

**Missouri  
State**<sup>™</sup>

RESIDENCE LIFE,  
HOUSING AND  
DINING SERVICES



# RESIDENCE HALL

## GUIDE TO LIVING

# Missouri State University

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# Non-Discrimination Policy Statement

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is strictly prohibited by Title IX of the Education Amendments of 1972.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America.

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action/Minority/Female/Veterans/Disability/Sexual Orientation/Gender Identity employer. Inquiries concerning the complaint/grievance procedure related to sex discrimination, including sexual harassment and sexual assault, should be addressed to the Title IX Coordinator, Carrington Hall 205, 901 S. National Ave., Springfield, Missouri 65897, JillPatterson@missouristate.edu, 417-836-8506, or to the Office for Civil Rights. All other inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to the Equal Opportunity Officer, Office for Institutional Equity and Compliance, Park Central Office Building, Suite 111, Springfield, Missouri 65897, equity@missouristate.edu, 417-836-4252, or to the Office for Civil Rights. (Res. Board Policies No. 70-11; Bd. Min. 10-28-11.)

## Policy Library

In the event of an inconsistency between this Guide and the policy library, the policy library shall control.

# Welcome

Welcome to the residence life system at Missouri State University. We hope you will find your involvement with residence life and your interactions with our staff to be positive. We have an outstanding residence hall program and encourage you to become an integral part of it. The residence hall system provides many avenues for involvement, as well as opportunities for positions of leadership. By taking advantage of these opportunities, you have the chance to grow as a person through the development of new friendships, the exploration of new ideas, and involvement in new activities.

The Guide to Residence Hall Living is a summary of the services, policies, and experiences that relate to on-campus housing at Missouri State. This publication is designed to let you know what you can expect from us and what we will expect from you as a student living on campus. We ask that you familiarize yourself with the information in this publication.

The major emphasis of residence life at Missouri State is education. We hope that on-campus living will help students reach their full potential through living in a community of people with a variety of needs, interests, and philosophies. The residence life policies and procedures are developed to give you maximum freedom while defining your responsibilities as a member of a residence hall community.

The staff is pleased to welcome you as a student in the residence life system. We will do everything possible to make your college career meaningful, exciting, and productive.

***Department of Residence Life, Housing and Dining Services***

*901 South National Avenue*

*Springfield, MO 65897*

*phone 800-284-7535 or 417-836-5536*

*fax 417-837-2327*

*<http://reslife.missouristate.edu>*

*[residencelife@missouristate.edu](mailto:residencelife@missouristate.edu)*



# The Residence Life Commitment

Our team will offer you the highest quality residence life experience possible. Because you matter to us, you can expect us to focus on...

- Safety and Cleanliness
- Employing a Caring and Competent Staff
- Community and Individual Responsibilities
- Innovative and Relevant Events
- Sustainable and Responsible Practices
- Supporting Academic Success
- Welcoming Individual Differences and Diversity
- The Best in Healthy Dining and Wellness
- Inclusive Practices
- The Public Affairs Mission

You are never an interruption of our work. You are the reason for our work. Please contact us if there is anything we can do to make your experience as a resident or guest more meaningful or comfortable.

## Community Commitments

The University strives to provide an atmosphere where students can learn and effectively pursue their academic and personal goals. In addition, the residence life staff is committed to creating a community where ideas are freely discussed, topics of concern are explored, individuals develop new skills, and a sense of community is fostered among all students. Over the years, students and staff members have developed several community commitments, encouraging members to share in the creation of an environment where people and property are respected, and an awareness of global and local issues and concerns is promoted. We hope you will join your fellow residents in developing a community dedicated to valuing diversity.

### Valuing Diversity

The student leaders and residence life staff at Missouri State are committed to strengthening the relationships and level of understanding among people by supporting each other in learning about the diversity that exists in our communities. We encourage each person to see this as a lifelong learning process in which one continues to develop the skills and attitudes necessary to be a citizen bear. Developing these skills and attitudes involves a commitment to valuing human diversity. We encourage acceptance and appreciation of all people and celebrate race, gender, gender identity, gender expression, age, ethnicity, disability, sexual orientation, socioeconomic status, and religious affiliation. Holding to the belief that society is strengthened by the acceptance of human diversity and the ideas that are generated from that diversity, we encourage staff and students to reach out to one another and develop connections. Each person has worth and should be treated with dignity and respect.

### Residence Hall Staff

The residence hall staff is here to assist you in the development of your academic, social, and personal growth. Below is a list of our staff members who are dedicated to providing you with a comfortable place to live and learn. All of our staff members complete training and as part of the hiring process, will have their personal information submitted for a criminal background check.

**Hall Directors** are full-time Master's level staff members who manage the daily operation of the residence halls.

**Graduate Assistants** are part-time employees who assist in managing daily operations and focus on offering students leadership opportunities within the residence halls.

**Resident Assistants (RAs) and Community Assistants (CAs)** are undergraduate students who have been selected because of their desire and ability to be of service to other students. RAs/CAs usually know the answers to questions you may have or know where to find the right kind of assistance. Your RA/CA is available to help you achieve your personal goals and to help your floor achieve a sense of community.

Hall Directors, Graduate Assistants, and RAs/CAs actively support community responsibility, involvement, and participation in the residence halls and apartments, and are available to respond to your questions and concerns.

**Receptionists, Night Hosts, and Student Desk Workers** maintain 24-hour reception desk service in the residence halls. They work closely with the residence hall staff in keeping the office, mail room, and reception area running smoothly. In addition, they help monitor the lobby area and assist students by helping them check out cleaning supplies, games, kitchen equipment, and sports equipment.

**Custodial and Maintenance Staff** are essential staff members providing daily service to our residents, including 24-hour coverage for emergencies. The custodial staff cleans all public areas including community bathrooms, hallways, and lounges. Students are responsible for cleaning up after themselves. Maintenance staff members maintain public areas and keep the residence halls in good physical condition. Requests for maintenance should be submitted online, taken to a reception desk, or an RA/CA. These requests can be submitted online at: <http://physicalplant.missouristate.edu/>.

### **Involvement and Leadership Opportunities**

The residence halls provide a living experience you will remember long after you leave the University. Students learn a great deal in the classroom at Missouri State University, and as a resident living on campus, you will also learn a great deal outside the classroom. There are many ways in which your overall college education is enhanced by becoming involved in residence life. Residence hall leaders help establish and to promote an atmosphere conducive to the educational and social growth of students, while also serving as a link to the University. By taking advantage of the numerous leadership opportunities in the residence halls, you can enhance your personal skills development, self-confidence, and personal growth. While providing a good transition from living at home to being on your own, residence life also offers you the opportunity to acquire leadership skills that will assist you throughout your life. We hope you will consider becoming involved in your living environment as a residence hall student leader!

**Living-Learning Communities** – Living-learning communities (LLCs) are special living environments that offer students academic and social resources in various interest areas and specialties. In the LLC program, students gain knowledge and skills that will help them become successful in the classroom and experience college life to its fullest. Students participate in social activities throughout the school year to help connect with LLC partners and with other students within the community. Students who are interested in joining a living-learning community must contact the Student Success Initiatives Office at [livelearn@missouristate.edu](mailto:livelearn@missouristate.edu) or 417-836-3234.

**Residence Hall Association** – RHA's mission is to provide innovative, diverse programming and leadership opportunities to on-campus students. RHA serves as the student voice in the residence halls, and the members of the organization work to communicate students' needs regarding residence life services and policies, to increase student involvement in all areas of residence life, and to promote a high quality of community living. The RHA General Assembly meets every Monday at 4:00 pm in the Plaster Student Unions room 313 throughout the academic year to develop events, plan the use of activity fees, and to take action to enhance residence hall living for students at Missouri State. The RHA General Assembly is comprised of student leaders from every residence hall and apartment community. The RHA Executive Board members are chosen

each spring; however, new members are always welcome to join the General Assembly by attending one of our meetings. RHA is active in regional (MACURH) and national (NACURH) leadership organizations, sending delegates to fall, winter and summer leadership conferences.

**Hall Councils** – Hall councils are responsible for developing and implementing events and hall improvements designed to enhance life for the students of individual halls. Each hall council is comprised of a leadership team, which is typically selected at the start of the fall semester, and the hall council members, who may join the organization at any time by attending a meeting. Hall councils meet regularly to coordinate events, plan the use of hall activity fees, and discuss issues raised by residents. Hall councils also provide on-campus students with opportunities to explore and showcase their own leadership, and connect students with opportunities for further involvement.

**Floor Involvement** – This can be an important part of your college experience. As a resident, you can make an important contribution to the community in which you live. By attending floor meetings, demonstrating interest in leadership on your floor, and being active in floor experiences, you can meet other people on your floor and have your opinions heard. Being involved gives you a great opportunity to meet others, try new experiences, and broaden your horizons. If you are interested in taking on a leadership role on your floor contact your RA/CA.

**Activity Fees** – Included in the Student Housing Contract rates is a Residence Hall Association (RHA) activity fee of \$24.00. This fee designates you as a member of RHA, your individual residence hall, and entitles you to participate in all RHA and hall events. The fee is divided among individual floors, residence halls, and RHA to provide students with a wide range of events and services. To participate in determining how your activity fee is utilized, you are encouraged to become involved in residence life leadership opportunities.

## Community Living

Living with others in a community living environment is one of the most challenging, significant, rewarding, and beneficial experiences students have while attending college. Learning to handle the challenges and stresses of living with others is a critical experience that benefits students well beyond their college years. Living on campus has also been proven to increase student success in college and has the potential to affect the growth and development of college students significantly. Living with others is not easy and requires students to:

- be assertive in protecting the rights of themselves and others,
- take responsibility for themselves and the consequences of their actions,
- make mature decisions,
- communicate effectively,
- demonstrate civility and respect toward others,
- show genuine concern and empathy for the well-being of others,
- compromise,
- demonstrate persistence and rigor in dealing with challenges,
- appreciate and value diversity and the lessons that can be learned from others, and
- balance individual rights and freedoms with the responsibility each person has as a member of a community, and to exercise rights and freedoms in a manner that protects the rights and freedoms of others and promotes the common good.

## Living with a Roommate

Many students come to college without the experience of sharing a room with someone else and may be used to having a larger, more private living space. Living successfully with others requires open communication, respect, trust, flexibility, a willingness to share, courtesy, and remembering to be concerned about the needs and feelings of the other person or people in the room. When making decisions about how to live in this shared space, students must take into consideration the impact they have on one another. The following are a few tips on how to be a good roommate:

**Complete a roommate agreement** – RAs can provide these agreements to help roommates define their expectations of each other and how to share their common space.

**Limit personal items** – The space that roommates share is compact, and there may not be enough room for everyone to bring all of their personal property. Roommates should discuss and agree upon what to bring and maintain in the shared space.

**Share** – It is not possible for both/all roommates to have everything they want in the room and to have it for their exclusive use. Due to the limited space and electrical capacity of the rooms, it is not possible for each roommate to have their own electrical appliances and large items that consume large amounts of space. Roommates should talk about sharing items and set some ground rules for their use.

**Live by “The Platinum Rule”** – Roommates should always keep in mind the feelings, rights, and needs of the person/people with whom they share space and remember to “treat others as they want to be treated.”

**Communicate** – Roommates should talk openly and honestly with each other when they have concerns. They should be assertive, but considerate.

**Seek help** – Roommates should utilize the assistance of their RA/CA or Hall Director to help them address difficult issues in their living situation.

**Be open-minded and willing to compromise** – Roommates do not need to be best friends, but they should realize that there is much to be learned from living with someone whose personal habits, background, values, and characteristics are different from their own. They should talk with each other, share their ideas, perspectives, and beliefs, and be willing to listen, learn, and compromise when they disagree.

## The Roommate “Bill of Rights”

The following Bill of Rights contains basic rights of roommates. In an effort to protect the rights of individual roommates, the Department of Residence Life, Housing and Dining Services expects all residents to have:

1. *The right to study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.*
2. *The right to sleep without undue disturbance from noise, guest of a roommate, etc.*
3. *The right to expect that a roommate will respect personal property.*
4. *The right to live in a clean and healthy environment.*
5. *The right to free access to one's room and facilities without pressure from a roommate.*
6. *The right to personal privacy.*
7. *The right to host a guest as long as all residence hall policies are followed and the guest is respectful of the rights of all roommates.*
8. *The right to have grievances addressed and conflicts resolved. Residence hall staff members are available for assistance.*
9. *The right to be free from intimidation; physical and emotional harm; and racial, sexual, and other prejudicial harassment.*

10. *The right to expect reasonable cooperation in the use of the room's shared items (e.g., refrigerator, TV, stereo, etc.) and a commitment to honor agreed-upon payment procedures (e.g., HBO cable bill, etc.).*
11. *The right to live according to one's own unique values, beliefs, identities, and cultures, as long as they do not unduly interfere with the rights of others.*

## Roommate Conflicts

If roommate conflicts occur, the Department of Residence Life, Housing and Dining Services works with all residents involved through various channels to mediate the conflict. These channels include:

**Roommate Agreements** – As discussed earlier, roommate agreements can help roommates identify potential problems before they arise. Also, when a conflict does arise, roommates can go back to the guidelines they set in their roommate agreement to resolve their conflict.

**Mediation and Counseling** – Residence hall staff are trained and experienced in helping roommates resolve conflicts and can offer advice, support, and informal assistance. Furthermore, residence life staff members are aware of resources to aid roommates with formal mediation assistance. Students need to determine their concerns and share them honestly during the mediation session.

**Student Conduct** – Roommate issues can at times be related to violations of the University's *Code of Student Rights and Responsibilities*, found at <http://www.missouristate.edu/studentconduct/12331.htm>. Students have the option of reporting conduct violations and seeking assistance through the student conduct system. This system is an educational process that communicates and reaffirms standards of conduct, encourages students to make wise choices and engage in appropriate behavior, and holds students accountable for unacceptable behavior. The conduct system is not intended to be used as a vehicle to force roommates out of their living environment, and removal or relocation is not always an outcome of the conduct process.

**Room Changes** – If issues reach the point that other methods of resolving the conflict have not been successful, there may be an option for a change in room assignment. Room changes are not available during the first two weeks of the fall and spring semesters, and there must be space available to allow a room change. It is important, therefore, that roommates try to resolve issues prior to requesting a room change. Room changes may be requested in My Missouri State under the "Profile" tab on the "Housing" channel, under "Assignment Information." Students wishing to move into a living-learning community will need to meet the criteria for that LLC.

Residence hall staff members have a responsibility to provide support and assistance to all students involved in a conflict and, therefore, do not decide who is "at fault" and who should be moved. If a determination is made that the conflict cannot be resolved without a room change, and if a roommate does not volunteer to change room assignments, all roommates may be reassigned.

## Community Standards

Community standards are in place in our residence halls. Students living in University housing have an opportunity to live in a community environment and to accept the responsibility of being a member of a diverse group of people. To help ensure that students may exercise their rights as individuals while at the same time ensuring that the rights of those around them are upheld, basic policies have been established to facilitate mutual respect and consideration. For the policy on community standards, please refer to the Policy Library at <http://www.missouristate.edu/policy/>.

Failure to abide by Community Standards could result in a student being charged with a conduct violation under 4.8 of the Student Code of Conduct.

**Common Area Damages** – In the event of damages to a common area, including furniture, fixtures, doors, walls, elevators, windows, and excessive cleaning charges and trash removal, the Department of Residence Life, Housing and Dining Services reserves the right to charge all residents for reasonable damage charges if the responsible person(s) cannot be identified.

**Computer Usage** – Please refer to the Policy Library at <http://www.missouristate.edu/policy/>. In addition, the following guidelines apply specifically to the residence halls:

*Computer Labs*

1. Computer lab resources are to be used only by residents of that particular residence hall.
2. E-mail usage and web browsing for non-academic purposes and game playing is limited to one hour when other students are waiting to use lab equipment.
3. The viewing, downloading, or printing of pornographic/harassing/offensive materials is prohibited.

*Individual Network Connection (in rooms)*

1. No personal routers or switches are permitted.
2. The downloading of non-academic materials that hinders bandwidth usage for others is prohibited, including memory-intensive audio and video files, etc.
3. Services that provide illegal access to copyrighted materials to others (on campus or off campus) are not permitted.
4. Disregard for adequate virus protection that interferes/infects others will not be tolerated. Free virus protection software is provided by the University for student use. Please contact the ResNet Help Desk at 417-836-6100 for more information.

*Policy and Ethics for Student Computer Use and Computer Network Use as defined by the University's computer services office: Statement of User Responsibility*

1. To be an authorized user of Missouri State computer and network resources, users must be currently enrolled as a student in good standing with the University.
2. As authorized users, students are responsible for the security and use of their computer accounts. They accept full responsibility for their accounts and all activity performed on University computing resources.
3. It is prohibited for any user other than the assigned account owner to use said accounts. Students are responsible for preventing unauthorized use of their computer accounts as well as refraining from using someone else's account.
4. Those interested in creating web pages are responsible for adhering to the Missouri State World Wide Web Policies.

*Definition of Appropriate Use and Misuse:*

1. Valid uses of computer and network resources include instructional use in classes, research, administrative support, electronic mail, web page development, and resume or vita posting.
2. It is a violation of University policy to use University computers for cheating of any kind.
3. Copying, sharing, uploading, downloading, sending, or receiving copyrighted or service/trademarked materials is strictly prohibited.



4. It is a violation of University policy to use the computer for promoting outside business interests. University computer resources shall not be used for private consulting or personal gain. Computer resources may not be used to support or engage in any other conduct prohibited by University policy, including the policies stated in the student conduct system and University catalogs. E-game playing from the University laboratories is strictly prohibited. University computer and network resources are limited; users should respect the needs of others to use these resources for approved activities.
5. It is a violation of this policy to examine, or attempt to examine, another computer user's private files or mail.
6. It is in violation of University policy to send/display defamatory, harassing, pornographic, obscene, or patently offensive sexual materials. It is also a violation of University policy to send/display patently offensive sexual materials to minors. These violations are in addition to items prohibited by sections of the Revised Statutes of Missouri, or other local, state, or federal law.
7. Fraudulent use of computer accounts, networks, mail services, or other resources is a serious violation. Missouri state law makes unauthorized access and interference with computer systems, computer data, and other computer users illegal. Altering electronic communications to hide a student's identity or impersonate another party is prohibited.

**Guests** – Residents want to have friends visit them; however, consideration for roommates and other floor residents dictates that guests do not infringe on another's right to privacy and the quiet enjoyment of the facilities the resident has under contract. Residents must obtain permission from all roommates and/or suitemates before inviting a guest to visit. In addition, it is each resident's responsibility to communicate disapproval of guests and to convey continual problems to a residence life staff member if approval is not sought after and received each time by all parties involved. If permission is not received and a guest is invited to visit, all future guest privileges may be revoked.

While your guest is in the residence hall, we ask that you understand the following guidelines:

1. Guests (except underage youths) should carry a picture ID at all times and all guests must abide by all policies of the residence halls and floors, with guests and hosts mutually responsible for the conduct of the guests.
2. Guests found violating University or residence life policies may be escorted from the residence hall and restricted from further access.
3. Overnight guests not residing in the residence hall they are visiting must be registered at the reception desk by the host. Any guest who is not registered will be required to register at the desk by the host upon arrival or be asked to leave. If the guest or resident refuses to comply, the resident may lose future guest privileges.
4. A resident may have no more than two overnight guests at any time.
5. Residents need to be in the presence of their guests and includes traveling in hallways, stairwells, and elevators. Escorting guests enhances the security of the facilities and protects individual privacy. An escort is required in all residence halls for all guests who do not reside in the residence hall they are visiting.
6. The visitation policy applies specifically to guests who live outside the residence hall and outlines the time frame during which guests may visit a resident's room. Visitation to the extent of cohabitation (more than two overnight visits per week) is not permitted. The visitation policy applies to the entirety of the building, e.g., hallways, stairwells, and elevators. The current visitation hours are located on the Department of Residence Life, Housing and Dining services website at: <https://reslife.missouristate.edu/VisitationDetails.htm>. Visitation hours on three-day breaks and University holidays may be extended at the discretion of Residence Life. Consult the summer hall director for visitation hours during the summer session.

**Visitation Policy** – The visitation policy applies specifically to guests within the time frame during which guests may visit a resident's room. Visitation to the extent of cohabitation (more than two overnight visits per week) is not permitted. The visitation policy applies to the entirety of the building, e.g., hallways, stairwells, and elevators. The current visitation hours are located on the Department of Residence Life, Housing and Dining Services website at: <http://reslife.missouristate.edu/>. Visitation hours on three-day breaks and University holidays may be extended at the discretion of Residence Life. Consult the summer hall director for visitation hours during the summer session.

**Pets** – University policy states that pets under the control of an adult (i.e., 18 years or older) are permitted on University property but are not permitted within University-owned or leased buildings. **Exceptions:** Service animals trained to assist persons with disabilities; University approved emotional support animals, animals used in University laboratories for official research, classroom, or observation purposes; animals used in equine instruction at the Agricultural Center; and fish in properly maintained aquariums of 20 gallons of water or less in the residence halls. Laboratory animals are not permitted in the residence halls. Animals (e.g., dogs, cats, monkeys, etc.) must be leashed to be under the control of an adult. A loose animal trailing a leash, or one tied to a fixed object, is not under the control of an adult. Animals which are unleashed, or leashed and unattended, on University property are subject to impoundment. Animals left unattended in motor vehicles on University property are subject to the same rules and regulations if they become a nuisance or if the welfare of the animal is threatened. Any pet found within a University-owned or leased building may be impounded. Impounded pets may be reclaimed by the owner at the City Animal Shelter (417-833-3592) upon payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses.

**Posting** – All posting of signs, bulletins, and promotional materials in the residence halls must be approved by the Department of Residence Life, Housing and Dining Services, located in Hammons House, room 101. Approved materials will then be distributed to the individual halls for posting by residence life staff.

**Quiet Hours** – Quiet hours are maintained to provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn. The enforcement of quiet hours is the responsibility of each student, with assistance from residence life staff as needed. Each floor must observe the minimum acceptable quiet hours of 10:00 p.m. to 10:00 a.m., seven days a week. During final exams, 23-hour quiet periods are in effect for the entire residence life system, with "relief hour" set for 9:00 – 10:00 p.m. Exceptions will be permitted only for purposes of vacuuming rooms. Courtesy hours are in effect throughout the residence halls 24 hours a day. Therefore, excessive noise, as determined by affected students, is discouraged at all times.

**Room Decorations** – Nails, screws, double-stick tape, packing tape, or duct tape on or in the walls, ceilings, furniture, or fixtures is prohibited. Masking tape or white poster putty is permitted for hanging posters and other decorations. We recommend 3M Poster Strips with Command Adhesive, available at the Bookstore. Missouri law prohibits the removal of traffic and/or street signs. In the absence of a verifiable bill of sale, traffic signs, street signs, and parking gate arms are not permitted in the residence hall.

- Pictures and other materials that is discriminatory or harassment under other University policies are not to be displayed in areas that may be visible outside a residence hall room or suite (including viewed from outside of room through window or door).
- Alcoholic beverage signs are not allowed as window displays.
- No window display may be permitted if it substantially detracts from the aesthetics of the residence hall.
- Fire alarm pull stations, speakers/horns, fire extinguisher cabinets, smoke detectors, and exit signs must not be covered, and exits must not be blocked.
- Decorations, unless nonflammable, cannot be used to cover entire hallway areas, ceilings, walls, or doors, due to the fire hazard these decorations present. (All decorations must have a 1-foot fire break for every 3 feet.)
- Trees and other greenery must be artificial.
- String lights must be UL-approved and low wattage.

## Room Modifications –

As a safety precaution, the following guidelines for room modifications within the room or suite must be followed:

- No University-owned furniture or equipment may be removed from the room, suite, or apartment.
- No furnishings shall restrict exiting from any portion of the room or be a safety hazard to persons walking around the room.
- Students must use beds provided by Missouri State and cannot bring additional bed frames into the residence halls.
- Modifications must not include any materials or designs of a hazardous or flammable nature, including suspended flammable fabrics or carpeting applied anywhere except as a floor covering.
- Residents must be prepared to respond to concerns of staff about the hazardous nature of decorative materials and must remove materials that are judged by Residence Life staff to be particularly hazardous.
- Use and/or storage of hover boards in Residence Life facilities is prohibited.
- Modifications must not block the heating or cooling system, or require the removal or remodeling of electrical fixtures or outlets. Twelve inches of free space must be maintained in front of all air vents.
- Modifications must not block a doorway. The door must be able to open perpendicular to the door opening.
- A University-provided light fixture must not be tampered with, and its light bulb must not be removed or switched out with a colored bulb.
- No lofts, risers, or concrete/cinder blocks are permitted. No furniture may be raised off the floor.
- Bed rails are not provided for students with bunked beds. As some beds may not be unbunked, students are encouraged to provide their own bed rail if they have a concern about falling out of bed. The University will not be held liable for injuries resulting from falling out of beds (bunked or unbanked).
- Bunked beds must be at least 3 feet out from all windows.
- Beds must be bunked in pairs only, not in conjunction with three or more beds.
- Beds must remain in their standard configuration (e.g., headboard, footboard).
- Mattresses must be used with the bedframes and not placed directly on the floor.
- Personal mattresses are not permitted.
- All mattress toppers and pads over 2" high need to be California fire rated.
- Underbed storage units provided must remain under the bed.
- Desk carrels must remain attached to desks.
- Window drapes must remain hung as provided.
- No furniture may touch any part of the drapes.
- Excessively heavy items should not be placed on furniture or shelving provided by the University.
- The University is not responsible for injury resulting from the modifications of a room.

**Room Entry** – The Department of Residence Life, Housing and Dining Services respects the student's rights to privacy within the community and will strive to protect and guarantee this privacy. This procedure is designed to ensure only legal and appropriate entry into a student's room by specifically authorized staff members and to define the conditions under which authorized personnel may enter a student's room. Rooms may be entered under the following conditions:

- To provide room maintenance inspections or repair service.
- To conduct periodic health and safety inspections.
- When there is reasonable cause to believe that University regulations or laws are being violated.
- When there is reasonable cause to believe an emergency situation has arisen that requires that the room be entered.
- When a student permanently vacates the room.
- When a student vacates a room for a break period.
- To identify if a space is ready for a new resident.

Illegal materials/items in plain view may be removed if they are noticed in the course of room maintenance or vacation inspections, or in response to a violation of University or departmental policy. The student will receive written notification of this action if confiscation of property is required when the student is absent. Authorized residence life staff members who may enter a student's room are administrative staff members, Coordinator of Apartment Living, Hall Directors, Graduate Assistants, RAs/CAs, maintenance, and custodial personnel.

**Smoke-Free and Tobacco-Free Living** – The use of all tobacco products (both smoking and non-smoking) is expressly forbidden in all areas, including all common areas and individual living units. Any student found responsible for contaminating the tobacco-free environment of a room/suite/apartment will be charged per incident per living unit for the thorough restoration/cleaning of that area, including carpets, walls, ceilings, draperies, etc. Charges vary and will be based on the cost to restore the living area.

See full policy here: [http://www.missouristate.edu/policy/Op11\\_18\\_TobaccoUse.htm](http://www.missouristate.edu/policy/Op11_18_TobaccoUse.htm).

#### Purpose

The purpose of this policy is to promote wellness, ensure a healthy work and educational environment, and provide guidelines for tobacco use on Missouri State University grounds and facilities. It applies to all tobacco products.

#### Definition

For purposes of this policy, the phrase "smoking and the use of tobacco products" is defined as the smoking of tobacco via cigarettes, cigars, or pipes, or the use of devices or products that may be used to smoke or mimic smoking (including bongos, hookahs, vaporizers, e-cigarettes, etc.).

#### Policy

- A. Smoking and the use of tobacco products by students, faculty, staff, and visitors are prohibited on all Missouri State University properties except as set forth herein.
- B. Smoking and the use of tobacco products is prohibited at all times:
  - i. In all interior spaces on the Missouri State University campus including leased facilities;
  - ii. In all University vehicles, including buses, vans, and all other University vehicles and vehicles leased by/to the University;
  - iii. In all other indoor and outdoor areas of campus not specifically identified in Subsection III.C of this policy.

- C. Smoking and the use of tobacco products will be allowed only at the following outdoor locations:
  - i. Designated smoking areas outside JQH Arena, Plaster Stadium, Hammons Student Center, and Juanita K. Hammons Hall during performances or events;
  - ii. Inside of private vehicles located on University parking lots.
- D. The use of smokeless tobacco is prohibited at all locations on campus.
- E. The University prohibits the sale, distribution, or free sampling of tobacco products on campus.
- F. The University prohibits the campus-controlled advertising of tobacco products on campus except for facilities leased for performances or events.
- G. Littering the campus with remains of tobacco products or any other disposable product is prohibited.
- H. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using University facilities will be required to abide by the University policy. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.
- I. Exceptions to the policy are permitted for on-campus theatrical productions where the script/storyline calls for the depiction of smoking/smokeless tobacco use. Notwithstanding the foregoing sentence, reasonable efforts will be made to use non-tobacco products in all such productions.

#### Smoking Prevention and Tobacco Use Cessation Programs

Preventing smoking and increasing cessation rates to prevent heart disease and stroke shall remain a priority on the campus of Missouri State University. Leading causes of death, such as lung cancer and COPD, could become relatively uncommon in future generations if the prevalence of smoking is substantially reduced. Assistance to students, faculty and staff to overcome addiction to tobacco products is available through Taylor Health and Wellness Center via the Smoking Cessation Program.

#### Compliance

Adherence to the policy cited above is the responsibility of all University students, faculty, staff, and visitors. It is expected that all students, faculty, staff, and visitors to campus will comply with this policy. Members of our campus community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage compliance. A complaint against a student who fails to respond to a request to comply with this policy may be reported to the Dean of Students' Office. A complaint against an employee who fails to respond to a request to comply with this policy may be reported to a dean, director, or supervisor. Refusal of University employees or students to comply with this policy may result in disciplinary action as set forth in the Employee Handbook and the *Code of Student Rights and Responsibilities*.

**Missing Person Policy** - Every student who resides in on-campus housing shall have the option to identify a confidential individual to be contacted within 24 hours of the determination that the student is missing. During the first floor meeting of the fall semester, RAs will cover confidential contact information with students. During the first week of the spring semester, the RA/CA will meet with all new students to provide missing person policy information. Written information describing the process of submitting the confidential contact will be included along with the form for students to complete. Students can submit the form at the front desk of their residence hall at which time a date will be placed on the form. A file will be kept for three years and then the forms will be shredded. Students can change the information on their form at any time by asking for a new form at the front desk. To reference the Missing Person Policy, please see [http://www.missouristate.edu/policy/op5\\_12\\_3\\_missingperson.htm](http://www.missouristate.edu/policy/op5_12_3_missingperson.htm)

# Services

## Residence Hall Services

**Bicycle Storage** – Bicycles may be stored in residence hall rooms, but may not be hung from the ceiling, walls, or elsewhere. However, students are encouraged to use the bicycle racks provided for their convenience located near each residence hall. When keeping a bike in one of these racks, the student should always keep it securely locked. Storage of bicycles in hallways is not permitted. Any bicycle stored or chained in an unauthorized area inside or outside the halls will be removed or ticketed by the Department of Safety and Transportation. Registering one's bike with the Department of Safety and Transportation is recommended. At no time are motorbikes permitted anywhere inside the residence halls.

**Cable Television Access** – Each residence hall room/apartment is equipped with cable TV capability. Expanded-basic cable services are included in residence hall rates and provided in every room. Additional cable services may be contracted through the local cable provider, currently Mediacom, located at 1533 S. Enterprise Avenue, Springfield, MO. Call 417-875-5500 or visit <http://www.mediacomcable.com>. Students who have a TV that was manufactured before 2008 will also need a digital adapter, which can be purchased separately or may be obtained through Mediacom; there is a small monthly fee for using their adapter. Cable services may change depending on the contract the University holds with a cable provider.

**Community and Study Lounges** – Most residence halls have a TV lounge with a plasma or LCD TV and seating area. A large grand lounge is available in most halls for entertaining guests, studying, or just visiting. Activities and special events are periodically held in the grand lounge, sponsored by the hall council or Missouri State organizations. The TV lounge and/or grand lounge are available 24 hours a day for students and their guests, when community functions and events are not scheduled in these facilities. So that all students may benefit from these areas, furniture is not to be removed from any community area, including lounges. Study lounges equipped with tables and chairs are available in each residence hall. These facilities provide a private place in which to study. So that all students may benefit from the study areas, the study lounge must be kept quiet at all times (no music is allowed).

**Computer Labs and Technology** – Computer labs are available in each residence hall. All computer labs are for the exclusive use of students of the individual residence halls. All computers in the residence hall labs use the Windows operation system and are able to access the University's network, all library resources, the Internet, and have applicable software installed. In addition to University-provided computer workstations, each room in every residence hall has wired Internet access. Certain minimum computer configurations are suggested and are listed as follows:

### Recommended Windows Computer Specifications

#### *New Desktop:*

- Operating System: Windows 10 - Any Version
- Processor: Intel Core i5 or i7 – 2.5 GHz, AMD FX Series, or better
- RAM: 8 GB or higher
- Hard Drive: 500 GB or higher or 256GB Solid State Disk
- Software: Microsoft Office 365 – Free copy available through Missouri State

#### *New Laptop:*

- Operating System: Windows 10 – Any Version
- Processor: Intel Core i5 – 2.0 GHz, AMD Quad A6 GHz, or better
- RAM: 8 GB or higher
- Hard Drive: 500 GB or higher or 128GB Solid State Disk



Software: Microsoft Office 365 – Free copy available through Missouri State

*Minimum Recommended:*

Operating System: Windows 8.1 – Any Version

Processor: Intel Core i3 – 2.5 GHz

RAM: 6 GB

Hard Drive: 250 GB

Software: Microsoft Office 365 – Free copy available through Missouri State

Recommended Macintosh Computer Specifications

*New Desktop (iMac):*

Operating System: Mac OS X 10.10 (El Capitan) or better

Processor: 21.5" iMac w/ Intel Core i5 or Core i7 Processor

RAM: 8 GB or better

Hard Drive: 1 TB or better or 512GB Solid State Disk

Software: Microsoft Office 365 for Mac – Free copy available through Missouri State

*New Laptop (MacBook, MacBook Pro, and MacBook Air):*

Operating System: Mac OS X 10.10 (El Capitan) or better

Processor: Intel Core i5 or i7 Processor

RAM: 8 GB

Hard Drive: 500 GB or 256GB Solid State Disk

Software: Microsoft Office 365 for Mac – Free copy available through Missouri State

*Minimum Recommended:*

Operating System: Mac OS X 10.8 (Mountain Lion)

Processor: Intel Core i3 Processor

RAM: 6 GB

Hard Drive: 250 GB

Software: Microsoft Office 365 for Mac – Free copy available through Missouri State

**Printing Quota** - Each residence hall reception desk has a laser printer provided for student use. Pages not picked up in a timely fashion will be placed in the student's mailbox. All residence hall students are provided with an automated laser printing quota of 350 pages (not including cover pages) each semester. Students who would like to purchase additional printed pages may do so at the Department of Residence Life, Housing and Dining Services for a cost of \$5.00 per block of 100 pages.

**Bandwidth Quota** - To ensure that the bandwidth to the Internet in the residence halls is distributed equitably, a bandwidth quota is in effect. Currently, the quota is set at 200 GB on a rolling 7-day period. 200 GB should be more than enough for average Internet usage, including the streaming of media and video gaming. This information can be viewed easily by signing into <https://resreg.missouristate.edu> while on campus.

**Computer Support Help Desk (ResNet)** - A Residence Life help desk has been established to assist students with their technology needs and questions. Any residence hall student with a computer-related question is encouraged to contact ResNet at 417-836-6100 during business hours or leave a message after hours.

**Wireless Network Access** - All residence halls have been designed to have complete wireless coverage. However, as with any wireless technology, connection quality and speed can be affected by many environmental factors. The wireless networks on campus utilize WPA2 Enterprise encryption to provide the highest levels of security possible for students. Almost all laptop and desktop computers, tablets, and phones support this connection type. Devices like smart TVs, wireless streaming interfaces, and game consoles usually are not compatible with WPA2 Enterprise encryption. Most of these devices can still be set up to connect through the Ethernet provided they have a built-in Ethernet port. This can be accomplished through the use of a compatible Ethernet cable and registration using <https://resreg.missouristate.edu>. For more information on registration, please see our guide at <http://resnet.missouristate.edu/help/resreg.php>.

**Custodial Services** - Students are responsible for keeping rooms/apartments in reasonably clean condition and should empty waste and recyclables into hallway trash/recycling containers or outside dumpsters. To ensure a healthy environment, periodic room health inspections will be conducted by the residence life staff. The Custodial Staff cleans all public areas, including community bathrooms, on a regular basis in each residence hall. It is the residents' responsibility to maintain a clean and sanitary bathroom and kitchen in the suites/apartments at all times.

**Fitness and Aerobic Centers** – Fitness and aerobic facilities are provided in some residence halls. The fitness centers are designed for low-impact work-outs for the residents of the respective buildings only. It is important to understand that the University shall not be liable for injuries that occur in our fitness and aerobic centers, and students should be careful not to overexert themselves. Students may need to check out keys to the rooms and “pins” at the front desk.

**Ice, Change, and Vending Machines** – Vending machines, stocked with a variety of snacks and beverages, are located in each residence hall. A convenience store is located at Hammons House. Ice machines and change machines also are provided in most halls. Students losing money in the vending machines should report the loss to the Bursar's Office, located in Carrington Hall, room 102. Refunds will be made at that time. Anyone losing money in the change machines should call the number posted on the machines. No change is available at the front desks.

**Insurance Coverage** – The University cannot be held responsible for any damage or loss of property due to fire, power surges, power loss, facility failure, theft, severe weather, etc. Residents are, therefore, encouraged to carry homeowners or rental insurance. Monroe Apartments residents are required to provide proof of rental insurance. In addition, the University shall not be liable for injuries that occur in and around residence halls, including laundry rooms, fitness centers, parking lots, etc. Students are encouraged to carry adequate medical insurance. For information on some insurance providers, please go to <http://www.nssi.com> or <http://www.collegestudentinsurance.com>.

**Kitchen Facilities** – A kitchen is available in each residence hall. Most kitchens are equipped with a stove, oven, microwave, and sink. In some residence halls, the kitchen is kept locked when not in use, but the key may be checked out at the front desk. Failure to return the key or equipment within the designated time may result in the loss of this privilege and/or a late fee may apply.

**Laundry Facilities** – Each residence hall is equipped with coin-free washers and dryers for exclusive use by residents. Ironing boards, drying racks, and folding tables are available in some residence halls. Washers and dryers are provided in each unit at Monroe Apartments. The University will not be held responsible for lost or damaged belongings. Laundry Alert is installed in Hammons, Hutchens, Wells, Woods, and Sunvilla. This allows you to go online <http://reslife.missouristate.edu/> to see which machines are available or in use.

**Music Practice Rooms** – Music practice rooms are available in Blair-Shannon, Hutchens, Scholars, Wells, and Woods Houses. Residents should check with the front desk for specific hours.

**Parking** – Residents with the appropriate parking tags are permitted to park in the designated lots surrounding the residence halls. Some of these lots are electronically card-accessed. Green lots are reserved for students living in Blair-Shannon House, Freudenberger House, Monroe Apartments, Wells House, and Woods House. Red lots are reserved for students residing in all other residence halls/apartments. Specific lot numbers and locations are available from the Department of Safety and Transportation. Contact parking for information on guest parking. There is a limited amount of reserved parking available for Monroe residents. The cost is \$30.00 per month, billed by semester, and spaces are reserved on a first-come, first-served basis. Residents may contact the front desk at Monroe for more information. Monroe residents not utilizing the reserved parking should contact the Department of Safety and Transportation for a parking permit. The University is not responsible for losses or damages to automobiles or other personal property located in the parking garage, driveways, or parking lots surrounding the residence halls. Washing or servicing of cars in driveways, garages, or parking lots is prohibited.

**Reserving Residence Hall Community Space** – University organizations wishing to utilize residence hall facilities including grand lounges, study lounges, and courtyard space for presentations and/or meetings should make this request of the particular hall council advisor or Hall Staff member at least two weeks prior to the date desired. Priority is given to Residence Life activities. Requests for reoccurring events will not be approved to allow for Residence Life events.

**Telephones** – Local telephone service to residence hall rooms is not provided by the University. Students may contract for local telephone services by contacting the Residence Life Office in Hammons House, room 107. Students must provide the telephone instrument. Additionally, students may contract through the Telecommunication Services office in Blair-Shannon for low-cost long-distance service when they check in to the residence halls. Other long-distance vendors may be utilized as well. Hallway phones are available to all residents for emergency use. When making a local call using a residence hall phone, an outside line can be obtained by dialing 9 and then the number. If a call is being made to a University telephone number, the caller need only dial the last five digits of the phone number. Campus numbers may be found in the online directory at <http://www.missouristate.edu/campuservices/>. Telephone service problems should be reported to the RA/CA for verification and testing.

## **Dining Services**

The University has three dining centers (Blair-Shannon, Garst, and Kentwood) within the residence hall system. Students with a meal plan may eat in any of the three dining centers by presenting their BearPass ID card. This flexibility and variety allows students to select the dining facility that best meets their needs. Dining services are not provided between semesters or during Spring Break.

**Appropriate Behavior in Dining Centers** – In accordance with state law, the following minimum standards of dress must be maintained in all dining facilities:

- Shoes and shirts must be worn at all times.
- Sleepwear and swimsuits are not acceptable.

In addition, no food (excluding a piece of fruit, cookies, or an ice cream cone) may be taken from the dining centers. Students may take a beverage using their own reusable bottle. The removal of glasses, dishes, or silverware from the dining centers is a violation of residence hall policy. The replacement cost of these items can lead to increased dining costs for all students. Residents and their guests are expected to display appropriate behavior in the dining centers. Disruptive, destructive, excessively noisy, or injurious behavior will lead to disciplinary action.

**Meal Plans** – The meal plan consists of two parts:

Part 1: 10, 14, 19 or unlimited meals per week, used at any dining center

Part 2: Declining-balance BoomerMeals package, used at any dining center, the Plaster Student Union Food Court, Library Outtakes, Starbucks, and Strong Hall Outtakes

**After Hours Dining** is available Sunday-Thursday evenings, 9:00 to 11:00 p.m. Locations vary by semester and will be posted in the dining centers.

**Guest Meals** – Residents are encouraged to invite family or other guests to dine with them in the dining center. Meals may be purchased on a cash basis or with BoomerMeals. All parents eat for free in the dining centers when they are accompanied by their students on a meal plan.

**Misuse of a meal plan** – Letting friends use your BearPass ID to gain entry to a dining center may lead to its cancellation or suspension without reimbursement for the unused portion of the meal plan.

**Sack Lunches and Dinners** – Sack lunches and dinners are offered daily for the purpose of providing a meal for students who are unable to return to the dining center. Arrangements for this service must be made 24 hours in advance through the manager of the dining center or in the Dining Services Office in Blair-Shannon House, room 114. Failure to pick up a sack lunch or dinner will result in loss of the privilege for the student for the remainder of the semester.

**Special Meals** – A student who is ill may obtain a special meal by having a friend present the ill person's BearPass ID card to the Dining Center Manager in order to receive the special meal.

## Front Desk Services

Each residence hall maintains and staffs a 24-hour reception desk. These desks are an excellent resource for students and provide many useful services.

Residence Hall	Desk Phone Number	Fax Number	TTY Phone Number
Blair-Shannon House	417-836-5196	417-836-4265	417-836-8804
Freudenberger House	417-836-5189	417-836-7671	
Hammons House	417-836-4907	417-836-7672	
Hutchens House	417-836-8484	417-836-4362	
Kentwood Hall	417-836-4818	417-836-7676	
Monroe Apartments	417-836-8228	417-836-8230	
Scholars House	417-836-8787	417-836-8788	417-836-8806
Sunvilla Tower	417-836-5410	417-836-5437	417-836-3001
Wells House	417-836-5193	417-836-8846	417-836-8835
Woods House	417-836-5338	417-836-4363	417-836-8805

**Equipment Available** – Each residence hall provides a variety of tools, kitchen utensils and equipment, cleaning equipment, vacuums, games, and recreational equipment for the residents of that residence hall. The Department of Residence Life, Housing and Dining Services also provides bellhop carts for use during move-in, move-out, and breaks. These items may be checked out at the front desk with one's BearPass ID card. Failure to return equipment within the designated time frame could result in a loss of this privilege and/or a monetary charge (\$5.00 charge for every 30 minutes late). The University will not be held

liable for the use or misuse of equipment checked out at the desk. If damage results from this use, students will be held accountable. Vacuum cleaners may be checked out from the front desk of each residence hall with a BearPass ID card. In order to maintain established quiet hours, vacuum cleaners are available to students daily from 10:00 a.m. to 10:00 p.m. Due to the limited number of vacuums available, students are asked to return vacuum cleaners within one hour of the time the equipment was checked out. Failure to return the equipment promptly will result in a \$5.00 charge for each additional 30 minutes of use after the designated return time. A 30-minute time limit may be imposed during peak times, such as move-out, Family Weekend, and health inspections. Vacuum cleaners are provided as a service to students and may not be removed from the residence halls.

**Keys** – Students are responsible for all keys/key fobs issued to them at check-in. Lost keys/key fobs may be replaced by reporting the loss to the front desk. A key request will be completed at that time. Mailbox keys will be replaced for a charge of \$10.00. Room keys/key fobs are replaced at a cost of \$10.00 and a re-core/reprogramming of key fob charge of \$50.00 is assessed if a room key/key fob is lost. Lock changes are performed as a safety precaution to prevent unauthorized entry into residence hall rooms. However, the ultimate responsibility for the safety and security of a student's room rests with that student. Mailbox and room key charges (except core charges) will be refunded if the lost key is returned to Residence Life within 90 days. Please remember:

- Lock your room whenever you leave and when you are asleep.
- Do not loan your keys to anyone for any reason.
- Report lost keys and access cards immediately.
- Do not mark your keys with your room number or any other identifiable markings.
- Never leave your keys or access card unattended.
- Return any lost keys you may find to the reception desk.
- When returning to campus after a weekend away/break, confirm you have your access card and keys with you.

Keys obtained from sources other than the University are considered unauthorized. University keys may only be purchased for the purpose of replacing a lost key.

**Lock-Outs** – Residents are responsible for carrying their room keys at all times. In the event that a student is locked out of the room, the student may check out a key at the front desk between the hours of 8:00 a.m. and 5:00 p.m. (other than over the lunch break), Monday through Friday. The student should be prepared to present their BearPass ID card to the receptionist. On weekends and Monday through Friday evenings, the RA/CA on call will respond to lock-outs during regularly scheduled building rounds or on the hour. Should a student become locked out at a time not specified here, the student may locate a roommate to gain access to the room or wait for the RA/CA to begin scheduled rounds. Each student is provided with two complimentary lock-outs per semester. Additional lock-outs are considered misuse of this service, resulting in a \$5.00 charge for the third lock-out and every lock-out thereafter for the remainder of the semester. This fee will be charged to the student's University account. This lock-out service should not be used as an alternative to the replacement of a lost key. For your own safety, report lost keys immediately.

**Mail** – Mailboxes are located within each residence hall, and mail services are provided at each reception desk. Residents must use the assigned mailbox key to obtain mail, as postal regulations prohibit staff members from removing mail from the boxes. While the front desk does not provide all the services of a United States Post Office, incoming packages and special delivery mail are received for distribution. A notice will be placed in the resident's mailbox when a package arrives. This notice must be presented to the employee working the front desk with a BearPass ID card in order to receive the package. The University will not be held responsible for mishandling of mail or packages. Mail is

delivered to the residence halls daily, except Sundays and holidays, and is usually in the mailboxes by late afternoon. Letters may be mailed at the front desk of each residence hall. Please include a complete return address on each piece of mail. Outgoing mail is picked up daily, except Sundays and holidays, from all locations. In addition, a full-service campus post office is located in Plaster Student Union. Mail will be received more quickly if it is addressed as follows:

Blair House	1001 E. Madison St., Room B-###	Springfield, MO 65807
Shannon House	1001 E. Madison St., Room S-###	Springfield, MO 65807
Freudenberger House	1000 E. Madison St., Room ###	Springfield, MO 65807
Hammons House	1001 E. Harrison St., Room ###	Springfield, MO 65807
Hutchens House	1021 E. Harrison St., Room ###	Springfield, MO 65807
Kentwood Hall	700 E. Saint Louis St., Room ###	Springfield, MO 65806
Monroe Apartments	1141 E. Bear Blvd., Apt. ####	Springfield, MO 65807
Scholars House	1116 E. Cherry St., Room ###	Springfield, MO 65807
Sunvilla Tower	833 E. Elm St., Apt. ###	Springfield, MO 65806
Wells House	1132 E. Madison St., Room ###	Springfield, MO 65807
Woods House	1115 E. Bear Blvd., Room ###	Springfield, MO 65807



# Student Housing Contract

## Residence Halls and Apartments: Contract Terms and Conditions

The 9-month academic-year Student Housing Contract for traditional residence halls is in effect from August until May (unless entered into during the spring semester). The Student Housing Contract is for the entire academic year (both fall and spring semesters). If entered into after the semester begins, the contract applies to the remaining balance of the academic year. The 12-month academic-year Student Housing Contract for apartment housing is in effect from August until July (unless entered into during the spring semester). The following is a listing of information you are responsible for knowing and have agreed to follow by signing your contract. You should take time to review the Terms and Conditions of the contract which may be found on our website at <http://reslife.missouristate.edu>.

Rates for Blair-Shannon House, Freudenberger House, Wells House, and Woods House are based on the days of occupancy when the University is in session and do not include certain holiday periods when these residence halls are closed. Blair-Shannon, Freudenberger, Wells, and Woods Houses will be closed for Winter and Spring Break. These halls will close at 8 a.m. on the Saturday following classes and reopen at 8 a.m. on the Sunday before classes begin again. Contracts for Hammons House, Hutchens House, Kentwood Hall, Scholars, Sunvilla, and Monroe Apartments are for the entire contract period, as these facilities are open during all holiday periods.

**Holiday Periods** – Residents of Blair-Shannon House, Freudenberger House, Wells House, and Woods House may not occupy their rooms between semesters or during Spring Break when these halls are closed. Check-out during holiday periods will only be permitted during normal office hours. An appointment for check-out should be arranged in advance by contacting the Department of Residence Life, Housing and Dining Services. Any person gaining illegal access to the residence halls when the halls are closed will be subject to disciplinary and/or legal action. During times when the residence halls close and space in open buildings is not available, the University contracts with a local hotel to provide accommodations for residents needing to stay in Springfield. A limited block of rooms is reserved and issued on a first-come, first-served basis. Residents will need to make their own reservations and are responsible to the hotel for the cost of their stay. More information is available in the Residence Life office in Hammons 104.

**Alcohol Use and Possession** – Residents of Kentwood Hall, Sunvilla, and Monroe Apartments are not prohibited from possession and consumption of alcohol in their apartments if they are above the legal drinking age pursuant to Missouri law. Enforcement of the alcohol policy will include requiring person(s) to provide proof of age and having underage person(s) or others in possession of alcohol in inappropriate locations dispose of the alcohol as directed. All residents, if disruptive or acting inappropriately, will be documented for possible conduct action and/or referred to the Office of Student Conduct. Students found to be in violation of University alcohol policies will go through the same conduct process as students living in other residential facilities. Students who provide alcohol to minors may also be placed on University probation in addition to other conduct consequences.

**Housing Policy** – **All single students younger than 21 years of age with fewer than 30 hours of transferrable credit after high school graduation are required to live in University housing.** This requirement is founded on the belief that residence hall living provides the educational and social foundation important to the continued success of college students. Studies indicate that students living in residence halls tend to progress at a better rate toward the completion of their degree than those students living in off-campus housing. Students are required to request an exception to the University Housing Policy if they do not meet the criteria, as stated above, to reside off campus. A student must contact the Department of Residence Life, Housing and Dining Services to request an exception to this policy. Students should obtain final approval from the Department for an exception prior to committing to other off-campus financial obligations.

**Cancellation and Breakage Policies – If an individual is to remain a student at Missouri State, the individual must obtain prior approval from the Department of Residence Life, Housing and Dining Services to cancel or break the contract.** If an individual is permitted to break the contract, the following conditions apply:

- A. If a student withdraws from the University, the individual is no longer authorized to live in University housing and must check out within 24 hours. The deposit will be forfeited and the student will be charged the daily rate until the student has officially checked out. If the student checks out after the University's "last day to drop classes" there will be no refund.
- B. If a student is permitted to break the contract after the opening day of the halls in the fall or spring, the following costs will be incurred:
  - a. the deposit will be forfeited;
  - b. the daily rate will be charged until the student has officially checked out;
  - c. liquidated damage charges, as stated in Section 2 and 16 of the Student Housing Contract, will be added to the student's account including all breakage fees; and
  - d. meal plans will be prorated to the day of proper check-out of residence halls.
- C. If a student will graduate at the end of the fall semester and will not remain a student residing in the halls during the spring semester, the individual will receive a refund of their housing deposit.
- D. The Department of Residence Life, Housing and Dining Services may cancel a student's contract and the resident will forfeit the deposit with appropriate notice if, after due process, the student is found in violation of the rules and regulations as established by this Guide, and federal, state or local laws. In such cases, the University may impose a liquidated damage fee. (See Section 2 and 11 of the Student Housing Contract)
- E. To cancel a contract prior to the opening of the residence halls, the Department of Residence Life, Housing and Dining Services must be notified in writing. If mailed, the date the notification is received by the Department will be used as the date of contract cancellation.

**Consolidation Procedure:** At any time during the academic year, if a student moves out of a room/suite/apartment leaving a vacancy, the remaining student must select one of the following options:

1. Elect to pay the private room fee and retain the room privately for the remainder of the semester. This is an option only when there is space available and there is not current demand for housing by new students. Private room fees will be calculated on a prorated basis.
2. Choose to move to another half-filled room.
3. Find another student in a half-filled room who is willing to move into the room.

This consolidation procedure does not require an individual to consolidate unless: (a) there is a need for space in the residence hall system, or (b) there is a waiting list for private rooms. If a student is (a) occupying a room without any roommates, and (b) not required to consolidate as indicated above and does not wish to contract for a private room, the student must:

- Keep the unoccupied half of the room in such a condition that would allow someone to move into the room on short notice.
- Display an attitude of cooperation and acceptance toward any student who may wish to examine the room prior to occupancy.

- Agree that the room may be shown to prospective occupants without prior notification and in the student's absence.
- Agree to accept a roommate assigned by a Residence Life staff member.

Students who are directed to consolidate, but fail to do so will be billed automatically for a private room. Students who refuse to accept an assigned roommate, or who elect to pay for a private room after the Private Room/Consolidation form is completed, will be automatically charged the private room fee prorated from the date of the vacancy. Students in half-empty rooms must keep the room in half-empty condition at all times. Students leaving for winter break who are in a half-empty room must make sure all personal belongings are only in half the room, as a new roommate may move in during the break.

**Consolidation Procedure: Apartments** – During the semester, if several apartments become partially empty, students may be required to consolidate with students of another apartment. Residence Life reserves the right to enforce this procedure when its enforcement will:

- result in energy conservation;
- facilitate cleaning and renovation;
- make space available for additional students, guests, offices, and conference groups.

**Eligibility** – To be eligible for residence in University housing, an individual must be enrolled in at least six hours as a student at Missouri State University and be at least 17 years of age. To reside in the Apartments, an individual must also have lived on campus for at least two semesters, have 30 hours of transferrable credit post high school graduation, or be at least 20 years of age or older. In Monroe Apartments, students are permitted to share an apartment with any qualified student of their choosing, as each person has a private bedroom and bathroom.

**Insurance Coverage (Medical and Property)** – The University cannot be held responsible for any damage or loss of property due to fire, power surges, power loss, facility failure, theft, severe weather, or other acts of nature. Students are, therefore, encouraged to carry homeowners or rental insurance. In addition, the University shall not be liable for injuries that occur in and around residence halls, including laundry rooms, fitness centers, kitchens, parking lots, etc. Students are encouraged to carry adequate medical insurance. Monroe Apartments residents are required to provide proof of rental insurance.

**Room Use** – Residents are not permitted to sublet or assign their rooms, or use their rooms for commercial/business purposes. Students are not permitted to remove equipment or furnishings from any room in University housing. Room modifications may be made only in adherence to departmental guidelines as otherwise stated in this [Guide](#).

### **Contract Payment and Refund Policy**

**Payments** – Charges related to the Student Housing Contract will be reflected on the student's account with the University. Payments are to be sent to the Bursar's Office and must be received no later than the 25th of the month in which they are due. Students who are eligible to use the My Payment Plan should refer to the Terms and Conditions found at <http://www.missouristate.edu/financialservices/deferredpaymentplan.htm>. Statements of a student's account are prepared monthly, reflecting unpaid charges which may include housing charges. Statements are generated and a notification is sent to the account holder's University email account notifying them of a statement that is available to be viewed online. If the student fails to make payment according to the schedule set forth by the contract, the University may withhold grade reports and all other records or information requested by the student or third parties.

**Refunds** – If a student withdraws from the University, a refund of housing fees will be calculated according to the Terms and Conditions of the Student Housing Contract. Students will not receive a housing refund if they leave University housing after the

University's posted 'last day to drop class' of the semester. Money owed to the Department of Residence Life, Housing and Dining Services or other departments at the University may be deducted from any refund.

### **Check-In and Check-Out Procedures**

**Check-In** – When students move into their rooms, they will be emailed a link to the Online Room Condition Report (RCR) that includes a completed room/suite/apartment inventory. Some spaces utilize paper Room Condition Reports, which will be provided to the student during check-in to review. This inventory serves as a record of the contents and conditions of the room/suite/apartment and serves as the basis for check-out and assessment of damages when a student moves out.

**Check-Out** – In order to properly move out of a room/apartment, the student must check out with a Resident Assistant/Community Assistant. RAs/CAs will provide students with sign-up times for check-out during finals week or last week of the contract. These appointments are necessary for the convenience of students and allow RAs/CAs to plan in advance if a schedule conflict requires the assistance of another staff member in the check-out process. During check-out, the RA/CA will inspect the room/suite/apartment, record any damages on the Room/Apartment Condition Report, collect keys/fob and access card, and obtain the student's signature on the Room/Apartment Condition Report, noting the date of check-out. Failure to do any of the above constitutes an improper check-out, resulting in a \$75.00 charge, in addition to any other charges. If a student checks out of a room during a holiday period, the student must make arrangements with the Department of Residence Life, Housing and Dining Services to check out during normal office hours. A fall semester resident not planning to return to the residence halls in the spring must check out of the room 24 hours after their last final or by 8:00 a.m. on Saturday, after finals. Apartment students check out by 8:00 am on the last day of their contract term as indicated in Terms and Conditions. A student will be billed the daily housing rate for every day beyond this deadline until the student officially checks out. The cost of any damages to the room/suite/apartment may be collected at the time of check-out, billed to the student, and/or deducted from any housing deposit refund due to the student.

### **Residence Hall Room Assignments and Changes**

**Room Assignments** – Assignments for new students are made according to a priority date determined by the date the student's contract is completed. It is the Department's policy not to discriminate when assigning roommates. Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. Refer to the University's non-discrimination policy as listed on page 2 of this [Guide](#). The Department of Residence Life, Housing and Dining Services reserves the right to change room or hall assignments. Students agree to accept any and all roommates assigned to the room or apartment as indicated in the Terms and Conditions section 5.

**Room Changes** – Residents are encouraged to discuss room changes with their roommates first. If room assignment problems continue, the student seeking the room change should contact an RA/CA who will mediate the dispute. If still unresolved, the RA/CA will refer the student to the Hall Director. In roommate conflicts which cannot be resolved, all roommates may be reassigned.

Room changes may be requested in My Missouri State under the "Profile" tab on the "Housing" channel, under "Assignment Information." Students wishing to move on to a living-learning community will need to meet the criteria for that LLC. Room change requests will be accepted after the first two weeks of the fall and spring semesters, and there must be space available to allow a room change. Room changes will be approved on the basis of availability.

Room change requests based on discrimination will not be granted. Only room changes that have received formal approval may take place. Students who change rooms/halls without expressed permission are in direct violation of Code of Student Conduct 4.7.

**Expanded Housing Assignment** – There are some semesters in which more students desire housing than can be accommodated in designated residence hall rooms; also, a number of students withdraw shortly after each semester begins. Therefore, especially for the fall semester, the University considers it advisable to make additional space available for student housing, such as residence hall conference rooms, guest rooms, RA/CA rooms/apartments, and study lounges, which are converted to provide housing during this period. Permanent assignments are made as spaces become available. A student will be assigned to a designated residence hall room based on the student's housing priority date as determined by date the student completes the housing contract. Students assigned to expanded housing receive a credit of 20% of the daily room rate as per the Terms and Conditions. The use of expanded housing assignments gives students the opportunity for housing, and it also keeps housing rates as low as possible by making maximum use of facilities.

### **Confidentiality of Records**

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), which is a federal law, access to student records maintained by the Department of Residence Life, Housing and Dining Services is limited to other persons within the University who have a legitimate or educational interest; officials of other institutions where students seek enrollment; information requested by federal, state or educational authorities; information needed in connection with the receipt of financial aid; information released by accrediting organizations; appropriate parties in health and safety emergencies; or as otherwise authorized by FERPA. Missouri State University does make available to the public unedited Incident Reports, including personally identifiable information, regarding investigations of suspected criminal conduct which violates federal law, Missouri statutes, or Springfield city ordinances. These records are available from the Department of Safety and Transportation at Missouri State, 636 East Elm, under the Security Records/Access/Release Guidelines available in the Office of Custodian of Records, Carrington 209. In accordance with the Missouri Sunshine Law, the name and address of a victim of criminal activity will not be released where an identifiable assailant is still at large.

Violations of University and Residence Life policy that do not involve criminal activity and other information gathered within the context of community development and student service functions are currently addressed under FERPA. Therefore, other individuals and agencies outside the University shall not have access to nor will the Department of Residence Life, Housing and Dining Services disclose any information, other than directory information or criminal incident reports, without the written consent of the student. Residence Life staff have access to grades and other academic information throughout the academic year. FERPA release forms can be found on the registrar's website.

# Facilities

## Elevators

Passenger elevators located within the residence halls are provided for use by residents, their guests, and residence hall staff. In order to keep elevators in working condition, the following actions are prohibited and may result in disciplinary action:

- Smoking in the elevators.
- Intentional damage and/or vandalism to the elevators, such as prying elevator doors open, jumping, rocking, etc.
- Use of emergency alarms, emergency stops, or the elevator telephone in other than emergency situations.
- Evacuating people from the elevator without assistance from trained personnel. If you are trapped in an elevator, sound the alarm or use the emergency phone to notify Missouri State Safety and Transportation of your situation.
- The elevator in Freudenberger House may be used by residents only at designated times during opening and closing weeks, or by residents with an accommodation on file requiring such access.

## Emergency Procedures

In the event of an emergency, assistance may be obtained by contacting an RA/CA or the front desk of the residence hall. Give a clear description of the problem, your location (including floor and room), and your name.

**Bomb Threat** – In the event of a bomb threat requiring evacuation of the residence hall, students will be alerted to the situation and asked to follow standard evacuation procedures outlined for fire emergencies and drills. A bomb threat, even one made as a prank, is a violation of both federal and local laws, punishable by a fine and prison sentence.

**Contacting Parents/Guardians** – If students are assessed by emergency medical services personnel for medical issues, alcohol poisoning, or suicide ideation/attempt, the student's emergency contact will be contacted by a University staff member.

**Corridors and Fire Doors** – It is absolutely essential that corridor and stairwell doors be kept closed at all times. Closed doors retard the travel of smoke, heat, toxic gases, and fire from the area of origin.

**Emergency Lockdown of a Residence Hall** – Procedures have been developed in the event of an emergency situation occurring on the Missouri State campus. Your RA/CA will cover these procedures during the first floor meeting. Please listen to these instructions and always follow directions given to you by staff members in the case of an emergency. These procedures have been put in place for your safety, not as an inconvenience or interruption of your plans.

**Fire Regulations** – Periodic fire drills are required to ensure that students know what to do in the event of a fire. All students should be on the alert to prevent fires. Students should be familiar with the fire instructions that are posted in each room/suite/apartment. All residents and visitors are required to evacuate the residence hall when the hall fire alarm is sounded. Those refusing to cooperate with staff or evacuate the residence hall are subject to the consequences of their actions.

### ***In the event the fire alarm sounds:***

- Leave the residence hall at once, using the nearest stairway exit. Depart the room immediately, but dress in preparation for exiting into the outdoors (e.g., shoes, coat, etc.).
- Lock your door.

- Never use the elevator during a drill or actual fire.
- If you are away from your room when the fire alarm sounds, do not return to your room, but leave the residence hall via the nearest exit.
- Do not return to the residence hall until given the all-clear signal by safety personnel or residence life staff.

***In the event of a fire:***

- Contain the fire, if possible, by closing the door.
- Pull the nearest fire alarm (pull station).
- No matter how small the fire, and even if it is already extinguished, report it to the front desk or your RA/CA immediately.
- Leave the residence hall by the nearest stairway. Do not use an elevator. Close the room and hallway doors behind you. Remain calm at all times.
- Do not return to the residence hall until given the all-clear signal by a Missouri State Safety and Transportation officer or the Residence Life staff.

**Missouri State Alert** – This is the University’s mass notification system, which uses a variety of methods to contact students, faculty, and staff in the event of an emergency or school closing. The system allows you to receive urgent notification where and how you want—from text messages and e-mails to phone calls.

It is also very important that you follow the instructions given, whether you are in your residence hall, in an academic building, or outside. To change your preferences or obtain more information, go to <http://www.missouristate.edu/safetran/>.

**Threats and Harassment** – Residents who are physically threatened or harassed should immediately contact the RA/CA or the front desk for assistance. Residents who receive threats/harassment over the telephone should follow these procedures:

- Note the exact time of the call.
- Write down as accurately as possible all statements made by the caller.
- Listen to the voice to determine perceived gender, age, accent, and any other distinguishing features of the voice.
- Listen for any background noises (e.g., vehicular noises, alarms, voices, etc.)
- After the call is ended, notify your RA/CA or front desk.

**Tornadoes and Severe Weather** – Two types of tornado alerts are issued by the National Weather Service: **tornado watch** and **tornado warning**. Students should become familiar with the distinction, because it dictates which course of action to follow. All students should also become familiar with the tornado emergency procedures for their living areas.

**A tornado watch** signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographical area. Students should monitor both television and radio weather bulletins to listen for details and changes in weather conditions. **A tornado warning** is issued when a tornado has been sighted in the immediate area. The civil defense sirens will sound when a tornado warning has been issued. In the event of a tornado warning:

- Close and lock your room door and close hallway doors behind you. Bring a book and flashlight with you if they can be located quickly.
- Move to the lowest floor or basement immediately, remaining in the hallway until the all-clear is given by a Residence Life staff member.

- Do not remain in any area that has glass windows, especially lobbies.
- Cooperate fully with all Residence Life staff members. Those refusing to cooperate with staff or evacuate to a designated area are subject to the consequences of their actions.

## Maintenance and Damages

Residents are responsible for maintaining rooms in the condition in which they were found at the time of check-in. The University employs a mechanical staff to assist with general maintenance, repair, and emergency situations. Requests for maintenance should be submitted via the online Work Request system or taken to the front desk or an RA/CA.

**Online Work Request System – Do not enter Work Requests for computer-related items such as data jacks, coax issues, network connections, or personal computer issues. For all computer-related requests, call the ResNet Help Desk at 417-836-6100.**

To submit a Work Request, go to <http://physicalplant.missouristate.edu> and follow the on-screen directions. You will receive e-mail confirmation of your request's status. To ensure that your request is accepted, please follow these points when submitting a request:

- Use a Missouri State e-mail address only.
- Be as specific as possible when describing the request, including exact details and locations within the room.
- Submit only one service type per Work Request.

If there is an emergency (e.g., major water leak, air conditioning or heating problems, door locks), call Missouri State University Work Management at 417-836-8400 Monday through Friday from 8:00 a.m. to 4:30 p.m. For after-hours emergencies, contact your RA/CA or front desk. To check the status of a previously submitted work request, go to <http://physicalplant.missouristate.edu>. Select "Search By Number/Work Request" from the pull-down menu. Enter your Work Request number on the next line and press the button. You will now see your original work request. If it has been assigned a Work Order number, it will be displayed; click on the Work Order number to view the status of your request. For other searching functions, select an option on the left side of the screen under "Search by Request/WO#." If you have any questions, please contact your RA/CA or your front desk.

**Damages** – The condition of each room/suite/apartment is checked at the beginning and end of each academic year. To avoid being charged for damages for which you are not responsible, residents should carefully check the Room/Apartment Condition Report (RCR/ACR) provided by the RA/CA to make certain all existing damages are noted on the sheet. Damages to University property that occur during the school year by residents or their guests are the responsibility of the residents of the room or suite.

**Damage/Charge Appeals** – Appeals must be submitted by the student online at [My.MissouriState.edu](http://My.MissouriState.edu). Sign into your account and select the Profile Tab, then locate the Housing channel on the right-side of the page, then click *Appeal Damage Charges* under the Resources header.

Appeals for damages in a given semester will only be considered until the fifteenth of the month that follows the end of the semester.

<b>Semester:</b>	<b>Deadline:</b>
Fall	January 15
Spring	June 15
Summer	September 15



**Heat/Air Conditioning Conversion** – Blair-Shannon, Hammons, Kentwood, and Woods are two-pipe buildings, meaning that only air conditioning or heat is available, depending on the season. Hall Councils in each building provide annual input on dates the students would like to convert to heat in the fall and to air conditioning in the spring. The Department also monitors student complaints and building mechanical systems in making the transitions.

### **Medical Needs and Accommodations**

Students with medical needs should communicate those needs to the Department of Residence Life, Housing and Dining Services. If accommodations are requested, students will need to register with the Disability Resource Center, located in Meyer Library 111. Students with a medical condition requiring injections must inform Residence Life of that medical condition, as a disposal unit for used needles will be provided in the room/suite/apartment, and the Department will maintain and empty the containers as needed. In addition, disposal units are provided in all community bathrooms in the residence halls.

### **Pest Control**

Residence Life has every room (including resident rooms and staff apartments) in each residence hall treated by our pest control contractor three times per year. These applications take place before opening in August, at semester break, and during spring break. In order to request treatments for insects or other pests beyond the regularly scheduled applications, a work order should be entered in the online work request system at <http://physicalplant.missouristate.edu/>. If a resident wants to provide a specimen of an insect, it should be placed in a Ziploc bag and taken to the front desk. We cannot treat for flying insects, as this is difficult without direct-contact spray. If there are flying insects such as gnats, wasps, or hornets, the source needs to be located before treatment can take place. Residence Life has a protocol for treating bedbugs. If you suspect you have bedbugs, contact your Resident Assistant/Community Assistant or Hall Director immediately. It is the resident's responsibility to notify Residence Life when pests are present so that treatment can begin promptly. Failure to comply with all treatment and requirements prior to treatment will result in a referral for conduct charges and/or financial charges up to \$1,500.00 for eradication of pests.

### **Security Systems**

**Card Access Security System** – A card access system permits residents to gain entry to their halls at all times, but limits the entrance of non-residents during specified hours. Guests are asked to contact residents using the telephone located in the entryway of each building. Access cards are issued to students upon their arrival to University housing. Card access is an electronic security system that helps maintain the security of the outside doors of all residence halls. Access cards issued to students allow entry into their assigned residence hall and other specified doors. Lost cards should be reported immediately to the front desk, where they may be replaced for a \$25.00 charge. A student who pays for a replacement card, then finds and returns the lost card within 90 days, will be issued a \$20.00 refund. Access cards which are not working properly and free of damage may be exchanged, at no charge, at the front desk. Access cards should be returned with room keys when students check out of the residence hall. Cards should be returned in good condition and must be reusable and free of markings and cracks to avoid additional charges.

To help maintain a goal of safety and security of all residence halls, students are asked not to permit "tailgating." This means that persons not in possession of an appropriate access card should not be permitted to enter a residence hall without a host. Access phones are available in the entryway of each residence hall so guests may contact students they wish to visit. Students are prohibited from loaning or giving their access cards to others.

**Community Watch** – Residents are asked to watch out for and protect their “home away from home” and the members of their community. The safety and security of each residence hall depends, in part, on the actions and responsibility exercised by each community member. No lock or security measure is effective when ignored or used improperly. For their own safety and the safety of their fellow residents, students are asked to observe appropriate safety and security measures and to report concerns to their RA/CA or front desk staff.

**Criminal Background Checks** – All student workers, as part of the hiring process, will have their personal information submitted for a criminal background check. While they may begin working, the final status of employment will be determined once the background check is communicated to the University.

**Door Security** – In addition to exterior door security, every residence hall student door is equipped with a security peephole and a deadbolt. Students should utilize these and other safety measures when uncertain about a visitor.

**Identification of Personal Property** – Students are encouraged to identify personal property (e.g., bikes, stereos, TVs, etc.) with an engraver. It is helpful to note all the serial numbers of your personal belongings.

**Surveillance Systems** – To assist with the overall security of the residence halls, surveillance cameras, card access activity logs, and other means of personally identifying and monitoring the activities of students and staff are utilized. Surveillance cameras do not have audio capabilities and will not be placed in private areas, such as bathrooms or student living units. The Department of Residence Life, Housing and Dining Services is the authorizing agent for access and control of any camera and monitor.

**Windows, Screens, Ledges and Roofs** – The misuse of windows and window screens can present a serious safety hazard to students and other University community members. The following guidelines are in place to address these concerns:

- Residents may not remove the screens or window stops from their room window or other residence hall window at any time, nor take any action that may tend to damage the window, window screens, tracks, or closures.
- Residents are instructed not to lean against any window or to stand upon any structure(s) or item(s), such as heating units, crates, or books in front of any window within the residence halls.
- No objects of any type may be thrown from, dropped from, pushed out of, placed outside of or allowed to fall from any residence hall window.
- No one is permitted on ledges, nor are items to be placed on ledges.
- No one is permitted on roofs or overhangs, nor are items to be placed on roofs or overhangs.

Due to the severity of this safety concern, the Department of Residence Life, Housing and Dining Services will hold responsible all students involved in these actions, including the resident(s) of the room in which a violation of these policies has occurred. A charge of \$100.00 will be assessed for each incident where a screen is removed, people/items are on a ledge, and/or when items are thrown out a window. A charge of \$25.00 will be assessed for each incident where a window stop is removed. Screen removal and/or damage will result in a replacement/repair charge. Window stickers outlining these charges are posted on or near every residence hall room window. Removing, defacing, or damaging these window stickers, or any violation of the guidelines previously cited will result in a referral for conduct charges, in addition to any monetary charge incurred. Any damage to windows, screens, tracks, closures and/or window stickers should be reported to a Residence Life staff member immediately.

## Sustainability

**What is sustainability?** – The EPA defines sustainability as “meeting the needs of the present without compromising the ability of future generations to meet their own needs.” In other words—*make it last!* The Residence Life Department contributes to the University's sustainability efforts in many ways, such as lighting common-area spaces using occupancy sensors, cleaning with environmentally friendly products, and installing water bottle-filling stations, energy-saving appliances, and low-flow shower heads and aerators. In addition to these efforts, Residence Life encourages campus awareness of and commitment to the Three R's: *Reduce, Reuse, Recycle*. Not only are there educational opportunities within the residence halls in the areas of energy and water conservation and waste reduction, but also fun, community-involvement projects to utilize learned knowledge of sustainability and make it a lifelong habit.

**Recycling** – Each residence hall is equipped to make recycling as easy and convenient as possible. There are labeled bins for recycling located on each floor in the residence halls. As a further effort, each residence hall room contains a green container to assist residents in sorting recyclables and waste before relocating these items to the community recycling containers. For more information on recycling, please visit <http://reslife.missouristate.edu/Recycling.htm>.

Plastic shopping bags, printer cartridges, batteries, and glass can be recycled in the residence hall lobby. Listed below are items that can be recycled on each floor:

- aluminum cans (soda, canned goods, etc.)
- paper egg cartons
- #1 – #7 plastic tubs and screw-top containers
- #1 – #7 plastic bottles and jugs
- paper and hardback books
- paper drink cartons
- magazines, brochures, and catalogs
- clean aluminum foil and pie pans
- empty aerosol cans (no caps)
- loose metal jar lids and steel bottle caps
- paper bags
- cardboard (separated from items above)

Using the separate container provided, the following paper types may be recycled; staples do not have to be removed:

- shredded paper
- phone books
- file folders
- office paper
- notebook paper
- newspaper and inserts

What can you do to be more sustainable?

- **Conserve!** Conserve energy by turning off lights when a room is vacant and unplugging unnecessary items when not in use. Conserve water by shortening your shower time and turning the faucet off while brushing teeth or shaving.

- **Reduce!** Reduce the amount of waste you produce by preparing or taking only the amount of food that you will eat. Reduce the amount of paper you waste by utilizing the Internet and BearMail to your fullest capabilities and asking yourself if you really need to print items. Reduce the amount of paper printed or copied by utilizing both sides of the paper for printing. Reduce your carbon footprint by riding public transportation such as the BearLine around campus, or walk.
- **Reuse!** Donate your reusable items by participating in Residence Life, Housing and Dining Service's closing recycling program at the end of each semester or by dropping items off anytime during the year at a local donation center.
- **Recycle!** Recycle every item that can be recycled and promote the world's recycling by purchasing and utilizing products made from recycled materials.
- **Participate!** Please join us in our efforts to protect this planet and its valuable resources by participating in sustainable campus activities, such as the annual **RecycleMania** nationwide competition during Spring Semester and other educational programs. Each year, the Live.Life.Green Committee sponsors programs to make engaging in sustainable efforts easy.

# Student Conduct

In the event of an inconsistency between this Guide and the *Code of Student Rights and Responsibilities*, the *Code of Student Rights and Responsibilities* shall control.

A primary aim of the Residence Life program is to maintain an atmosphere that is conducive to the pursuit of academic goals and personal growth. In order to achieve this goal, it is important to remember that a large number of individuals live together in a residence hall. This situation requires students to accept the responsibility involved with living in a community environment and to make a special effort to be aware of how their actions affect their neighbors and roommates. To this end, policies and community standards for the residence halls have been developed to establish an environment in which a large number of students may live together with maximum freedom while recognizing the rights and safety of fellow residents. Students are encouraged to learn responsible decision making, develop an appreciation of community standards, respect individual rights and property, practice good citizenship, and understand the policies of the University within the context of a community living environment. The student conduct system is an active approach to problems that may arise in a residence hall living environment. The system allows for the growth and development of individual residents, making them accountable for their actions and the consequences of these actions and decisions. When a resident violates the basic standard of community living by endangering the safety of other residents or violating any of the policies outlined by the Department of Residence Life, Housing and Dining Services or the University, this behavior is addressed through the residence life and/or the University student conduct system.

**Documentation of Violations** – Residence Life staff, including RAs/CAs, Hall Directors, Coordinator of Apartment Living, Graduate Assistants, Night Hosts, and Receptionists, are required to confront violations of residence hall policy. An Incident Report is written and filed with a residence life administrator. Residents cited in an Incident Report for an alleged violation of policy receive email communication informing them of the next step in the process to resolve the situation. Residents are asked to respond in a timely fashion to all communications involving student conduct concerns. Failure to do so can result in further conduct action.

**Adjudication of Alleged Policy Violations** – Information about the conduct process, including student rights, responsibilities, due process, hearing procedures and sanctions, may be found at <http://www.missouristate.edu/StudentConduct/default.htm>.

## Residence Hall Code of Student Conduct

**Policies and Regulations** – Any residence hall student who is found to have violated the following community standards or University policies as outlined under Article IV of the University's *Code of Student Rights and Responsibilities* is subject to disciplinary sanctions, conditions, and/or restrictions. Residents should review the University Code found at <http://www.missouristate.edu/StudentConduct/12331.htm>. Students will be held responsible for their own behavior. Community standards include, but are not limited to, the following inappropriate behaviors:

### 1. Alcoholic Beverages (Reference 4.11 of the Code for more information)

- Kentwood Hall, Sunvilla and Monroe Apartments residents, see exception in Terms and Conditions.
- Possession, use, sale, and/or distribution of alcoholic beverages in the residence halls or at any Residence Life sponsored event;
- Possession of alcohol containers including one or more cans, bottles, bongos, kegs, and/or flasks, within the residence hall room or at any residence life sponsored event;
- Intoxication by individuals in the residence halls or at any residence life sponsored event.

## **2. Narcotics or Drugs (Reference 4.10 of the Code for more information)**

- Possession, use, sale, and/or distribution of any narcotic, drug, non-prescribed medicine, chemical compound, or other controlled substance or paraphernalia in the residence halls or at any Residence Life sponsored event, except as expressly permitted by law.

## **3. Firearms and Weapons (Reference 4.12 of the Code for more information)**

- The possession and/or use of fireworks, firearms, handguns, ammunition, lethal weapons, blowguns, explosives, noxious materials, incendiary devices, and dangerous chemicals in the residence halls. Possession of weapons on University premises even by licensed holders of concealed handguns. Lethal weapons include any object so designed or adapted to be capable of taking a human life. Firearms, a blackjack, a knife with a blade over two inches in length (including pocket, hunting, and collectible knives), a billy, a slingshot, metal knuckles, and a razor have been held to be lethal weapons.
- Possession of items such as stun guns, pellet guns, dart guns, darts, paint guns, bows and arrows in the residence halls.

## **4. Theft, Damage or Unauthorized Use (Reference 4.4 of the Code for more information)**

- Theft is defined as attempted or actual theft of any property belonging to the University, residence hall students, other members of the University and residence hall community, or University and residence hall visitors. Possession of property, knowing it to be stolen, is theft. This includes cable pirating and splitting.
- Damage is defined as attempted or actual damage to property belonging to the University, residence hall students, other members of the University and residence hall community, or University and residence hall visitors. Defacing, and/or unauthorized removal of University and residence hall property, including public area furniture, is damage and/or theft.
- Unauthorized use is defined as attempted or actual use of credit cards, BearPass ID card, access card, and/or personal checks including forgery, alteration, or misrepresentation of any form of identification.

## **5. Disorderly Conduct/Harassment (Reference 4.3, 4.16 and 4.19 of the Code for more information)**

The following regulations include actions or behavior directed toward either students or staff:

- Physical harm or threat of harm to any person;
- Intentional, reckless or negligent conduct which threatens or endangers the health or safety of any person;
- Unduly disruptive to the University community, lewd, or obscene. Obscene conduct may include conduct that appeals only to a prurient interest and/or depicts/describes sexual acts in a patently offensive way.
- A breach of peace
- Aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored, or participated in, by the University
- Unauthorized surveillance: making unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to, shower/locker rooms, residence hall rooms, and restrooms. Also prohibited is the intentional or knowing viewing, storing, sharing, and/or other distribution of such unauthorized images by any means.
- Unauthorized distribution of sexually explicit images, sharing, displaying, or otherwise distributing nude or sexually explicit images of another individual

without that individual's consent, even if the image was lawfully made or taken with consent. The knowing or intentionally viewing of an image by a third-party when the third party knows or has reason to know that the subject of the image has not consented to such viewing or distribution is likewise a violation of this section.

- Sexual discrimination (including but not limited to sexual violence, sexual harassment, sexual assault), domestic violence, dating violence, and/or stalking. Missouri State University is committed to creating and maintaining an environment that is safe and free from sexual violence and sexual harassment, including sexual assault and stalking. The University will take immediate action to eliminate harassment, prevent its recurrence, and address its effects. This policy also prohibits retaliation against an individual who has brought forward a complaint of sexual harassment and/or taken part in a conduct process as a result of a sexual harassment complaint. For definitions and further explanation of University policy, see G1.31 Title IX Policy on Sexual Assault, Stalking and Other Forms of Sexual Misconduct in the University's online policy library.
- The recommended minimum consequence shall be suspension for one semester (a summer semester does not satisfy this requirement). In addition, other consequences may be enacted as needed, e.g., moving from one residence hall to another or a required change of academic schedule. Note: All instances of alleged violations of this section shall be considered on a case-by-case basis based on the facts and circumstances of each situation. Nothing in this section shall limit the hearing authority from imposing any consequence permitted by the *Code*.
- Harassment, which is unwelcome conduct toward another person or an identifiable group of persons which is severe or pervasive and has the purpose or effect of creating an intimidating, hostile, or offensive learning, working, or living environment (see section 4.19 for sexual harassment).

#### **6. Tampering with Fire Equipment (Reference 4.13 of the *Code* for more information)**

- Intentional sounding of a false alarm; pushing card-access emergency release buttons; sounding emergency exit door alarms; false emergency calls; attempting to ignite and/or the action of igniting a substance on fire; issuing a bomb threat; constructing mock explosive devices; or tampering with, destroying, and/or possession of fire equipment, emergency signs, and sprinklers.

#### **7. Unauthorized Entry/Exit, Possession or Use (Reference 4.7 of the *Code* for more information)**

- Unauthorized entry into, or use of residence life facilities, including roofs, ledges, laundry facilities, mechanical areas, control rooms, unapproved room (changes), etc.
- Unauthorized use and/or possession of keys or unauthorized duplication, processing, production or manufacture of any key or access card for use in any residence hall facility.
- Tailgating or allowing someone else to tailgate through a card-accessed door.
- Loaning or giving keys and/or access card to another person.
- Entering/exiting emergency exit doors when alarmed.

#### **8. Community Living Guidelines (Reference 4.8 of the *Code* for more information)**

- Failure to abide by Courtesy and Quiet Hours as outlined by Quiet Hours policy. <http://www.missouristate.edu/policy/>
- Failure to abide by the Escort policy. <http://www.missouristate.edu/policy/>
- Smoking and/or possession of a lit substance, including the possession of candles, candle warmers, incense, and flame-heated potpourri pots, in any residence hall room and/or in any public area including elevators, bathrooms,

hallways, lounges, laundry rooms, lobbies, balconies, within 50 feet of all entrances and exits of all residence halls, unless otherwise specified.

- Failure to abide by Visitation Hours and Guest Policies in the residence halls.
- Possession of items not allowed in the residence hall rooms and/or public areas, to include heaters/heating units (except UL-approved heating blankets), halogen torchiere lamps, lamps with narrow plastic shades, lava lamps, ozone machines, waterbeds, mattress toppers and pads over 2" high that are not California fire rated, fog machines, personal washers/dryers or dishwashers, candles (with or without wicks), Scentsy-type warmers, air conditioners, outside antennae, flammable fluids, incense, alcoholic beverage containers, non-University provided refrigerators and microwaves, and personal surveillance systems in public places. Cooking outside of using the provided microwave is prohibited in all areas except the community kitchen. All cooking appliances are prohibited, except traditional blenders, auto-shutoff coffee pots, auto-shutoff electric kettles, toasters (not toaster ovens), and air-popped popcorn makers (intended for in-home use). Some small appliances and cookware may be checked out at each building's front desk for use in the community kitchen.
- Selling and/or solicitation in the residence halls, unless approved by the hall council of the respective residence hall.
- Operation of a bicycle, in-line skates, skateboard, or other recreational devices in the residence halls.
- Participation in any type of sport activity in the hallways and/or public areas of the residence halls.
- Possession and/or care of animals other than fish in properly maintained aquariums of 20 gallons of water or less. No laboratory animals are permitted in the residence halls.
- The playing of any musical instruments if heard outside a residence hall room/suite (other than in locations where some halls provide a piano and a designated area for the playing of this and other instruments).
- Use of darts and dartboards in any area of the residence halls.

**9. Failure to Comply with the Direction of University Officials (Reference 4.6 of the Code for more information)**

- Students must comply with the directions of Department of Residence Life, Housing and Dining Services staff members acting in the performance of their duties. This includes meeting with residence hall officials as directed and following sanctions outlined as the result of a student conduct hearing.

**10. Failure to Present BearPass Identification (Reference 4.6 of the Code for more information)**

- A student must present BearPass identification on request by Department of Residence Life, Housing and Dining Services staff members acting in the performance of their duties.

**11. Providing False Information or Misuse of Records (Reference 4.1 of the Code for more information)**

- Dishonest or fraudulent behavior, such as furnishing false information to Department of Residence Life, Housing and Dining Services staff members in the performance of their duties either verbally, or through forgery, alteration, or misuse of any residence hall document, record, or instrument of identification.

**12. Vandalism (Reference 4.4 of the Code for more information)**

- Malicious destruction, damage, or misuse of University property. This includes residence hall public area furniture and individual room furniture.

**13. Student Housing Contract**

- Violating the Terms and Conditions of the Student Housing Contract.



#### **14. Room Decorations**

- Nails, screws, double-stick tape, packing or duct tape on or in the walls, furniture, or fixtures.
- Removal of furniture from assigned room/suite/apartment.
- Removal of traffic and/or street signs. In the absence of a verifiable bill of sale, traffic and street signs are not permitted in the residence hall.
- Displaying pictures and other materials that is discriminatory or harassment under other University policies in areas that may be visible outside a residence hall room/suite (including viewed from outside of room through window or door).
- Displaying alcoholic beverage signs.
- The covering of fire alarm pull stations, fire extinguisher cabinets, smoke detectors, and exit signs; and blocking of exits.
- Decorating entire hallway areas, walls, or doors with flammable materials, without a firebreak.
- Possession of coniferous plants and other coniferous greenery.
- Possession of non-UL approved and/or non-low wattage holiday lights.
- Use of any non-UL approved electrical item, including extension cords, appliances, lamps, etc.

#### **15. Computer Use (Reference 4.17 of the Code for more information)**

- Policy and Ethics for Student Computer Use and Computer Network Use as defined by the University's computer services office.

#### **16. General Expectations (Reference 4.8 and 4.9 of the Code for more information)**

- Students are expected to comply with federal, state, and local ordinances and other University regulations as prescribed in this [Guide](#), the Student Housing Contract and other University publications. In addition, all postings, signs, or other forms of communication must be adhered to at all times. Residents are responsible for the acts of others (visitors) in their room/suite/apartment.

# The Code of Student Rights and Responsibilities

## Article I: Student Rights

- 1.1 The following enumeration of rights shall not be construed to deny or disparage other rights not in conflict with this Code of Student Rights and retained by students in their capacity as members of the University Community or as citizens of the State or of the United States. This Code shall not be construed in any manner which might run counter to a reasonable construction of the Charter and Bylaws of the University and the direction of the Board of Governors, nor of the Constitution and Bylaws of the Faculty, nor of the Constitution of the Student Government Association; nor shall it be construed, interpreted, or applied in any manner which would seem detrimental to the privileges, purposes, aims, and goals of Missouri State University as a public institution of higher learning with a statewide mission in Public Affairs.
- 1.2 Federal and State constitutional guarantees of free inquiry, expression, and assembly are specifically restated as guarantees on this campus.
- 1.3 Students are free to pursue their educational goals and to have appropriate opportunities for learning in the classroom and on the campus as shall be provided by the University.
- 1.4 No conduct consequences may be imposed upon any student without following minimal procedural due process, as described in Article VI of this code.
- 1.5 Within the limits of its facilities, the University shall be open to all applicants who are qualified according to the admission requirements, which may be adopted and established from time to time. The University does not discriminate on the basis of race, color, national origin (including ancestry), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, or gender expression), age, disability, veteran status, genetic information or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by the University. Prohibited sex discrimination encompasses sexual harassment, which includes sexual violence. See G1.31 Title IX Policy on Sexual Assault, Stalking and Other Forms of Sexual Misconduct.  
[www.missouristate.edu/policy/G1\\_31\\_TitleIX.htm](http://www.missouristate.edu/policy/G1_31_TitleIX.htm)
- 1.6 Discussion and expression of all views relevant to the subject matter are permitted in the classroom subject only to the responsibility of the instructor to maintain order and a climate conducive to learning, within the stated goals and purposes of the University.
- 1.7 All students shall have the right to be protected from prejudiced academic evaluations unrelated to academic performance based on the student's views, opinions, political associations, organizational memberships, or the instructor's biases based on the character of the student. Furthermore, all students shall have the right to appeal a grade to the instructor, the department head, the college dean, and the Provost. All grade remedies under other existing policies shall be protected under this Code.
- 1.8 Discussion and expression not inconsistent with the laws of the State and the United States, and in the manner, time, and place prescribed by University policy, are permitted within the institution. Support of any cause by orderly means is permitted, subject to the paramount rights of the University, the safety and rights of individuals, the protection of property, and the continuity of the educational process.
- 1.9 The University encourages expression of informative and differing viewpoints on issues and will support the presence on the campus of responsible persons representing various views. The University reserves the right to specify the conditions of time, place, and manner of speakers through the Expressive Activity Policy.

- 1.10 Organizations and groups may be established within the University for any lawful purpose. Affiliation with an extramural organization shall not, in itself, qualify or disqualify the University branch or chapter from institutional privileges. A group shall become an organization when formally recognized by the University according to the procedures and regulations established by the Office of Student Engagement. No group may be so recognized or continue to be recognized if its purposes or programs are in conflict with this Code of Student Rights or with the laws of the State or of the United States.
- 1.11 A student group or organization may distribute written material on campus without prior approval provided that such distribution is consistent with the University's Advertising, Distribution, Solicitation, and Facilities Usage Policy and the laws of the State or of the United States, and provided that it does not disrupt the operation of the University.
- 1.12 The student press is to be free of censorship. The editors and managers shall not arbitrarily be suspended because of student, faculty, administration, alumni, or community disapproval of editorial policy or content.
- 1.13 All students shall have the right to be represented in the Student Senate of the Student Government Association, and they further shall have all rights that constituents in democratic societies have including, but not limited to, the right of petition and recall of their representatives.
- 1.14 Students have limited rights of privacy, which extend to living quarters in residence halls. The following activities shall not be considered to impinge upon such rights of privacy: the entry of a room to provide maintenance inspections or repair services; entry when there is reasonable cause to believe that a health or safety issue exists; entry when there is reasonable evidence of a disruption of peace that substantially interrupts the daily operations of the residence hall and/or floor community; entry of a room when a student permanently vacates the room; entry of a room when a student vacates a room for a break period; the search of student rooms by civil authorities in accordance with local, state, or federal laws; the removal of substances or property in violation of University policy or law during a routine health or safety inspection; the removal of substances or property in violation of University policy or law when in plain view; and the removal of substances or property in violation of University policy or law during a situation when a University Official, in the course of his/her duties, believes an emergency situation exists which poses threat of harm to a member of the campus community or to University property. Students should not expect these limited rights of privacy to extend to computer accounts and electronic mail. The University reserves the right to access student files and accounts as a part of normal routine tasks and for the purposes of investigating alleged wrongdoing.
- 1.15 All students shall have the right to have their academic and conduct records protected from unauthorized access by any person without the written consent of the student involved, except under compulsion by a University hearing panel or court of law, the University Board of Governors, or as otherwise allowed by state and federal law.
- 1.16 All students shall have the right to access, according to published University regulations and/or procedures, all University structures where student fees or fines directly contribute to the upkeep of said buildings, except private offices and other areas where student access could compromise privacy. These buildings shall include, but are not limited to, Plaster Student Union, Hammons Student Center, McDonald Arena, Meyer Library, Robert W. Plaster Stadium, Betty and Bobby Allison North Stadium, Betty and Bobby Allison South Stadium, Betty and Bobby Allison Recreational Fields, Betty and Bobby Allison Sand Volleyball Courts, Student Exhibition Center, and Taylor Health and Wellness Center.
- 1.17 All students shall have the right to be secure from having their rights infringed upon by University administrators, faculty, support staff, or fellow students.
- 1.18 All students have a right to be offered reasonable protection from retaliation, intimidation and/or harassment. Students who believe they have experienced retaliation, intimidation, and/or harassment are encouraged to seek assistance from one of a number of campus

resources. The Dean of Students Office, the Office of Student Conduct, and the Office of Institutional Equity and Compliance have staff and resources available to assist students who believe they may be the victim of retaliation, intimidation, and/or harassment. Students can find assistance on filing complaint charges or campus resources at [www.missouristate.edu/studentconduct](http://www.missouristate.edu/studentconduct).

## **Article II: Responsibilities**

Missouri State University has a single purpose: to develop educated persons. It is thus committed to the search for knowledge. It recognizes that human curiosity explores unknown intellectual worlds as well as unknown physical worlds. In a world where knowledge can become outdated in less than a decade, the University is committed to the discovery and dissemination of knowledge that serves the future.

Educated persons are developed through the interaction of competent, caring faculty and capable, motivated students, supported by dedicated professional staff. It is assumed that the three components of the University, faculty, students, and staff, come together as a community in pursuit of the single purpose of the University. In joining this community, students voluntarily assume certain responsibilities that are necessary for promoting the welfare of the community. Although no definitive list of responsibilities can ever truly be developed, the following represent the main responsibilities students assume by becoming members of the University community.

- 2.1 Academic integrity and honesty are the foundation of the University community. Students are expected to practice academic integrity in all assigned work. Students are expected to be honest in all interactions with other students, faculty, and staff.
- 2.2 The University has the inherent right to promulgate appropriate rules and regulations for the orderly conduct of University business and the protection of the health and safety of the University community. Students are expected to comply with all published and stated rules and regulations.
- 2.3 Members of the faculty and staff have the authority to properly direct student conduct in concert with the authority stated above. Students are expected to comply with directives of University officials who are acting in performance of their duties. Students must comply with directives even when they disagree with the directives. A student retains the right to appeal an issued directive through the administrative structure that exists for the faculty or staff member who issued the directive, through established policies.
- 2.4 The search for knowledge can only take place within an atmosphere of open exchange. Open exchange can only take place in an environment of respect and civility. The University has an economically, culturally, and ethnically diverse population. Students are encouraged to respect differences of culture, lifestyles, and religions as well as to respect freedom of expression. Additionally, students are encouraged to behave in a manner that is both respectful and civil.
- 2.5 The campus and its grounds, facilities, and equipment are provided largely by the people of the State of Missouri for the students of the University. Students are expected to protect and guard these resources.
- 2.6 Individual compliance with University rules and regulations can only partially insure a safe and orderly environment. Being a responsible member of the community also implies encouraging behaviors in others which are consistent with these rights and responsibilities, discouraging behaviors which are inconsistent, and taking positive action in the face of violations. Minimally, students are expected to participate in the process of adjudicating violations of University expectations, rules, and/or regulations. This implies that students will report violations for which they have knowledge and participate in the conduct process as necessary.
- 2.7 Good Citizen Policy. The welfare of our students is of the highest importance to Missouri State University. There will be times when individual students, both on and off campus, may be in critical need of assistance from medical or other professional personnel. Missouri State

University hopes that these students will seek help, and that other students will respond to obtain the help that their fellow student needs. To that end, Missouri State University intends to minimize any hesitation that students might have in obtaining help due to concern that their own behavior might be a violation of University policy.

While policy violations cannot be overlooked, Student Conduct staff members will consider the positive impact of reporting an incident on the welfare of students when determining the appropriate response for policy violations by the reporter of the incident. Any possible negative consequences for the reporter of the problem should be weighed against the possible negative consequences for the student who needs intervention. At a minimum, Missouri State University suggests that a student anonymously report any situation that would put the student in need in touch with professional help. To report an incident use this link <https://cm.maxient.com/reportingform.php?MissouriStateUniv>. See also G1.31 Title IX Policy [www.missouristate.edu/policy/G1\\_31\\_TitleIX.htm](http://www.missouristate.edu/policy/G1_31_TitleIX.htm) on Bystander Engagement.

Examples where the Good Citizen Policy may influence educational consequences are:

A student is reluctant to report that she/he has been sexually assaulted because she/he was smoking marijuana just prior to the assault.

A student is reluctant to call an ambulance when a friend becomes unconscious following an excessive consumption of alcohol because the reporting student is under the age of 21 and also was consuming alcohol.

A member of a student organization is reluctant to report a possible suicide attempt by a prospective member because prospective members have been required to perform activities that may be considered hazing.

In all three of these examples, a student's physical and/or psychological well-being is in serious jeopardy.

- 2.8 Attending classes becomes a responsibility of students when they are admitted to the University and for as long as they are in good standing. Students are expected to attend class in accordance with the rights and responsibilities afforded them by the University's Attendance Policy.
- 2.9 The primary interaction between faculty and students, which produces educated persons, is in the classroom in the individual course setting. Requirements of participation in classroom discussion and submission of written exercises are consistent with this document.
- 2.10 The course instructor has original jurisdiction over his/her class and may deny a student who is unduly disruptive the right to attend the class. Students are expected to master the course content in compliance with the syllabus of the course instructor. The student is expected to comply with all reasonable directives of the course instructor. The course instructor may have a student administratively withdrawn from a course upon showing good cause and with the concurrence of the department head. The appeals process in case of such administrative withdrawal shall be as stated in the undergraduate catalogue in the academic regulations under "Grade Re-Evaluation Based on Performance."
- 2.11 Students may be held responsible for the behavioral acts of their guests and secondary lessees (applies to married and family housing) when such acts are in violation of the Code and occur on University premises or in conjunction with University-sponsored or supervised activities.

### **Article III: Authority and Jurisdiction**

- 3.1 The State of Missouri has delegated, by statute, authority for the governance of Missouri State University to the Board of Governors. This includes "full power and authority to adopt all needful rules and regulations for the guidance and supervision of the conduct of all

students while enrolled as such" and the authority to enforce obedience to those rules and regulations. It also has the power to delegate student conduct authority.

- 3.2 Generally, jurisdiction and the conduct process shall be limited to behavior which occurs on University premises or at University-sponsored activities, or off campus when it adversely affects the University Community and/or the pursuit of its objectives.
- 3.3 Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's behavior even if the student withdraws from school while a conduct matter is pending.

## **Article IV: Proscribed Conduct**

Any student found to have committed any of the following misconduct is subject to the consequences outlined in Article VII. The University cannot develop a list of acts of misconduct that can accurately describe or anticipate every possible act of a student. The authority to determine if a specific act is subject to consequences shall be left with the Conduct Office and/or Hearing Authority working with the specific case.

- 4.1 Acts of dishonesty that are related to a student's academic performance, and any incident of alleged academic dishonesty committed by any student at Missouri State University outside of the context of enrollment in any particular course, are governed by the Student Academic Integrity Policies and Procedures. This document is available in the Office of the Provost, at <http://www.missouristate.edu/assets/policy/academicintegritypolicyrev-1-08.pdf> and in the Office of Academic Affairs. Any one of the following acts constitutes academic dishonesty: cheating, fabrication, plagiarism, or facilitating academic dishonesty. Definitions of these acts are included in Article X: Definition of Terms. When an act of dishonesty is of a non-academic nature, the policies of this Code are in effect. Acts of dishonesty may include, but are not limited to, the following:
  - a. Furnishing false information to any University official, faculty member, or office.
  - b. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
  - c. Tampering with the election of any student organization.
- 4.2 Disruption or obstruction of teaching, research, administration, conduct proceedings, other University activities, including its public-service functions on or off campus, or other authorized non-University activities.
- 4.3 Harassment, which is unwelcome conduct toward another person or an identifiable group of persons which is severe or pervasive and has the purpose or effect of creating an intimidating, hostile, or offensive learning, working, or living environment (see section 4.19 for sexual harassment).
- 4.4 Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
- 4.5 Hazing, an act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation/admission into, affiliation with or as a condition of continued membership in a group or organization. The express or implied consent of the student will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; they are violations of this policy.
- 4.6 Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties (including, without limitation, failure to comply with a no-contact directive) and/or failure to identify oneself to these persons when requested to do so.

- 4.7 Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises that have restricted access.
- 4.8 Violation of University policies, rules, or regulations published in University documents: "The University Catalogue", "Policy and Ethics for Student Computer Use and Computer Network Use", "The Guide to Residence Hall Living", "The Guide to University Apartment Living", The Policy Library (specifically Chapter 5 regarding Student Policies) at <http://www.missouristate.edu/policy/studentpolicies.htm>, or in other sources with which a student could reasonably be expected to be familiar.
- 4.9 Violation of federal, state, or local laws and ordinances on University premises or at University-sponsored or -supervised activities. Violations that occur off campus when the conduct adversely affects the University community and/or the pursuit of its objectives.
- 4.10 Use, possession, or distribution of narcotics or other controlled substances, or drug paraphernalia except as expressly permitted by law. Also prohibited are prescription medications used outside the directions of a valid prescription as well as other substances used to gain a similar effect as illegal drugs. Recommended minimum consequences for the possession of drug paraphernalia and use or possession of marijuana or other controlled substances are outlined in 7.13.
- 4.11 Use, possession, or distribution of alcoholic beverages, or alcohol paraphernalia except as expressly permitted by the law and University regulations, or public intoxication. Alcohol paraphernalia may include such items as empty cans, bottles, or any kind of alcohol bong. Recommended minimum consequences for violations of the alcohol policy are outlined in 7.13.
- 4.12 Unauthorized fireworks and unauthorized possession and/or use of firearms, explosive weapons, and other weapons, as defined by Missouri Revised Statutes, on University premises. Authorization to possess such items on University property may be granted by the President and delegated to the Director of Safety and Transportation or his/her designee.
- 4.13 Tampering with fire alarms, extinguishers, and/or other safety equipment.
- 4.14 Participation in a campus demonstration which disrupts the normal operations of the University and infringes on the rights of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
- 4.15 Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or -supervised functions.
- 4.16 Conduct, which is:
- a. Unduly disruptive to the University community, lewd, or obscene. Obscene conduct may include conduct that appeals only to a prurient interest and/or depicts/describes sexual acts in a patently offensive way.
  - b. A breach of peace
  - c. Aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored, or participated in, by the University
  - d. Unauthorized Surveillance: making unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, including, but not limited to, shower/locker rooms, residence hall rooms, and men's or women's restrooms. Also prohibited is the intentional or knowing viewing, storing, sharing, and/or other distribution of such unauthorized images by any means.
  - e. Unauthorized distribution of sexually explicit images, sharing, displaying, or otherwise distributing nude or sexually explicit images of another individual without that individual's consent, even if the image was lawfully made or taken

with consent. The knowing or intentionally viewing of an image by a third-party when the third party knows or has reason to know that the subject of the image has not consented to such viewing or distribution is likewise a violation of this section.

4.17 Abuse of computing resources, including but not limited to:

- a. Sharing a University account password with others, allowing anyone else to use your account, or use someone else's account.
- b. Copying, sharing, uploading, downloading, sending, or knowingly receive copyrighted or trade/service marked materials without authorization.
- c. Fraudulently accessing and interfering with computer systems, resources, data or other users.
- d. Examining, altering or attempting to examine or alter another computer user's private files or electronic communications without authorization.
- e. Using or altering electronic communications to hide identity or impersonate another party.
- f. Disrupting, attempting to disrupt, or supporting the disruption of University or external information technology services, systems, or users.
- g. Violating Missouri State University's Acceptable Use and/or Computers/Networks Policies (for more information on these policies visit [www.missouristate.edu/policy/Op12\\_02\\_1\\_AcceptableUse.htm](http://www.missouristate.edu/policy/Op12_02_1_AcceptableUse.htm) and [www.missouristate.edu/policy/Op12\\_02\\_3\\_ComputersNetworks.htm](http://www.missouristate.edu/policy/Op12_02_3_ComputersNetworks.htm))

4.18 Physical Misconduct, including but not limited to:

- a. Inflicting bodily harm or unwanted physical contact upon any person.
- b. Taking any action for the purpose of inflicting harm upon any person.

4.19 Sexual discrimination (including but not limited to sexual violence, sexual harassment, sexual assault), domestic violence, dating violence, and/or stalking. Missouri State University is committed to creating and maintaining an environment that is safe and free from sexual violence and sexual harassment, including sexual assault and stalking. The University will take immediate action to eliminate harassment, prevent its recurrence, and address its effects. This policy also prohibits retaliation against an individual who has brought forward a complaint of sexual harassment and/or taken part in a conduct process as a result of a sexual harassment complaint. For definitions and further explanation of University policy, see G1.31 Title IX Policy on Sexual Assault, Stalking and Other Forms of Sexual Misconduct. [www.missouristate.edu/policy/G1\\_31\\_TitleIX.htm](http://www.missouristate.edu/policy/G1_31_TitleIX.htm)

The recommended minimum consequence shall be suspension for one semester (a summer semester does not satisfy this requirement). In addition, other consequences may be enacted, as needed e.g., moving from one residence hall to another or a required change of academic schedule. Note: All instances of alleged violations of this section 4.19 shall be considered on a case-by-case basis based on the facts and circumstances of each situation. Nothing in this section shall limit the hearing authority from imposing any consequence permitted by the Code.

4.20 Abuse of the Conduct System, including but not limited to:

- a. Failure to obey the summons of a Conduct Officer or University official.
- b. Falsification, distortion, or misrepresentation of information before a Conduct Officer, University official, Conduct Advisor, and/or Hearing Panel
- c. Disruption or interference with the orderly conduct of a conduct proceeding.
- d. Institution of a conduct proceeding knowingly without cause.
- e. Attempting to discourage an individual's proper participation in, or use of, the conduct system.
- f. Attempting to influence the impartiality of any member of a conduct proceeding prior to, during, and/or after a conduct meeting and/or hearing.



- g. Harassment (verbal or physical), intimidation, and/or retaliation against any person participating in the conduct process.
- h. Failure to comply with consequences imposed, by the date specified, under the Code of Rights and Responsibilities.
- i. influencing or attempting to influence another person to commit an abuse of the conduct system.

4.21 Violations of Missouri State University's Tobacco Use/Smoking Policy. This policy can be found online [http://www.missouristate.edu/policy/op11\\_18\\_tobaccouse.htm](http://www.missouristate.edu/policy/op11_18_tobaccouse.htm).

5.22 Assisting or encouraging, through act or omission, any person or group with committing or attempting to commit a violation of this Code or Federal/State laws and regulations. Failure to leave or report a situation where any person is committing or attempting to commit a violation of this Code.

## **Article V: Violation of Law and University Conduct**

- 5.1 University conduct proceedings may be instituted against a student charged with conduct that potentially is a violation of criminal law and this Code. For example, if both violations result from the same factual situation, without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceeding off-campus at the discretion of the Dean of Students or his/her designee. Determinations made or consequences imposed under this Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. In cases involving potential criminal conduct the Dean of Students, in conjunction with other appropriate University officials, will determine whether law enforcement shall be notified.
- 5.2 When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a conduct body under the Code, however, the University may advise off-campus authorities of the existence of the Code and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, staff members, and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **Article VI: Conduct Policies**

- 6.1 Any member of the University community (complainant) may file a complaint against any student for misconduct (respondent). The complaint may be prepared in writing or notice may be given in another manner and directed to the Dean of Students Office, which is responsible for the administration of the University conduct system. Any charge should be submitted as soon as is reasonably possible after the event takes place, but in any case, no longer than 12 months from the date the person knew or should have known the facts, unless otherwise required by law. In most cases students will not undergo more than one conduct process within the University for the same incident. For example, if a student is assigned consequences from their academic department for an incident, the student will not typically face conduct charges for the same incident.
- 6.2 If the complaint is for sexual assault under G1.31 Title IX Policy on Sexual Assault, Stalking and Other Forms of Sexual Misconduct ([link](#)), the Conduct Officer shall follow the investigative steps outlined in that policy, and in the case of any conflict between G1.31 and this policy, G1.31 shall control. If a complaint includes allegations of sexual assault under G1.31 Title IX Policy on Sexual Assault, Stalking and Other Forms of Sexual Misconduct,

mediation is not appropriate even on a voluntary basis. After completing a Title IX investigation, the Title IX Office shall prepare an investigative report summarizing the investigation and the conclusion of same. After receiving the investigative report from the Title IX Office, the Conduct Officer shall do the following:

- a. Present charges to the respondent in written form as outlined in 6.4 which stem from the findings of the investigative report;
- b. Meet with the respondent by the deadline assigned in the letter of charges to review charges and give a summary of information to be presented as to allow preparation of refutation. The respondent will be given the opportunity to review any materials from the investigation report including but not limited to: audio recordings, investigative report, and exhibits;
- c. Answer questions and provide any necessary clarification of the Code and/or its procedures;
- d. Discuss the respondent's level of responsibility in the conduct situation. The respondent may give additional information, present additional pertinent documents or records pertaining to the incident, and present additional witnesses which were not provided during the investigative phase; and
- e. In cases where the Conduct Officer and the respondent are unable to come to an agreement on responsibility for a violation or an appropriate consequence, the respondent shall have the right to request a hearing in front of a hearing authority.

6.3 In complaints that do not include allegations under G1.31 Title IX Policy on Sexual Assault ([www.missouristate.edu/policy/G1\\_31\\_TitleIX](http://www.missouristate.edu/policy/G1_31_TitleIX)), Stalking and Other Forms of Sexual Misconduct, the Conduct Officer will promptly investigate to determine if there is reasonable cause to charge the accused individual and what policy violations may be considered as part of the complaint. In the event of an informal resolution, the Conduct Officer may take appropriate steps to resolve the situation and such disposition shall be final and there shall be no subsequent proceedings.

6.4 All charges shall be presented to the respondent in written form, via Missouri State University email and/or U.S. mail. The written notice of charges will contain the following:

- a. The sections of the Code or other University policies allegedly violated
- b. Date, time, and place the alleged violation occurred
- c. A concise summary of the alleged violation
- d. A list of witnesses (to be supplemented later if necessary)
- e. A date, time, and location for the respondent to meet with the Conduct Officer. The respondent's class schedule shall be consulted; the respondent may ask the Conduct Officer for an alternate date and time to meet within the deadline listed in the letter. The decision to alter the meeting time and date is at the discretion of the Conduct Officer.

6.5 The respondent will have a conduct meeting with the Conduct Officer by the deadline assigned in the letter of charges. At this meeting the following matters will be decided:

- a. The Conduct Officer will go over the charges and give a summary of the information to be presented.
- b. The Conduct Officer will answer any questions and provide any requested clarification of the Code and/or its procedures
- c. The respondent may respond to the charges and provide any information he/she believes to be relevant in determining responsibility. He/she has the opportunity to present information, ask questions, present records or documentation pertaining to the incident, present witnesses, and provide explanations to the Conduct Officer.
- d. The Conduct Officer and the respondent will discuss the respondent's level of responsibility in the conduct situation and attempt to come to an agreement

regarding responsibility (or no responsibility) and consequences as necessary. If an agreement is reached, a Case Resolution Form (CRF) will be filled out by the Conduct Officer.

- e. In cases where the Conduct Officer and the respondent are unable to come to an agreement on responsibility for a violation or an appropriate consequence, the respondent shall have the right to request a hearing in front of a Hearing Authority. If the respondent's Conduct Officer is a Residence Life staff member, the respondent may choose as the Hearing Authority either the Assistant Director for the opposite side of campus (if unavailable, the Associate Director, another Assistant Director who does not have direct supervisory capacity over the complainant, or the Director may serve as the Hearing Authority) or a hearing panel.
- f. Except as set forth in subsection (g) below, if the respondent fails to attend the scheduled conduct meeting, the Conduct Officer may, at his or her discretion, conduct the meeting in the respondent's absence and render a finding of responsibility or no responsibility. In these cases, the Conduct Officer will complete a Case Resolution Form (CRF) and send a findings letter to the respondent; the respondent is responsible for fulfilling or upholding the consequences listed within the letter. If the respondent wishes to appeal that conduct decision he/she may do so by following the appeals processes outlined in Article VIII of this document.
- g. In cases where the respondent fails to appear for an initial conduct meeting and the recommended outcome would be Residence Hall suspension/expulsion, University suspension, or University dismissal, the Conduct Officer will assume a plea of not responsible and set up a hearing with the Dean of Students (or his/her designee) as the Hearing Authority.
- h. In matters concerning hearings and where the Director of Student Conduct is not serving in a Hearing Authority capacity, the Director of Student Conduct and/or Office of Student Conduct Staff will assist both the respondent and the complainant in understanding the hearing process.
- i. The Conduct Officer's determination will be made by a preponderance of evidence, on the basis of whether or not it is more likely than not that the respondent violated the Code of Student Rights and Responsibilities.
- j. In consideration of the limited role of advisors and of the compelling interest of the university to expeditiously resolve allegations of violations of the Code, the work of a Conduct Officer will not, as a general practice, be delayed due to the unavailability of an advisor. The responding student is responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing.

6.6 When a student enrolls at the University, s/he does so voluntarily and in so doing implicitly accepts certain obligations of performance and behavior established by the University, as defined in this Code and other official University publications. The development of self-discipline is a goal of education, and the conduct process is intended to be educational in nature. The conduct system described herein is designed to further the educational process; therefore, it is not comparable to, or a substitute for, jurisprudence under a criminal code. Therefore, formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings. The procedures outlined below are designed to balance the rights and responsibilities of the student accused of wrong doing with the rights of the accuser, other students, members of the academic community, and the public. Hearings shall be conducted in order to provide a fair opportunity for hearing of every participant's position, explanations, and information according to the following guidelines:

- a. Hearings will be conducted in private.
- b. Admission of any person to the hearing shall be at the discretion of the Hearing Authority. The complainant and the respondent must each inform the Office of Student Conduct of witnesses who he/she intend to have provide information at the hearing at least five (5) days in advance of the hearing. The Hearing

- Authority may determine that there are other relevant persons who know information about the situation and invite them to participate in the hearing to share their information.
- c. The Hearing Authority may cause to be removed from the hearing any person, including the complainant, respondent, or an advisor, who disrupts or impedes the hearing, or who fails to adhere to the rulings of the Hearing Authority. The Hearing Authority may direct that persons, other than the respondent or the complainant, who are to be called upon to provide information, be excluded from the hearing except for that purpose. If the Complaint alleges there has been a violation under G1.31 Title IX Policy on Sexual Assault, Stalking and Other Forms of Sexual Misconduct, when requested, the Conduct Advisor will make arrangements for the Complainant and Respondent not to be in the same room at the same time. The members of the Hearing Authority may conduct private deliberations at such times and places as he/she deem proper.
  - d. Unless prior arrangements have been approved by the Hearing Authority, the complainant must appear in support of the charge(s) before the Hearing Authority designated. If the complainant fails to appear, charges may be dropped at the discretion of the Hearing Authority. However, if the complaint alleges there has been a violation under G1.31 Title IX Policy on Sexual Assault, Stalking, and Other Forms of Sexual Misconduct, a Complainant's presence at a hearing is not a prerequisite to proceeding with the hearing.
  - e. If the respondent has been properly notified of the hearing, but fails to appear, the hearing may take place in his/her absence and the findings and consequences will be binding on the respondent. Only upon showing of exceptional circumstances (to be determined by the Hearing Authority) will the respondent be granted a new hearing on the basis of absence. In conduct hearings and/or meetings, it shall be presumed that the notice of a hearing/meeting has been received if the notice is furnished in one of the following ways: notice is sent by campus, regular, registered, or electronic mail to the address provided by the student to the Office of Student Conduct or that is on record in the Registrar's Office, or, if undeliverable, to the permanent address of record.
  - f. In hearings involving more than one accused student, the Hearing Authority, at his or her discretion, may decide to separately conduct the hearings concerning each student.
  - g. The complainant and the respondent each have the right to be assisted by any advisor he/she choose at their own expense. The advisor may be an attorney. The complainant and the respondent are each responsible for presenting his or her own information and, therefore, advisors are not permitted to speak or to participate directly in any hearing. It is the responsibility of the complainant and the respondent to notify the Office of Student Conduct of the identity of the advisor secured no later than five (5) days in advance of the hearing date.
  - h. In consideration of the limited role of advisors and of the compelling interest of the university to expeditiously resolve allegations of violations of the Code, the work of a Hearing Authority will not, as a general practice, be delayed due to the unavailability of an advisor.
  - i. Presenting information and challenging presented information at a hearing are rights available to both the respondent and the complainant. However, direct questioning by the complainant or the respondent is not an inherent right and all questions shall be submitted to the Hearing Authority to ask the questions on their behalf. Only those questions appropriate and relevant will be allowed. Moreover, the complainant and the respondent shall be afforded similar and timely access to any summary of investigative findings presented by the University consistent with FERPA and other privacy laws.
  - j. It is the responsibility of the person desiring the presence of a witness before a hearing to ensure that the witness appears. Because experience has demonstrated that the actual appearance of an individual is of greater value than a written statement, the latter is discouraged and should not be used unless the individual cannot reasonably be expected to appear. Any written statement must

be dated, signed by the person making it, and witnessed by a University employee. The work of a Hearing Authority will not, as a general practice, be delayed due to the unavailability of a witness.

- k. The Hearing Authority will accept for consideration all information which reasonable persons would accept as having relevant to the allegations. Unduly repetitious, irrelevant, or personally abusive information should be excluded. In a case alleging a violation under G1.31 Title IX Policy on Sexual Assault, Stalking, and Other Forms of Sexual Misconduct, questioning about the Complainant's sexual history with anyone other than the Respondent will not be permitted.
- l. Pertinent records, exhibits, and written statements may be accepted as information for consideration at the discretion of the Hearing Authority. The Office of Student Conduct must receive pertinent records, exhibits, and written statements at least five (5) days prior to a hearing.
- m. All procedural questions are subject to the final decision of the Hearing Authority.
- n. After the hearing, the Hearing Authority shall determine (by majority vote if the hearing body consists of more than one person) whether the respondent has violated each of the charged sections of the Code.
- o. The Hearing Authority's determination shall be made on the preponderance of evidence, on the basis of whether it is more likely than not that the respondent violated the Code.
- p. Any participant in a hearing who has a disability and requires accommodation in order to fully participate in the hearing should arrange accommodations from either the Disability Resource Center or the Learning Diagnostic Center sufficiently in advance of the hearing.
- q. There may be circumstances, particularly in cases of sexual assault, domestic or dating violence, or stalking in which the Complainant may request and be provided screening from the respondent in a hearing situation. Accommodations for this will be considered on a case by case basis and granted at the discretion of the Hearing Authority and the Dean of Students

6.7 There shall be a single verbatim record, such as a digital recording, of all hearings. The record shall be the property of the University. The complainant and the accused student shall not be allowed to make a separate recording of any type. The Hearing Authority will provide the Conduct Advisor with a written summary which outlines the finding, what information was considered, the basis for the finding, and the recommended consequences (see also 8.4).

6.8 Except in the case of a student charged with failing to obey the summons of a Hearing Authority or University official, no student may be found to have violated the Code solely because the student failed to appear for a hearing. In all cases, the information in support of the charges shall be presented and considered.

6.9 The records of a student may be placed on a hold under this Code when a student:

- a. Is given sufficient notice to respond to a letter of conduct charges and fails to respond
- b. Does not fulfill a conduct consequence within the deadline established by a Hearing Authority or by agreement with a Conduct Officer
- c. Has received a consequence that prohibits future enrollment
- d. Has indicated a criminal charge or conviction on the application for admission and must provide requested information to the Dean of Students that is relevant to reaching an admissions decision.
- e. Has been summoned by the Dean of Students or a designee for a meeting concerning the student's alleged misconduct and will not comply with the request.

The purpose of a hold is to compel a student to fulfill an obligation to the Dean of Students Office. A Student Life (SL) hold on records denies the student the right to register for future classes or change class registration until cleared by the Conduct Officer, Hearing Authority, or Dean of Students. A hold on records will

be removed by a Conduct Officer and/ or Hearing Authority when the student fulfills the required conditions. A student receiving a hold may seek relief from the Vice President for Student Affairs. The student shall request relief in writing. Upon review, the Vice President can amend the conditions of the hold or remove the hold.

- 6.10 Individual students' disciplinary records, including the outcome of a conduct meeting or a hearing, are educational records and are protected from release under the Federal Education Rights and Privacy Act (FERPA), except as otherwise required or permitted by law.

## **Article VII: Consequences**

- 7.1 Once a violation of the Code has been established as taking place, consequences may be determined by agreement with the Conduct Officer or by a Hearing Authority. In determining the consequence(s), recommendations from the respondent and the complainant will be considered. A respondent's past violations and consequences (including past violations and consequences that occurred at any of University's campuses or at another institution of higher education) may be relevant and considered when determining action or appropriate consequences.
- 7.2 The following educational consequences may be imposed upon any student found to have violated any provision of this Code (including, without limitation, a violation of section 4.19):
- a. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Loss of Privileges – Denial of specified privileges for a designated period of time.
  - c. Fines – Fines may be imposed.
  - d. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e. Discretionary Consequences– Work assignments, service to the University, or other related discretionary assignments which may include, but are not limited to, an apology, restriction upon privileges, a research paper or written statement, a referral for counseling, evaluation for alcohol/drug abuse, a psychiatric evaluation, or other consequences deemed appropriate.
  - f. Level One Probation – Serves as both a second chance and a final warning to the student. It is imposed for a specific period of time and affects the student's good standing in the University. While on level one probation, the student may be declared ineligible to campaign for or hold office or other leadership roles in a student organization, or represent the University in any intercollegiate activity. If found responsible for a violation of the Code while on level one probation, this may result in suspension or dismissal.
  - g. Level Two Probation – The highest level of probation. It is imposed for a specific period of time and affects the student's good standing in the University. While on level two probation the student shall be declared ineligible to campaign for or hold office or other leadership roles in a student organization. The student shall not represent the University in any intercollegiate activity. If found responsible for a violation of the Code while on level two probation, it shall result in suspension or dismissal. Prohibited activities include but are not limited to: participating in the Study Away program, attending conferences on behalf of the university, or representing the University at an official function, event, or intercollegiate competition as a player, manager, or student coach.
  - h. Denial of Privilege to Re-enroll – This places the student on level two probation, permits the student to complete the current semester barring further violations, but prohibits the individual from enrolling for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified. While prohibited from enrolling, the student is denied access to University owned or leased grounds, facilities, and vehicles, and all University planned, promoted,

or sponsored activities. In the case where a student is a member of a student organization, the student is prohibited from attending the student organization's activities on or off-campus. A hold is placed on the student's records.

- i. Residence Hall Probation – Probation is for a specified period of time and includes the probability of suspension or expulsion from residence hall living if the student is found to be in violation of institutional policies during the probationary period.
- j. Parental Notification – The Family Educational Rights and Privacy Act (FERPA) permits an institution of higher education to disclose to parents or legal guardians the results of conduct hearings if the student is less than 21 years of age and has been found responsible for violating campus rules regarding the use or possession of alcohol or a controlled substance. Parents or guardians of students under the age of 21 will be notified of all violations of University narcotic or other controlled substance policies (Section 4.10) and those alcohol violations (Section 4.11) that result in an assessment for chemical dependency, residence hall probation, or a more severe consequence, as allowed under FERPA regulations.
- k. Residence Hall Suspension – Separation of the student from the residence halls for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified. The student may be denied access to the residence halls during the suspension. A permanent conduct record is maintained.
- l. Residence Hall Expulsion – Permanent separation of the student from the residence halls. The student shall be permanently denied access to the residence halls. A permanent conduct record is maintained.
- m. Suspension – Separation of the student from the University for a defined period of time, after which the student is eligible to return. Conditions for readmission may be specified. While on suspension, the student is denied access to University owned or leased grounds, facilities, equipment, computer networks, and vehicles, and all University planned, promoted, or sponsored activities. In the case where a student is a member of a student organization, the student is prohibited from attending the student organization's activities on or off campus. An SL (Student Life) hold is placed on the student's records. A permanent conduct record is maintained.
- n. Dismissal – Permanent separation of a student from the University. When dismissed, a student is denied access to University owned, or leased grounds, facilities, and vehicles, and all University planned, promoted, or sponsored activities. In the case where a student is a member of a student organization, the student is prohibited from attending any student organization activity. There is a permanent SL hold on the student's records. A notation is made on the student's permanent academic record with removal resulting only from action by the President of the University. A permanent conduct record is maintained.
- o. Revocation of Admission and/or Degree – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining admission or the degree, or for other serious violations committed by a student prior to graduation.
- p. Withholding Degree – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this student conduct code, including the completion of all consequences assigned, if any.

7.3 More than one of the consequences listed above may be assigned for any single violation.

7.4 Other than dismissal, conduct consequences shall not be made part of the student's permanent academic record, but shall become part of the student's confidential conduct record, which will be maintained in a specified area of the Dean of Students Office and shall be subject to the restrictions of the Family Educational Right to Privacy Act (FERPA). Conduct records are maintained in the Office of Student Conduct for 5 years from imposition of the most recent consequence, except in cases where the consequence is residence hall expulsion, suspension, and dismissal. Residence hall expulsion and suspension cases will

be kept as a permanent conduct record but will not be noted on the academic transcript. Cases of dismissal are permanent and, unlike other conduct records, appear as a notation on the academic transcript. The Conduct Records Policy is in compliance with the state's Records Retention Schedule.

- 7.5 Conduct cases that are incomplete, due to factors such as the student's not responding to conduct charges or not fulfilling an educational consequence, remain a conduct record until required actions are completed by the student. Registration for subsequent terms or the conferral of academic degrees may be withheld pending the resolution of allegations of student misconduct.
- 7.6 The following educational consequences may be imposed upon groups or organizations:
- a. Those consequences listed above in Sections 7.2.a through 7.2.g
  - b. Revocation of University Recognition – Loss of all privileges, including University recognition, for a specified period of time. Conditions for recognition may be imposed.
  - c. Dismissal – permanent revocation of University recognition.
  - d. All conduct records concerning student organizations are maintained permanently for archival purposes.
- 7.7 In each case in which a hearing body determines that a student or student organization has violated the Code, the consequences shall be determined and assigned by the Hearing Authority. The Dean of Students will review the consequences set forth by the Hearing Authority and may, at his or her discretion, alter the consequences assigned. The Dean is not limited to consequences recommended by the members participating in the conduct process. Following the hearing, the Hearing Authority and the Dean shall advise the accused in writing of their determination and of the consequences enacted, if any. A decision by the Dean may be appealed as described in Article VIII. The Dean may designate the Director, Associate, or Assistant Director of Residence Life Housing and Dining Services to determine and assign consequences for students who live in the residence halls. In cases involving sexual violence, both the complainant and the accused will be informed, in writing, of the outcome of the complaint.
- 7.8 Temporary or Provisional Orders – In addition to the authority granted in section 2.3 of this Code, the Dean of Students is empowered to impose temporary or provisional orders ex parte to preserve the status quo or to prevent the potential endangerment of persons or property. Such temporary or provisional orders are not intended to replace a hearing before a Hearing Authority. Such an order is intended to place parameters on individual behavior in order to avoid the necessity of a conduct hearing and allow the status quo to be maintained. Generally, such orders should be limited to those circumstances where the Dean has good cause to believe that the student, or the student's behavior, poses a threat to the status quo of the University community or member(s). A student shall receive a written copy of the order, which specifies the conditions of the order, the duration of the order, the consequence for violation of the order, and how the record of the order will be maintained. During a sexual violence or other Title IX investigation, Conduct Officers and/or Hearing Authorities may issue such interim measures as are appropriate to protect a complainant such as class or residence hall reassignment, no-contact directives or temporary bans from campus property when approved by the Dean of Students.
- 7.9 A student receiving a temporary or provisional order may seek relief from the Vice President for Student Affairs. The student shall request relief in writing. Upon review, the Vice President can amend the conditions of the order or remove the order.
- 7.10 Interim Suspension – In certain circumstances, the Dean of Students, or a designee, may impose a University or residence hall suspension prior to a hearing before a Hearing Authority.
- 7.11 Interim Suspension may be imposed only:



- a. To ensure the safety and well-being of members of the University community or preservation of University property
- b. To ensure the student's own physical or emotional safety and well-being
- c. If the student has violated a provisional order put into effect to ensure the safety and well-being of members of the University community or preservation of University property
- d. If the student poses a threat of disruption of, or interference with, the normal operations of the University.

7.12 During the interim suspension, the student shall be denied access to the residence halls and/or to the campus (including classes) and/or computing and networking facilities and resources and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students or Conduct Officer may determine to be appropriate. The student should be notified in writing of this action and the reasons for the interim suspension. The notice should include the date, time, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat or may contest whether a campus policy was violated.

7.13 Violations of University drug and alcohol policies are cumulative over the duration of a student's tenure at the University and a schedule of minimum consequences will be assigned. All monetary fines for alcohol and other drug violations go into an alcohol education account that supports classes, assessments, and other educational efforts. A schedule of fines will be approved yearly by the Board of Governors and placed on the Office of Student Conduct website.

- a. Use or Possession of Drug Paraphernalia and/or Marijuana:  
 First Violation: Participation in the University's drug education class; fine Level Two Probation for a period of one year; Level One Probation for one year following the previous probation; assessment for chemical dependency; and parental notification, as allowed under FERPA regulations.  
 Second Violation: Suspension from the University for one semester and parental notification, as allowed under FERPA regulations.
- b. Use or Possession of a Controlled Substance Other Than Marijuana:  
 First Violation: Participation in a four-hour drug education class; fine; residence hall suspension; assessment for chemical dependency; Level Two Probation for a period of two years; and parental notification, as allowed under FERPA regulations.  
 Second Violation: Suspension from the University for one year and parental notification, as allowed under FERPA regulations.
- c. Possession of a Controlled Substance with Intent to Sell or Distribute:  
 First Violation: Dismissal from the University.
- d. Use, Possession, or Distribution of Alcohol or Alcohol Paraphernalia:  
 First Violation: fine; online alcohol education module; and 2 reflection papers.  
 Second Violation: Referral to Student Conduct for an educational conference, other discretionary consequences, and a fine. Other discretionary consequences may include 15 hours of community service; residence hall probation for a period of one year; and Level One probation for a period of one year. Parental notification, as allowed under FERPA regulations.  
 Third Violation: Parental notification, as allowed under FERPA regulations; residence hall suspension; assessment for chemical dependency; Level Two Probation for a period of one year; and a fine.  
 Fourth Violation: Suspension for one semester. Prior to readmittance, the student will be required to meet with the Dean of Students (or designee) to discuss and demonstrate readiness to be at the University. The student may be asked to submit documentation of successful substance abuse treatment.

## Article VIII: Appeals

- 8.1 Within five (5) University business days of the initial decision letter, the complainant or the respondent may appeal the conduct decision by submitting a written request for appeal to the Dean of Students that is signed by the appealing party, dated, and explains the reasons for appeal.
- a. A decision reached at a conduct hearing in front of the Dean of Students designee, a University Hearing Panel, and all other conduct decision appeals will be delivered to the Dean of Students for his review. The Dean of Students may choose a designee (appeal authority) to review an appeal. In the event a conduct decision was made by the Dean of Students, the appeal shall be delivered to the Vice President for Student Affairs who will designate an appeal authority to review the appeal.
  - b. In cases involving complaints of sexual harassment (including sexual violence) under G1.31 Title IX Policy on Sexual Assault, Stalking and Other Forms of Sexual Misconduct, the complainant shall have the same rights as the responding student. Appeals shall be in writing, signed and dated by the one appealing the decision, and shall be delivered to the Dean of Students for review of the appeal request.
- 8.2 Except as required to explain the basis of new information, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
- a. **Procedural Error:** To determine whether the original hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Code was violated, and giving the respondent a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b. **Unsupported Conclusion:** To determine whether the decision reached regarding the accused student was based upon a preponderance of evidence.
  - c. **Disproportionate Consequence:** To determine whether the consequences assigned were appropriate for the violation(s) of the Code which the student was found to have committed.
  - d. **New Information:** To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.
- 8.3 In the event the student appealing a decision or a consequence wishes to review the verbatim record, s/he may make application to the Conduct Officer and/or Hearing Authority to do so. The verbatim record will remain in the possession of the University during the review. Under no circumstances will a copy of the recording be released.
- 8.4 In the event a verbatim recording is not available due to mechanical failure or otherwise, the absence of the verbatim record shall not, in itself, be cause for appeal. In such cases the Conduct Officer and/ or Hearing Authority will provide the hearing record, which will be considered sufficient for review by an appeal authority.
- 8.5 The appeal authority reviewing the appeal may do any of the following:
- a. Remand the matter to the original Hearing Authority for re-opening of the hearing to allow consideration of the original determination and/or consequence(s).
  - b. Affirm the finding of responsibility or no responsibility.
  - c. Reverse the finding of responsibility or no responsibility.
  - d. Modify the consequences that have been assigned.
  - e. Deny the appeal because it does not fall within the parameters of or comply with the requirements set forth in this Code.

f. If a finding of responsibility or no responsibility is reversed on appeal or if an appeal is dismissed, the matter shall be considered resolved and the decision by the person deciding the appeal shall be considered final and binding upon all involved unless the President of the University decides to review the decision.

8.6 In cases where the consequence is either suspension or dismissal, the President of the University may, at his/her discretion, review the decision of an appellate authority and has the full range of responses outlined in 8.5.

## **Article IX: Interpretation & Revision**

9.1 Any question of interpretation regarding the Code shall be referred to the Dean of Students or his or her designee for final determination, subject to appeal to the Vice President for Student Affairs.

9.2 The Code should be reviewed periodically under the direction of the Director of Student Conduct. In all cases, review of this document should be done by bodies which include students appointed by the Student Government Association.

9.3 Changes in the Code which are editorial in nature and do not affect the fundamental nature of the document, or are required to insure the code is consistent with state or federal law, can be made by the Dean of Students and become effective upon approval by the President of the University.

9.4 Substantive changes recommended for the Code as a result of the review process shall be submitted to the Board of Governors for approval and adoption.

## **Article X: Definition of Terms**

10.1 For purposes of "Academic Dishonesty": Any one of the following acts constitutes academic dishonesty:

- a. Cheating: The term "cheating" refers to using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- b. Fabrication: The term "fabrication" refers to unauthorized falsification or invention of any information (including research data) or any citation in any academic exercise.
- c. Facilitating academic dishonesty: Assisting or attempting to assist another to violate any provision of the Academic Integrity Policy, whether or not that action is associated with any particular course, is considered academic dishonesty.
- d. Plagiarism: The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work or sections of a work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials, including material taken from or ordered through the Internet.

10.2 The term "Appeal authority" means any person or persons authorized by the Dean of Students to consider an appeal from a Conduct Officer and/ or a Hearing Authority's determination that a student has violated the Code or from the consequences assigned by the Conduct Officer and/or Hearing Authority.

10.3 The term "Code" refers to the Code of Student Rights and Responsibilities.

10.4 The term "Complainant" refers to any member of the University community who files a complaint for charges against a student or student organization.

- 10.5 The term "Conduct Advisor" means a university official authorized by the Dean of Students to serve in an advisory role in a hearing. The conduct advisor will uphold the policies, practices, and procedures of a hearing and he/she may recommend consequences to the Hearing Authority for students found to have violated the Code.
- 10.6 The term "Conduct Officer" means a University official authorized by the Dean of Students to recommend consequences for students found to have violated the Code. The Dean may authorize a conduct officer to serve simultaneously as a conduct advisor and the sole member or one of the members of a Hearing Authority. Nothing shall prevent the Dean from authorizing the same conduct officer to recommend consequences in all cases.
- 10.7 For the definition of "consent" and other terms related to sexual violence, as well as further explanation of University policy, see G1.31 Title IX Policy on Sexual Assault, Stalking and Other Forms of Sexual Misconduct. [www.missouristate.edu/policy/G1\\_31\\_TitleIX.htm](http://www.missouristate.edu/policy/G1_31_TitleIX.htm)
- 10.8 The term "consequence" or "educational consequence" refers to the outcomes or terms that a student must fulfill in the event they are found responsible for policy and/or code violations.
- 10.9 The "Dean of Students" is that person designated by the University to be responsible for the administration of the Code.
- 10.10 The term "explosive weapons" means any explosive, incendiary, or poison gas bomb or similar device designated or adapted for the purpose of inflicting death, serious physical injury, or substantial property damage, or any device designed or adapted for delivering or shooting such a weapon.
- 10.11 The term "faculty member" means any person hired by the University to conduct classroom or other learning/teaching activities.
- 10.12 The term "firearms" means any weapon that is designed or adapted to expel a projectile by the action of an explosive.
- 10.13 The term "Hearing Authority" means any person or persons authorized to determine whether a student has violated the Code and to recommend educational consequences. The list of conduct bodies includes, but is not limited to, the Dean of Students, the Director of Student Conduct, the Director of Residence Life Housing and Dining Services or his/her designee, the Residence Hall Conduct Board, the University Hearing Panel, and such other bodies as may from time to time be created under the authority of this document.
- 10.14 The terms "may" and "should" are used in the permissive sense.
- 10.15 The term "member of the University community" includes any person who is a student, faculty member, University official, or any other person employed by the University. A person's status in a particular situation shall be determined by the Dean of Students.
- 10.16 The terms "must" and "shall" are used in the imperative sense.
- 10.17 The term "no-contact directive" <http://www.missouristate.edu/StudentConduct/300004.htm> refers to a directive that is issued by university administrators which prohibits both direct and indirect contact (e.g., in-person contact, telephone calls, email, text messages, etc.) between students, or other members of the campus community, when there exists a reasonable concern that physical or psychological harm may result from such contact.
- 10.18 The term "organization" means any number of persons who have complied with the formal requirements for University recognition/registration.
- 10.19 The term "other weapons" is to include, but not be limited to, a blackjack, switchblade knife, other than an ordinary pocketknife with no blade more than two inches in length, brass knuckles, and projectile weapon such as a bow, crossbow, pellet gun, or slingshot.

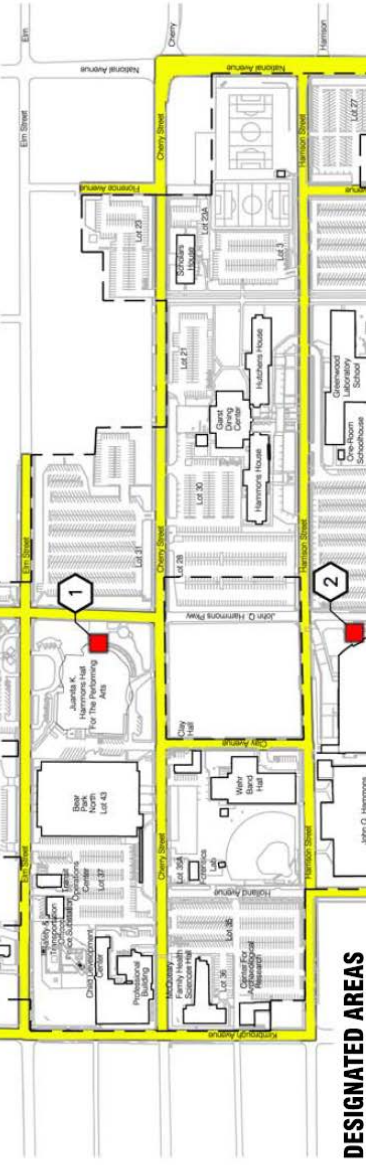
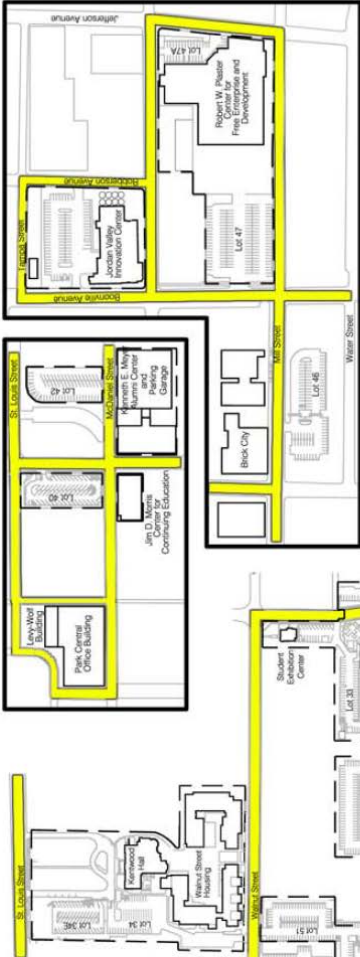
- 10.20 The term "paraphernalia" includes any object that contains the residue of alcohol or of an illegal drug and any object that is used in the consumption or distribution of an illegal drug. Examples of the former include, but are not limited to, a marijuana pipe or bong, blow tube, a beer bong, and empty alcoholic containers. An example of the latter is a scale used in measuring quantities of an illegal drug.
- 10.21 The term "policy" is defined as the written regulations of the University as found in, but not limited to, the "Code of Student Rights and Responsibilities," the Missouri State web pages, the "Guide to University Living," "Guide to Apartment Living," "Graduate/Undergraduate Catalogs," and "Policy Library".
- 10.22 The term "respondent" refers to any student or student organization of the University community who is charged with violation of the Code of Conduct.
- 10.23 For purposes of the Code the term "student" includes all persons who have been notified of their acceptance for admission, as are persons who are living in Missouri State University residence halls or apartments, although not enrolled in this institution. This Student Code applies to all students in the Missouri State University system. A student is further defined as "an individual with respect to whom the university maintains education records or personally identifiable information and who is or who has been in attendance at the University" (Operating Policy 5.11-1 Notification of Student Rights, Policy Library).
- 10.24 The term "University" means Missouri State University.
- 10.25 The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University.
- 10.26 The term "University official" includes any person employed by the University performing assigned administrative or professional responsibilities. This term specifically includes residence hall Resident Assistants and Graduate Assistants.

# EVENTS ONLY - SMOKING EXCEPTIONS

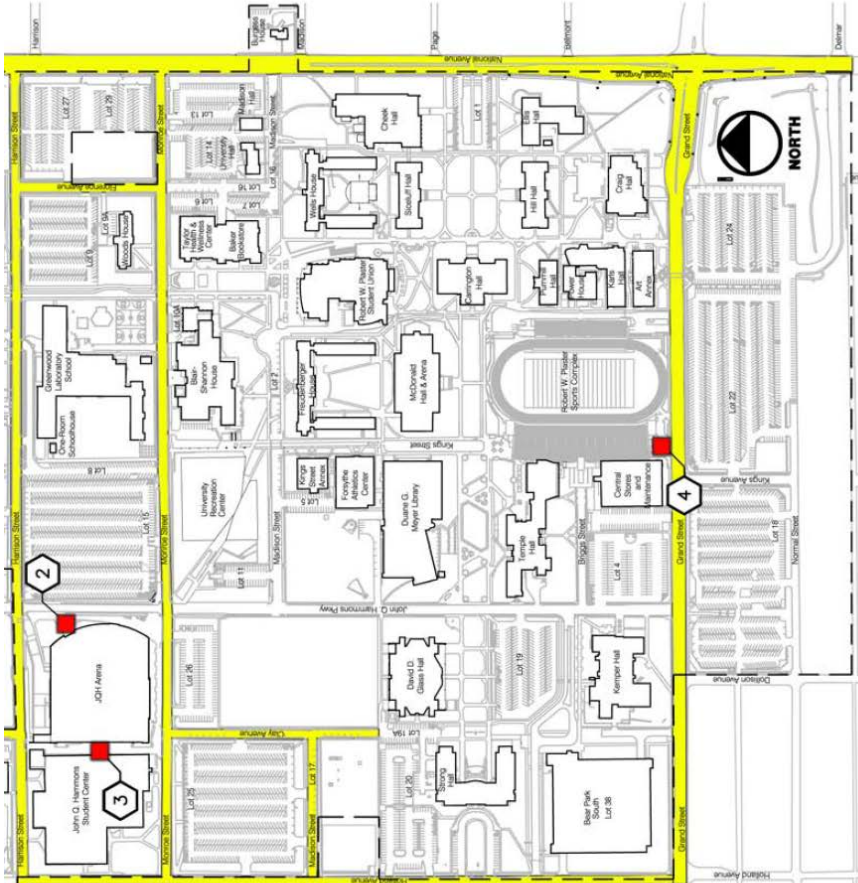


## DOWNTOWN

## IDEA COMMONS



## DESIGNATED AREAS



**DESIGNATED AREAS  
AVAILABLE DURING EVENTS  
AND PERFORMANCES ONLY**

- 1 Juanita K. Hammons Hall for the Performing Arts
- 2 JQH Arena
- 3 Hammons Student Center
- 4 Robert W. Plaster Stadium

**LEGEND**

-  City Streets
-  Designated Smoking Areas - Events Only



**Missouri State**  
UNIVERSITY

## Important Dates

Below are some of the important dates students need to be aware of throughout the academic year. The dates below may be subject to change. For a complete calendar, students should refer to the information found at <http://calendar.missouristate.edu/>.

- August 18 - Residence halls open at 8:00 a.m. Meal plans begin with Breakfast.
- August 21 - Fall classes begin
- August 25 - Fall housing fees due
- August 30 - Residence Hall "House Calls"
- September 4 - Labor Day Holiday (no classes)
- September 8 - Last day to decrease Fall meal plans (at any time, meal plans may be increased and additional BoomerMeals may be purchased)
- September 15-17 - Family Weekend
- October 28 - Homecoming
- December 7 - Last day of classes
- December 11 - President's Late Night Breakfast
- December 9-14 - Final exam period
- December 15 - Fall commencement
- December 16-January 15 - Winter Break\*
- January 13 - Residence halls open at 8:00 a.m.
- January 15 - Martin Luther King, Jr. Holiday (no classes)
- January 16 - Spring classes begin
- January 25 - Spring housing fees due
- February 2 - Last day to decrease Spring meal plans (at any time, meal plans may be increased and additional BoomerMeals may be purchased)
- January-February - Housing reapplication for 2018-2019
- February 19 - Presidents' Day Holiday (no classes)
- March 10-18 - Spring Break\*
- March 18 - Residence halls reopen at 8:00 a.m.
- March 29- April 1 - Spring Holiday (no classes)
- May 10 - Last day of classes
- May 14 - President's Late Night Breakfast
- May 12-17 - Final exam period
- May 18 - Commencement
- May 19 - All residence halls close at 8:00 a.m.
- July 31 - Apartment contracts end

\*Blair-Shannon, Freddy, Woods, and Wells close at 8:00 am for each break.



# Important Contacts

## Department Phone E-mail Prefix

	Phone	Email ending with @missouristate.edu
Academic Advisement Center	417-836-5258	uadvise
Admissions	417-836-5517	info
Athletics	417-836-5244	athletics
Bear CLAW (writing center)	417-836-6398	bearclaw
BearPass Card Office	417-836-8409	bearpasscard
Blair-Shannon House	417-836-5196	
Bookstore	417-836-5403	bookstore
Bursar	417-836-5128	bursar
Campus Recreation	417-836-5334	campusrecreation
Career Center	417-836-5636	careercenter
Computer Support (ResNet)	417-836-6100	resnet
Copy This	417-836-5808	copythis
Counseling Center	417-836-5116	
Dean of Students	417-836-5527	deanofstudentsoffice
Dining Services	417-836-5660	diningservices
Disability Resource Center	417-836-4192	drc
Diversity and Inclusion	417-836-3736	diversityandinclusion
Financial Aid	417-836-5262	financialaid
Financial Services	417-836-5632	financialservices
Foster Recreation Center	417-836-5334	campusrecreation
Freudenberger House	417-836-5189	
General Counsel	417-836-8507	generalcounsel
Hammons Hall for Performing Arts	417-836-6776	HammonsHall
Hammons House (residence hall)	417-836-4907	
Hammons Student Center	417-836-5772	
Honors College	417-836-6370	honorscollege
Hutchens House	417-836-8484	
Institutional Equity and Compliance	417-836-4252	equity
International Services	417-836-6618	internationalservices
Kentwood Hall	417-836-4818	
Learning Diagnostic Clinic	417-836-4787	learningdiagnosticclinic
Library/Hours	417-836-8383	library
Library/Circulation	417-836-4700	library
Library/Reference	417-836-4535	library
Monroe Apartments	417-836-8228	
Multicultural Resource Ctr. (Freddy)	417-836-5652	multiculturalstudentservices
Multicultural Student Serv. (PSU)	417-836-4108	multiculturalstudentservices

**Department Phone E-mail Prefix**

	<b>Phone</b>	<b>Email ending with @missouristate.edu</b>
Parking Administration	417-836-4825	parking
Plaster Sports Complex	417-836-4640	
Plaster Student Union	417-836-5886	plasterstudentunion
Registrar	417-836-5520	registrar
Residence Hall Association	417-836-6880	rha
Residence Life	417-836-5536	residencelife
Safety and Transportation	417-836-5509	safetyandtransportation
Scholars House	417-836-8787	
Springfield Police Substation	417-836-5327	
Student Academic Support Services	417-836-5636	
Student Affairs	417-836-5526	studentaffairs
Student Conduct	417-836-6937	studentconduct
Student Employment	417-836-5627	studentemployment
Student Engagement	417-836-4386	studentengagement
Student Government Association	417-836-5500	sga
Student Success Initiatives	417-836-3234	livelearn
Sunvilla Tower	417-836-5410	
Taylor Health and Wellness Center	417-836-4000	health
University College	417-836-5872	ucollege
Veteran Services	417-836-6199	veteranservices
Wells House	417-836-5193	
Woods House	417-836-5338	