedures for conducting disciplinary hearings are 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 Presiding Officer.
- b. The Executive Director of Residential Life and Student Conduct or his/her designee will serve as the Presiding Officer of disciplinary hearings.
- c. The Executive Director of Residential Life and Student Conduct will conduct the due process procedure for all accused students.
- d. The Presiding Officer of the Judicial Board is in charge of the floor at all times until it is specifically granted by him/her to another person. Violators will be ruled out of order.

- e. The following individuals will attend the hearing: the Accused; the Accuser; witnesses (outside the room); the Presiding Officer; and Judicial Board committee members. In the event the hearing is closed, no other persons shall attend unless authorized by the Executive Director of Residential Life and Student Conduct.
- f. The hearing begins when all are seated and ready to commence. The Presiding Officer will call the meeting to order and declare the session is ready to begin.

The format of a judicial hearing will follow this sequence:

- a. The Presiding Officer will ask the Accused if he/she is ready. If he/she is ready, the hearing will begin.
- b. The Presiding Officer will stress the confidential nature of the proceedings and remind those present that they are obliged to speak the truth whenever they are speaking during the hearing.
- c. The Presiding Officer will read the charges and ask how he/she pleads:
 - a. If the Accused pleads “responsible,” the Judicial Board will dismiss all from the room in order to deliberate upon the appropriate penalty.
 - b. After deciding the appropriate penalty, the student will receive the decision in writing as soon as possible, but not later than 3 business days after the decision is rendered.
- d. If the Accused pleads “not responsible,” the hearing will proceed as follows:
 - The Presiding Officer will present the opening remarks, state the nature of the accusation(s), and in a brief statement, outline the major elements of the case. Witnesses for the Accuser will be called in to testify one at a time. After each witness has testified, the Accused may then cross-examine, if he/she wishes to do so. The members of the Judicial Board may question each witness if any member has a question. After the witnesses for the Accuser have all been called, the case of the Accuser is closed.
 - The Accused now follows the same procedures as above: opening remarks, witnesses called, direct examination, cross-examination by the Accuser, and questions from the disciplinary board members, if any. After all witnesses have been called, the case for the Accused is closed.
 - The Accuser will present closing remarks (summarizing the prior testimonies and how they may relate to the case).

- The Accused presents closing remarks in a like manner.
 - The Judicial Board will dismiss all from the room in order to deliberate. The verdict and penalty, if applicable, will be presented to the Presiding Officer. In order to decide that a student is “responsible”, at least a majority of the votes must support the charge(s). Each disciplinary board member has one vote.
 - Any Accused who is found “not responsible” shall be acquitted. However, all records of the hearing will be maintained and a final report will be filed with the Executive Director of Residential Life and 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 Executive Director of Residential Life and Student Conduct, who will inform the Accused in writing as soon as possible, but not more than 3 business days after the decision is rendered. This recommendation will be used by the Executive Director of Residential Life and Student Conduct’s Office in the final determination of sanctions, but ultimately the Executive Director of Residential Life and Student Conduct’s Office has sole discretion in the application of persons found in violation of the Code of Conduct.
 - The failure of the Judicial Board to follow the precise procedures outlined above does not necessarily negate its deliberations and findings.
- e. The Presiding Officer will grant recess whenever he/she feels it is in the best interest of the proceedings. Therefore, motions, suggestions or requests for recess or adjournment are not in order.
 - f. The hearing will generally be conducted on a charge by charge basis. Thus, the Presiding Officer might interrupt testimony at any time he/she deems that such testimony is either irrelevant or superfluous to the specific charge under consideration at the moment. As much as practical and possible, testimony for or against the student will be charge by charge.
 - g. 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 MVSU may result in the immediate suspension of the student or students involved in the disruption. A determination of disruption will be made by the Presiding Officer of the Board.

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

Due to the nature of certain cases and circumstances, the University's failure to follow these procedures to the letter does not automatically invalidate accused unless placed at a definitive disadvantage. If a student fails to attend his or her scheduled hearing, the case will be heard and sanctioned in absentia.

5. Sanctions

Violation of the Student Code of Conduct and university regulations will be enforced. If a student who goes before the Judicial Board is found to be "responsible" for the charges, a penalty is given to that student. If the behavior of a student is such that his or her continuance at the university is hazardous to others or detrimental to the university, the Executive Director of Residential Life and Student Conduct may, at his or her discretion, impose temporary emergency measures which may include, but are not limited to, immediate suspension, removal from housing, academic restrictions and facility restrictions as he or she deems necessary until the disciplinary process is complete. Student conduct sanctions are intended to be educational in nature. More than one sanction or any combination of sanctions may be imposed for any single violation. The following list is an example of sanctions, however it is not all inclusive of all possible sanctions.

Educational Requirements

A stipulation to complete a specific educational requirement directly related to the violation of the Student Code of Conduct committed. The provision will be clearly defined. Educational requirements may include, but are not limited to, completion of an alcohol or drug education course, an integrity course, essays, reports, etc.

Mediation

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

Counseling

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

Loss of Campus Housing

Removal from university housing for disciplinary reasons.

Community Service to the University

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

Confiscation of Equipment

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

Loss of Privileges

Withdrawal of specific privileges for a defined period of time.

Restitution

The requirement to reimburse or otherwise “make good” for damage to equipment, theft of property, or harm or offense to another.

Fines

The payment of a specified amount of money payable to the University for violations of the Code of Student Conduct.

Disciplinary Warning

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

Disciplinary Probation

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

Interim Suspension

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

Suspension

Suspension prohibits a student from attending MVSU, including University activities, for a specified or indefinite time period. A student on disciplinary suspension from MVSU forfeits all rights and privileges afforded at the University. This means that the suspended student is restricted from involvement in any academic or extracurricular activity at MVSU, and he or she may not:

- a. Earn academic credit at MVSU, or any other College/University to be transferred to MVSU during the term of suspension. A suspended student will be dropped immediately from current rolls, including correspondence courses, and may not audit classes,
- b. Be involved or participate in campus organizations,
- c. Live in a residence hall

- d. Participate in intramural sports or be involved in any intramural activity,
- e. Use University recreational facilities,
- f. Participate in intercollegiate athletics, including team practices, workouts, meetings, or public appearances,
- g. Be employed by the University, and
- h. Visit the campus unless written permission is received from the Vice President of Student Affairs. If the student returns to the campus without permission during this period of suspension, his/her eligibility to return to MVSU will be threatened. Such persons may also be charged with trespassing, in which case, they will be subject to arrest.

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

Expulsion

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

6. Appeals

If the student, group, or registered organization being disciplined is found "responsible" of violating the Student Code of Conduct, he/she may appeal the decision rendered. A type-written letter must be submitted by the student, group, or registered organization to the Vice President of Student Affairs within 72 hours (not including weekends) after the Judicial Board has made its determination. Letters of appeal shall contain a statement of sufficiency and must cite one or more of the following grounds for appeal and explain how that ground has been met:

- a. An error in procedure, which prejudiced the process to the extent that the participant was denied a fundamentally fair hearing as a result of the error. Procedural flaws alone are not grounds for an appeal. Significant procedural errors that may have affected the verdict or sanction will be considered; or
- b. The emergence of new evidence that could not have been previously discovered and that, had it been represented at the initial hearing, would have substantially affected the original decision of the hearing body.

The student, group, or organization being disciplined must specify in detail why they believe they are entitled to an appeal. Based on its merit, the request for appeal will be reviewed by the Executive Director of Residential Life and Student Conduct or his or her designee. A request for appeal which does not clearly raise, in writing, one or more of the reasons listed above shall be dismissed without further consideration. The request for appeal shall be limited in its review to the reason or reasons raised in the written appeal.

The decision of the Vice President of Student Affairs is final, and the student will be notified of the decision in writing within 72 hours. Students, groups, or registered organizations who have been suspended or expelled will not be permitted to remain on campus until after the appeal is decided upon.

7. Notification of Disciplinary Actions and Decisions

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

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

Involuntary Withdrawal

MVSU is committed to the well-being and safety of all its community members. Therefore, a student may be involuntarily withdrawn from the University if it is determined that the student presents a danger to himself or to others. Decisions for involuntary withdrawal will be made by the Vice President of Student Affairs. A decision for involuntary withdrawal will only be made after less drastic measures have been considered and rejected as inappropriate or insufficient under the circumstances. Prior to any involuntary withdrawal, a student will be encouraged to withdraw voluntarily.

The standard for involuntary withdrawal is based on clear and convincing evidence that the student represents a danger to himself or herself, or to others. Examples of such circumstances include, but are not limited to, students threatening other individuals with severe bodily harm, students making suicidal threats, students engaging in serious self-abuse (such as alcohol or substance abuse), students who are not able to care for their own basic needs to the extent that their lack of self-care represents a threat to the health of themselves or others, and/or students exhibiting

extremely bizarre or destructive behavior. This policy may not be used to involuntarily withdraw a student simply because he or she exhibits eccentric or unusual behavior. Students who are involuntarily withdrawn from the University will be allowed to petition the Vice President of Student Affairs for readmission during a subsequent term.

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

Withdrawal Procedure

A student who is being considered for involuntary withdrawal shall be notified in writing by the Vice President of Student Affairs or his/her designee. If the student wishes to request a hearing, he or she must request a hearing in writing within 48 hours of the initial notification. If a student requests a hearing, it will be conducted as soon as possible, but no later than five business days after the request is made, unless both the student and the Vice President of Student Affairs agree that a further postponement is necessary. Involuntary 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. While the hearing is pending, the Vice President of Student Affairs may prohibit the student from being on campus or limit other student privileges or access to University facilities or resources for safety reasons.

Right to Review

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

Fees and Refunds

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

FREQUENTLY REQUESTED TELEPHONE NUMBERS

| | |
|--|------------------------------|
| Academic Affairs | 662-254-3435 662-254-3800 |
| Admissions and Recruitment | 662-254-3347 |
| Alumni Relations/Advancement | 662-254-3575 |
| ADA (Americans With Disabilities) | 662-254-8433 |
| Applied Technology | 662-254-3410 |
| Athletic Administration | 662-254-3550 |
| Band Hall | 662-254-3488 |
| Bioinformatics | 662-254-3036 |
| Bookstore | 662-254-3532 |
| Business Administration | 662-254-3600 |
| Career Services Center | 662-254-3441 |
| Communications & Marketing | 662-254-3578 |
| Community Service/Service Learning | 662-254-3921 |
| Comprehensive Counseling | 662-254-3830 |
| Distance Education | 662-254-3625 |
| Compass Pointe | 662-254-7740 |
| Criminal Justice | 662-254-3364 |
| Delta Devils Gazette (Student Newspaper) | 662-254-3460 |
| Development | 662-254-3790 |
| Docu Center (MVSU Print-shop) | 662-254-3750 |
| Education | 662-254-3618 |
| English & Foreign Languages | 662-254-3451 |
| Facilities Management | 662-254-3583 |
| Financial Aid | 662-254-3765 662-254-3335 |
| Fine Arts | 662-254-3482 |
| Fiscal Affairs | 662-254-3300 |
| Food Service (Thompson Hospitality) | 662-254-3542 |
| Greenville Center | 662-332-8389 |
| HPER | 662-254-3553 |
| Human Resources | 662-254-3531 |
| Information Technology | 662-254-3744 |
| Institute for Effective Teaching Practices | 662-254-3719 |
| Institutional Research & Effectiveness | 662-254-3437 |
| International Programs | 662-254-3092 |
| Laundry | 662-254-3626 |
| Library | 662-254-3494 |
| Library Resource Center Library | 662-254-3798 |
| Mass Communications | 662-254-3630 |
| Mass Transit | 662-254-3348 |
| Mathematics, Computer & Info. Sciences | 662-254-9957 |
| Military Science | 662-254-3597 |
| Mondo Subs & Austin Grill | 662-254-3502 |
| Natural Sciences & Environmental Health | 662-254-3377 |
| Operator Assistance | 662-254-9041 |
| Payroll – Bi-weekly | 662-254-3763 |
| Payroll – Monthly | 662-254-3307 |
| Post Office | 662-254-3537 |

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| Preschool (Child Development Center) | 662-254-3375 |
| President's Office | 662-254-3425 |
| Property Accountability | 662-254-3587 |
| Purchasing | 662-254-3319 |
| Residential Life | 662-254-3590 662-254-3591 |
| Social Science Department | 662-254-3352 |
| Social Work | 662-254-3365 |
| Sponsored Programs/Title III | 662-254-3882 |
| Library | 662-254-3019 |
| Student Affairs | 662-254-3636 |
| Student Athlete Resource Center | 662-254-3640 |
| Student Government Association | 662-254-3751 |
| Student Health Center | 662-254-3331 662-254-3332 |
| Student Records | 662-254-3321 |
| Student Support Services | 662-254-3838 |
| Student Union | 662-254-3526 |
| Teaching & Learning Center | 662-254-3080 |
| University Band | 662-254-3489 |
| University College | 662-254-3442 |
| University Police | 662-254-3107 662-254-3478 662-254-3479 |
| University Testing | 662-254-3333 662-254-3334 |
| Upward Bound | 662-254-3633 |
| Library (Annie M. Payton Archives) | 662-254-3900 |
| Writing Center/Writing Project | 662-254-3456 |
| WVSD-FM Radio Station | 662-254-3611 662-254-3612 |