



FRATERNITY AND SORORITY LIFE

Resource Manual

Office of Fraternity and Sorority Life
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2. Master Plan DRC Subcommittee Design Review Checklist Fraternity and Sorority Hills Subdivision Design Guidelines Sorority Hill- New Construction Plots Available

Student Organization Policies

1. *Student and Other University Organizations* - OP 91.200- Guidelines and Procedures for student organizations
2. Security Cost Matrix

Dean of Student Policies

1. Code of Student Conduct- OP 91.100 Sanctions for Alcohol Offenses- OP 91.119 Hazing- OP 91.208
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University Policies

1. Sexual Misconduct- OP 03.04
2. Discrimination, Harassment, and Retaliation- OP 03.03 Service & Assistance Animals- OP 91.123
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Appendix D: Council Documents

1. Constitution
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3. IFC Social Matrix (*IFC Only*)
4. Panhellenic Recruitment Bylaws (*Panhellenic Only*)

Important University and City Phone Numbers

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Director of Student Activities and Fraternity and Sorority Life

Panhellenic Council Advisor

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Work: 662-325-7914 Cell: 662-617-3339

John Michael VanHorn

Associate Director - Interfraternity Council and Multicultural

Council Advisor

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Work: 662-325-3063 Cell: 662-417-1887

ShirDonna Lawrence

Assistant Director - National Pan-Hellenic Council and Panhellenic

Council Advisor

s.lawrence@saffairs.msstate.edu

Work: 662-325-2394 Cell: 256-651-5573

Kristen Burnett

Office Associate – Fraternity & Sorority Life

kburnett@saffairs.msstate.edu

Work: 662-325-3917

University Police

662-325-2121

Starkville Police

662-323-4131

OCH Emergency Room

662-323-4320

State Fire Marshal

Brad Davis

Brad.davis@mid.ms.gov

Important Organization Phone Numbers

NAME	PHONE NUMBER
CHAPTER PRESIDENT	
CHAPTER VICE PRESIDENT	
CHAPTER ADVISOR	
REGIONAL/NATIONAL HEADQUARTERS CONTACT	
HOUSE MANGER	
HOUSE DIRECTOR	



Chapter Transition and Important Dates

Chapter Transition Checklist

Every year, unsuccessful officer transitions hamper future successes of chapters at Mississippi State University. Please remember that a successful transition is not only the glue that will hold your organizations together from year- to-year but also continues to move the chapter in a positive direction. Please remember that *all* the following tips may not pertain to your chapter, but most are relevant and important for the majority of chapters.

For a successful transition, below is a list of responsibilities for Outgoing Officers:

Be sure to do the following:

- Discuss your organization's history (successes and failures, strong and weak characteristics, etc.)
- Review Mississippi State University Policies and procedures
- Review your organization's constitution, mission statement, and officer responsibilities (if old information needs updating, now is a great time to do that!)
- Review and pass on old records (including meeting agendas and minutes), binder(s), files, notebooks, copies of documents, emails, used for advertising past events, and correspondence (Pass along everything you have.)
- Review officer job descriptions and written expectations for each new officer regarding their role and responsibilities (offer advice on past successes and mistakes)
- Share and review your organization's calendar (and any important annual events that non-exec board members might not know about, i.e. leadership training events, university meetings, council meetings, and/or budget and bill deadlines)
- Share and review your organization's annual budget (what bills are still outstanding?), evaluations for projects and events, achievements, and mistakes
- Pass along rosters, alumni information, mailing lists, computer passwords, bank accounts, contracts, keys, addresses, phone numbers, emails, etc....
- Sit with your incoming officers and help them plan their first courses of action over their first few months
- Change OrgSync portal information and give administrative/officer access to new officers.
- Introduce officers and share contact information to key contact people, especially your chapter's advisors, university advisors, and headquarters staff.
- Explain officer role in organization and meetings

Incoming Officers First Tasks:

- Develop a master calendar with meetings, programs, and events
- Develop a webpage and/or update current webpage with new officer information.
- Establish meeting agendas, meeting times, and locations
- Evaluate with outgoing officers last year's concerns, achievements, and past goals
- Establish new goals and prioritize
- Plan chapter goal setting at next meeting
- Utilize The Office of Fraternity & Sorority Life's resources
- Remember to keep well organized and detailed records in the upcoming year so it will be easy to transition when you select new officers.

Chapter Transition: Questions for Out-Going Leadership

Below there has been included a list of questions and exercises that are important to think about while training new officers.

- 1) What was your best experience in this position?
- 2) What tips could you give your successor to make things smoother for next year?
- 3) Name the administrators/staff/advisors you found to be helpful in your position.
- 4) What did you find most difficult in this position?
- 5) What was the best resource you used in this position?
- 6) Which offices/departments/student groups did you co-sponsor with that worked well?
- 7) Please list any projects or ideas you were developing that you would like to see continue.
- 8) Name one thing you wished you knew when you started the position.

Chapter Officer Program Series

The Chapter Officer Training Series is a resource for chapter officers to meet two goals; to better prepare chapter officers to successfully self-govern their community and to connect student leaders with influential campus and community partners. This training is designed to provide a small group experience led by compelling facilitators expertly trained within their respective fields.

Any officers or members interested in officer positions are welcome to attend any, some, or all of these sessions.

Members can RSVP through the events tab on OrgSync.

Date	Session	Location	Who Attends
January 18 & 19, 2019	Chapter Presidents Retreat	Union Ballroom	All Chapter Presidents
January 23, 2019	Stand to Stop Hazing	Humphrey Coliseum	Please Refer to Council Attendance Requirements
January 30, 2019	Kim Novak	Whittington Suite	Chapter Presidents, Council Presidents & Risk/Event Management
February 12, 2019	Cultural Awareness/HCDC Event	Union Ballroom	Chapter Executive Council
March 5, 2018 5:00 PM	Bystander Intervention Mental Health Awareness	Union 330	New Member Educator, Vice President, Membership Engagement, Class President

Chapter Compliance Forms and Information

Form/Document	Location	Date
Parking/Chapter Housing Information	Email FSL Staff	July 15 th
Roster Updates	Email from FSL Staff	First & Last Day of Class of Each Semester
Officer Transition Form	OrgSync Form	First Day of Spring Semester
Chapter Calendar	Event Forms	First Friday of Each Semester
Chapter Goals	OrgSync Form	First Friday of Each Semester
New Member Education Plan	Email FSL Advisor	First Friday of Each Semester
Confidentiality Forms	Available in OFSL	First Friday of Each Semester
Meal Plan Change	http://dining.msstate.edu	One Week After Bid Day
Hathorn Hall List	Email FSL Advisor	February 1
Chapter Financial Information	OrgSync Form	Last Day of February
IFC & Panhellenic Scholarships	OrgSync Form	September 15 & February 15
Community Service Hours	OrgSync Form	Last Day of Class
Philanthropy (Money Raised)	OrgSync Form	Last Day of Class
Summer Chapter Housing List	OrgSync Form	Last Day of Spring Semester
Individual Grade Reports	Available in OFSL	Five Days After Graduation
Grade/Conduct Release Form	Student's Banner Account	Last Day of Class of Each Semester
Absence Report	Available in OFSL	Every Friday
Membership Intake Packet	OrgSync	See Packet
SAVE Training	MyState Account	Fall Break
Anti-Hazing Compliance Form	MyState Account	September 1 or February 1

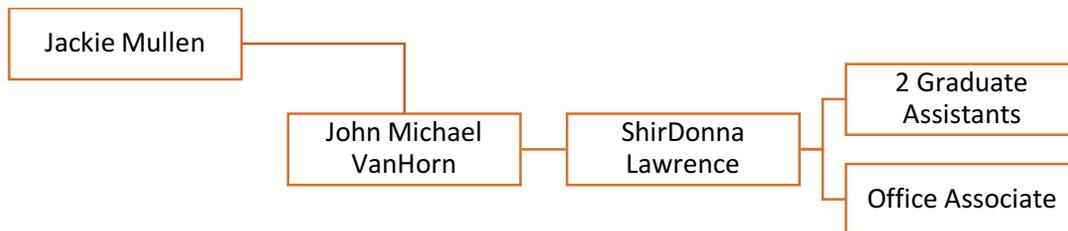


Office of Fraternity and Sorority Life Information

OFSL Staffing Structure and Responsibilities

The Office of Fraternity & Sorority Life at Mississippi State University is supported by three professional full-time staff members, one support staff member, and one Graduate Assistant who serve the organizations & individual members of the Greek community. The staff works with students individually, fraternities and sororities, and inter/national organizations that support the success of fraternal organizations. The staff works collaboratively to support the Student Activities mission:

Below is the organizational chart for the office that shows the general responsibilities of each staff member.



MAIN AREAS OF RESPONSIBILITY

John Michael

- Supervision: ShirDonna, Interns
- Advise: MGC and IFC
- Reconciling Budget Ledgers: IFC, MGC, OFSL
- Greek Education Curriculum (New Member Class, Officer and Advisor Training, House Director Programs, International Institute)
- Policy and Procedure Reviews (Audit)
- Facility Management (fire safety, parking, lease expectations)
- Public Relations (Strategy, Orientation, Office Outreach)

ShirDonna

- Supervision: Graduate Assistants (2), Office Associate
- Advise: NPHC and Pan
- Reconciling Budget Ledgers: NPHC and Pan
- Greek Facility Planning
- Assessment
- Greek Education (New Member class, Officer and Advisor Training)
- Office Management (Desk Operations, Customer Service, Meal Plans, Office Payroll)

Office Associate

- 1st Line of information for OFSL
- Answer Phones, Check Voicemails, Mail
- Assist staff and Councils with administrative task

Graduate Assistant 1

- Assist with council and chapter advising: Pan, MGC
- Reconciling ProCards: Pan, OFSL (food/hotel forms, receipts for monthly purchases)
- Greek Programming (Ritter Awards)
- Academic Initiatives (Scholarship Applications, Training programs)
- Chapter Initiatives/Recognitions and Council Awards
- Roster updates and collection: Pan, MGC

Graduate Assistant 2:

- Assist with council and chapter advising: NPHC, IFC, Order of Omega
- Reconciling ProCards: NPHC, IFC, Order of Omega
 - Completing food forms
 - Checking on receipts for monthly purchases
- Greek Programming (Homecoming-StepShow, Block Party, Chapter Competitions)
- Public Relations (Website, Chapter Reports, Publications)
- Roster updates and collection: NPHC, IFC, Order of Omega
- Marketing initiatives: NPHC, IFC, Order of Omega

Services & Expectations

Services Provided to Chapters

- Office of Fraternity and Sorority Life Staff – ShirDonna Lawrence, Jackie Mullen, John Michael VanHorn, Shawanda Brooks, Kristen Burnett
- Center for Student Activities – Brad Hill, Amelia Rogers, Chris Hawkins, Lisa Henderson, Asia Duran, Maddie Blundon, Joe Harrison
- Training, advising, and mentoring to the student governing councils
- Advising on recruitment/intake to the councils and individual chapters
- President Meetings
- Training for chapters' executive councils through educational sessions
- Extensive advising and support for new groups on campus
- On-campus meeting rooms in the Colvard Student Union
- Annual Greek Awards program to reward chapters and individuals for achieving excellence
- Assessment program to monitor level of excellence in training, community service, and chapter standards.

Expectations

- Follow the standards and trainings of your prospective organization and evaluate how they coincide with Mississippi State University policies
- Comply with the following policies:
 - MSU Code of Student Conduct
 - MSU Alcohol Policy
 - MSU Hazing Policy
 - Turn in completed MSU Hazing Compliance Form at the beginning of each semester
 - Attend recruitment training sessions, round tables, monthly President Meetings, etc.
 - NPHC chapters should follow the Intake Membership Policy
 - Chapters to fully initiate their new members and hold any probates/bid days by established deadline
- Secure a chapter advisor that focuses on the daily operations of the chapter and event approvals in Org Sync
- Meetings and Retreats
 - Panhellenic Chapter Presidents will meet with the Panhellenic Advisor at least twice a semester.
 - IFC Chapter Presidents will meet with the IFC Advisor at least twice a semester.
 - NPHC and MGC Chapter Presidents will meet with the NPHC/MGC Advisor at least twice a semester.
 - Council officers and Presidents will attend President meetings monthly.
 - Chapters will attend meetings and financially support their governing council.

- Chapter officers will read and understand the governing council's constitution and bylaws and their individual chapter's constitution and bylaws.
- Chapter officers will attend designated training sessions for Presidents or assign others to attend.
- All new members will attend the New Member Convocation.
- Support Council programs including activities, Hathorn programming, community service projects, etc.
- Information needed each semester
 - Chapters will update their roster with the Office of Fraternity and Sorority Life twice a semester at least. (January, April, Summer, October, December)
 - Chapters will turn in the following for the Greek Report:
 - Number of service hours performed and who received the service at the end of each semester- update in Org Sync through Maroon Volunteer Center.
 - Dollars raised for charity and who received it at the end of each semester
 - Assessment information for each chapter per Assessment Evaluation needs.
 - Chapters will turn in the Chapter Officer Transition Form after chapter elections
- Utilize the Office of Fraternity and Sorority Life web site for updates, calendar, forms, stats, etc.
- Presidents will inform the Office of Fraternity and Sorority Life of any emergencies or serious situations.
- Attentive to important dates and email updates

OFSL Mission and Focus Areas

In order to best serve the members of our community and Mississippi State University at large, the staff of the Office of Fraternity & Sorority Life has created a mission statement.

Our mission:

Through collaboration with international organizations, alumni, and the Division of Student Affairs, the Office of Fraternity & Sorority Life at Mississippi State University fosters , a well-rounded college experience by providing membership development, academic support, and engagement opportunities.

In addition to this mission statement, the Office of Fraternity & Sorority Life works with chapters to promote success in four primary areas: Academic Excellence, Chapter Advancement, Member Development, and Member Wellness. These four areas have been outlined by our office as the foundation of healthy fraternity and sorority chapters, and advance the missions of each of our chapters in line with the Division of Student Affairs at Mississippi State University values and goals. Below is a description of each of the focus areas and how they align with the Division of Student Affairs and Mississippi State University.

Academic Excellence

- **Academic Excellence** includes academic performance of the membership, supportive and accountability measures implemented by the chapter to promote academic performance, and the work of the chapter done to engage faculty and other university partners.
- **Components:** Achievement, persistence, goal setting and progress, programming, accountability, faculty engagement, housing environment, and career exploration.
- **Division Goals: Student Learning**
 - Leadership Development - increasing one's ability to inspire a shared vision, act with integrity, and work collaboratively for positive change that benefits others
 - Well-being - the pursuit of a rewarding quality of life and a healthy and safe community
 - Social Responsibility - the commitment to positively impact the campus and larger communities
 - Developing Autonomy - demonstrating a capacity for independent thinking, decision making, and self-governance

- Appreciating Diversity - recognizing, valuing, and welcoming the identities of all individuals

Chapter Advancement

- **Chapter Advancement** includes the recruitment and/or intake efforts of an organization, as well as the retention and engagement of members throughout their career at the institution.
- **Components:** Membership selection practices (non-discrimination, membership criteria, member education on practices), prospective member education, retention of membership, recruitment statistics (growth, council metrics), and roster management.
- **Division Goals: Student Engagement**
 - Promote opportunities for student involvement in student organizations, volunteer service, health and wellness activities, student life, and university traditions
 - Expand leadership development programs to support active and innovative student leader communities
 - Develop diverse and inclusive communities on campus
 - Develop and improve facilities that support student programs, services, and activities
 - Increase opportunities for student engagement in local, regional, national, and global communities

Member Development

- **Member Development** includes personal and professional development such as career readiness and networking, communication skills, diversity and inclusion, and personal values and leadership.
- **Components:** Educational programming in diversity, communication, and interpersonal relationships; leadership development; member engagement; civic engagement; and development throughout the life of the member.
- **Division Goals: Divisional Effectiveness, Student Learning, and Communication & Technology**
 - Leadership Development - increasing one's ability to inspire a shared vision, act with integrity, and work collaboratively for positive change that benefits others
 - Social Responsibility - the commitment to positively impact the campus and larger communities

- Developing Autonomy - demonstrating a capacity for independent thinking, decision making, and self-governance
- Develop appropriate assessment processes to evaluate existing and future programs, services, facilities, and activities
- Align resources to support existing and future programs, services, facilities, and activities
- Increase and enhance visibility of programs, services, facilities, and activities
- Increase and enhance methods of reaching students, faculty, staff, alumni, and other stakeholders

Member Wellness

- **Member Wellness** includes a holistic approach to personal wellness including traditional risk management areas, stress management, and building healthy relationships.
- **Components:** Accountability and self-governance, risk reduction education (hazing prevention, alcohol and other drugs, fire/life safety), proactive risk reduction efforts, and wellness programming (mental health, emotional well-being, healthy lifestyles).
- **Division Goals: Student Learning, Communication & Technology, and Student Engagement**
 - Well-being - the pursuit of a rewarding quality of life and a healthy and safe community
 - Social Responsibility - the commitment to positively impact the campus and larger communities
 - Developing Autonomy - demonstrating a capacity for independent thinking, decision making, and self-governance
 - Increase and enhance visibility of programs, services, facilities, and activities
 - Increase and enhance the use of technology to support student learning and success
 - Develop and improve facilities that support student programs, services, and activities
 - Increase opportunities for student engagement in local, regional, national, and global communities

Fraternity and Sorority Life Ritter Awards Program

Office of Fraternity and Sorority Life hosts an annual Fraternity & Sorority Life Ritter Awards Program that celebrates the accomplishments of our chapters and members. Below is a description of each award. Please visit Office of Fraternity and Sorority Life Org Sync portal for award applications. All awards will be available at the end of October of each year and due the following January. The annual awards banquet will be held at the end of January.

4 Areas: Member Development, Academic Excellence, Chapter Advancement, Member Wellness

Member Development Awards

Excellence in Leadership Award

Purpose: This award recognizes a chapter for its overall leadership program for the award year. The committee is looking for a chapter, which has implemented a well, thought-out leadership program, which makes a meaningful impact on individuals or organizations throughout the year.

Excellence in Brotherhood/Sisterhood

Purpose: This award recognizes a chapter that has provided extensive opportunities and forums for individual and collective membership development.

Excellence in Community Service

Purpose: This award recognizes a chapter for its overall community service program for the award year. The committee is looking for a chapter, which has implemented a well, thought-out community service/philanthropic program, which makes a meaningful impact on individuals or organizations.

Academic Excellence Awards

Excellence in Scholarship Award

Purpose: This award recognizes a chapter for overall scholarship/academic program for the award year. The committee is looking for a chapter, which has implemented a well, thought-out scholarship/academic program, which makes a meaningful impact on individuals or organizations throughout the year.

Chapter Advancement Awards

Most Improved Chapter

Purpose: This award recognizes one chapter that has found a way to overcome obstacles to improve their chapter drastically in the areas of sisterhood/brotherhood, scholarship, leadership, and service. Other areas the selection committee will evaluate are recruitment/intake, membership development, retention, and public relations both on- campus and off-campus.

Greek Collaboration Award

Purpose: This award recognizes chapters that have made strong and successful efforts to program with other Greek organizations throughout the year either within their own council or with chapter in other councils. The groups may be the sponsors or co-sponsors of a single event or program that enriched the Greek Community. Chapters involved in the event should complete one application together. Should the event win, both groups will be awarded.

Member Wellness Awards (Individual Awards)

New Member of the Year

Purpose: This award recognizes a member who is a new member of his/her organization. For the purpose of this award, a new member is defined as someone who has been a member for less than one calendar year. This new member will be recognized for his/her outstanding leadership, service, and overall excellence to the Greek community during his/her first year as a Greek member. To be considered, applicants must complete the following application. Applications will be judged on merit, not the length of the application. One letter of recommendation from your chapter president and one letter from the officer responsible for new members, intake process, etc. must be submitted with the application. The recommendation form is located on the Award Submission page.

Sorority President of the Year

Purpose: These awards are given to individuals who represent Mississippi State University and the Greek community well through their quality leadership skills, enthusiasm for the university, and relentless determination to succeed.

Fraternity President of the Year

Purpose: These awards are given to individuals who represent Mississippi State University and the Greek community well through their quality leadership skills, enthusiasm for the university, and relentless determination to succeed.

Advisor of the Year

Purpose: These awards are given to individuals who represent Mississippi State University and the Greek community well through their quality leadership skills, enthusiasm for the university, and relentless determination to succeed.

Greek Hall of Fame

Purpose: These awards are given to individuals who represent Mississippi State University and the Greek community well through their quality leadership skills, enthusiasm for the university, and relentless determination to succeed.

Interfraternity Council Contact Information

Interfraternity Organization President Information			
Organization	President First Name	President Last Name	President Email
Alpha Gamma Rho	Evan	Campbell	esc145@msstate.edu
Beta Upsilon Chi	Michael	Weeks	jmw1224@msstate.edu
Delta Chi	Alec	Chism	arc591@msstate.edu
FarmHouse	Miller	Dunnam	md1627@msstate.edu
Kappa Alpha	Stephen	East	sme211@msstate.edu
Kappa Sigma	John	Stowers	jas1364@msstate.edu
Lambda Chi Alpha	Carter	Allen	cja234@msstate.edu
Phi Delta Theta	Jake	Hughes	jeh754@msstate.edu
Phi Gamma Delta	Seth	Male	sm2831@msstate.edu
Phi Kappa Tau	Andrew	Mehta	am3258@msstate.edu
Pi Kappa Alpha	Blake	Schlitt	bls662@msstate.edu
Pi Kappa Phi	Jake	Malmstrom	jjm622@msstate.edu
Sigma Alpha Epsilon	Bradley	Stokes	bs1864@msstate.edu
Sigma Chi	Taylor	Reeves	gammaupsilonconsul@gmail.com
Sigma Nu	Quincy	Parker	qep4@msstate.edu
Sigma Phi Epsilon	Jake	Gillette	jg2564@msstate.edu

Interfraternity Council Executive Board Information		
Position	Exec Member	Email Address
President	Nolan Parker	lfcpresident@saffairs.msstate.edu
Vice President	Tanner Case	lfcvp@saffairs.msstate.edu
Member Education	Conner Nason	lfcmembered@saffairs.msstate.edu
Recruitment	Gates Wilson	lfcrecruitment@saffairs.msstate.edu
Programming	Ethan Utterback	lfcprogramming@saffairs.msstate.edu
Communication	Gannon Miles	glm181@msstate.edu
Health & Wellness	Ryan Larcinese	rl1062@msstate.edu
Scholarship	Mitchell Rowland	mer478@msstate.edu
Finance	Jackson Billingsley	mb3152@msstate.edu
Co-Recruitment	John Gibson	jgg184@msstate.edu
Co-Recruitment	Jes Miller	jm3918@msstate.edu

Multicultural Greek Council Contact Information

Multicultural Greek Council President Information			
Organization	President First Name	President Last Name	President Email
Delta Xi Phi	Imani	Smith	ijs25@msstate.edu
Sigma Lambda Beta	Ryan	Pacheco	rap441@msstate.edu

Multicultural Greek Council Executive Board Information		
Position	Exec Member	Email
President	Ryan	rap441@msstate.edu

Panhellenic Council Contact Information

National Panhellenic Conference Contacts			
Organization	President First Name	President Last Name	President Email
Alpha Delta Pi	Maddie	Mertz	epsiloneta.pres@gmail.com
Chi Omega	Madeline	Roth	chiophideltapresident@gmail.com
Delta Delta Delta	Darby	Anderson	betamu.ddd.president@gmail.com
Delta Gamma	Clare	Baumauer	cb2737@msstate.edu
Kappa Delta	Britton	Webb	kddeltaomegapresident@gmail.com
Phi Mu	Baylee	Barnette	msphimupresident@gmail.com
Pi Beta Phi	Addie	Hitt	msgammapresident@gmail.com
Zeta Tau Alpha	Anna	Perry	gammaztapresident@gmail.com

National Panhellenic Conference Executive Board Contacts		
Position	Exec Member	Email Address
President	Rachel Dumke	mstatepanhellenicpresident@gmail.com
Vice President	Katey Koon	msupanvicepresident@gmail.com
Director of Administration	Laura Jones	msupansecretary@gmail.com
Director of Finance	Elizabeth Tavoletti	msupantreasurer@gmail.com
Director of Recruitment	Addie Melchoir	msupanrecruitment@gmail.com
Director of Membership	Bebe Webb	msupanmembership@gmail.com
Director of Public Relations	Brittney Trosclair	msupanpublicrelations@gmail.com
Director of Scholarship	Anna Rourke	msupanscholarship@gmail.com
Director of Community Service	Lyndsey McDivitt	msupancommunityservice@gmail.com
Director of Activites	Hannah Feruglio	msupanactivites@gmail.com

National Pan-Hellenic Council Contact Information

National Pan-Hellenic Council President Information			
Organization	President First Name	President Last Name	President Email
Alpha Kappa Alpha			
Alpha Phi Alpha	LaDarrion	Grant	lcg188@msstate.edu
Delta Sigma Theta	Sydney	Reed	sar438@msstate.edu
Kappa Alpha Psi	Jaylan	Williams	jmw1238@msstate.edu
Omega Psi Phi			
Phi Beta Sigma	Willie	Reed	wvr10@msstate.edu
Sigma Gamma Rho	Vionda	Pigford	vp337@msstate.edu
Zeta Phi Beta	Michayla	Mack	mdm794@msstate.edu

National Pan-Hellenic Council Executive Board Information		
Position	Exec Member	Email Address
President	Eric Lucas Jr.	edl124@msstate.edu
Vice President	Kelsey Baker	kb2428@msstate.edu
Treasurer	Frank McCollins	fm310@msstate.edu
Secretary	Anajah Coleman	avc79@msstate.edu
Activities Chair	Daja Martin	dmm636@msstate.edu
Publicity Chair	Jarrius Carter	jqc21@msstate.edu
Community Service Chair	Skylar Shields	sts308@msstate.edu
Attorney General	Michayla Mack	mdm794@msstate.edu
Special Activities Chair	Maya Easter	mae279@msstate.edu

Chapter House Capacity/Addresses

Organization	House Capacity	Physical Address	Mailing Address	City, State, Zip Code
Alpha Delta Pi	54	107 Robert L. Jones Circle	P.O. Box 4410	Mississippi State, MS 39762
Chi Omega	62	105 Robert L. Jones Circle	P.O. Box 866	Mississippi State, MS 39762
Delta Chi	21	203 Robert L. Jones Circle	P.O. Drawer GK	Mississippi State, MS 39762
Delta Delta Delta	61	102 Robert L. Jones Drive	P.O. Box 3873	Mississippi State, MS 39762
Delta Gamma	63	101 Robert L. Jones Circle	P.O. Box 2103	Mississippi State, MS 39762
FarmHouse	27	108 Robert L. Jones Drive	P.O. Box 6344	Mississippi State, MS 39762
Kappa Alpha	23	57 Bost Drive North	P.O. Drawer KA	Mississippi State, MS 39762
Kappa Delta	36	103 Robert L. Jones Circle	P.O. Box 866	Mississippi State, MS 39762
Kappa Sigma	30	1245 Stone Blvd	P.O. Drawer KS	Mississippi State, MS 39762
Lambda Chi Alpha	46	111 Clyde Q. Sheely Circle	P.O. Drawer LX	Mississippi State, MS 39762
Phi Delta Theta	34	104 Robert L. Jones Drive	P.O. Box 5382	Mississippi State, MS 39762
Phi Gamma Delta	25	113 Clyde Q. Sheely Circle	P.O. Drawer FN	Mississippi State, MS 39762
Phi Kappa Tau	23	115 Clyde Q. Sheely Circle	P.O. Box 3596	Mississippi State, MS 39762
Phi Mu	58	105 Robert L. Jones Drive	P.O. Drawer PH	Mississippi State, MS 39762
Pi Beta Phi	41	110 Robert L. Jones Drive	P.O. Box 6219	Mississippi State, MS 39762
Pi Kappa Alpha	25	1205 Stone Blvd	P.O. Box 120	Mississippi State, MS 39762
Pi Kappa Phi	33	117 Clyde Q. Sheely Circle	P.O. Box 6103	Mississippi State, MS 39762
Sigma Alpha Epsilon	28	25 Bost Drive North	P.O. Drawer AM	Mississippi State, MS 39762
Sigma Chi	48	109 Clyde Q. Sheely Circle	P.O. Drawer EX	Mississippi State, MS 39762
Zeta Tau Alpha	53	107 Robert L. Jones Circle	P.O. Box 2543	Mississippi State, MS 39762



University Resources

Guide to University Resources

Absences	Who (Department)	Offices	Phone
Class Absences (prior to class)	Instructor	Varies	
Class Absences (after class)	Instructor	Varies	
Absences due to illness	Instructor	Varies	
Emergency Notification and Hospitalization	Dean of Students Office	Allen	662-325-3611
Academic and Student Support			
Advisor	Academic Advisor		
Student Success		126 Magruder Hall	662-325-3181
Office of Admissions	Tours, visits, scholarships	101 Montgomery Hall	662-325-2224
University Registrar	Student Records	88 Garner Hall	662-325-1846
Undergraduate Advising	Central Advising	109 Miller Hall	662-257-3383
Writing Center			
Accident			
Auto Accident (on campus)	University Police	Butler Hall	662-325-2121
Auto Accident (off-campus)	Starkville Police	101 E Lampkin Street Starkville, MS	662-323-4131
Injury-Minor	Longest Student Health Center	Longest Student Health Center	662-325-2431
Injury-Major	Oktibbeha County Hospital	Emergency Room- 400 Hospital Road	911
Emergency (on campus)	University Police	Butler Hall	911
Emergency (off-campus)	Starkville Police	101 E Lampkin Street Starkville, MS	911
Activities			
Center for Student Activities	Program, Student Association, Student Orgs	Colvard Student Union Suite 314	662-325-2930
Athletics	Ticket Office	Bryan Athletic Facility	662-325-2600
University Recreation	Intramurals, Sanderson	Sanderson Center	662-325-7529
Student Counseling Center	Counseling	Hathorn Hall	662-325-2091

Financial Aid	work-study, finances	Garner Hall	662-325-0702
Dean of Students	Conduct, campus assistance	1 st Floor - YMCA	662-325-3611
Health Promotion & Wellness	Health Programs	Longest Student Health Center	662-325-7545
Career Center	on-campus, off-campus	300 Montgomery Hall	662-325-3344
Holmes Cultural Diversity Center	Diversity programs/initiatives	Colvard Student Union Suite 220	662-325-2033
Student Support Services	disability services, Access, TRIO	01 Montgomery Hall	662-325-3335
Veterans Affairs	Veteran services and programs	250 Bailey Howell Drive	662-325-6719
Computer Based Testing	computer test	180 Magruder Street, Basement of Rice Hall	662-325-6610
Maroon Volunteer Center	volunteering, leadership	Mosley Hall Suite C306	662-325-2150
Event Planning			
Event Services	reservations, event help	1st Floor of Colvard Student Union	662-325-3228
Dining Services	catering, meal plan changes	Between Moe's and Subway	662-325-3663
Facilities Management	electricity, house corporation	Gast Boll Weevil Research Lab	662-325-5830
Parking Services/Transit	parking, reserved spots	Roberts Building	662-325-3526
The Reflector	ads for events, recognition	Student Media Center	662-325-7907
Greater Starkville Partnership	business support, permits	200 E Main Street Starkville	662-323-3322
Butler Guest House	guest rooms, hotel	Butler Guest House	662-325-4140
General Information			
Dean of Students Office	Classes, events, general support	1 st Floor - YMCA	662-325-3611
Housing & Residence Life	Hathorn, assignments	Dogwood Hall, Ground Floor	662-325-3555
Campus Card Office	ID cards	Allen Hall Lobby	662-325-3387
Alumni Association	alumni	Hunter Henry Center	662-325-7000
Postal Service	University Post Office	Roberts Building	662-323-5772
ITS	computers, wireless, helpdesk	117 Allen Hall	662-325-9311
Shackouls Honors College	honors college	210C Griffis Hall	662-325-2522

OrgSync Renewal Instructions

All chapters will have to renew their OrgSync portal each year to verify information and update officers.

Step One: Log in to OrgSync at www.one.msstate.edu

Step Two: Click My memberships at the top of the screen and select your chapter.

Step Three: Click on Settings from the toolbar. There will be an icon shaped like a wrench that drops down to a menu, choosing Organizational Settings.

Step Four: Review Basic Organization Information

Update keywords. Choose as many as you think are relevant. OFSL Staff will edit these for consistency.

Re-Upload a photo of your logo that you would like to be displayed for the community to see. Must be formatted in a square.

Step Five: Review Positions

Update information on Positions as needed, including start and end dates.

Make any changes to your officer roster here. You will need to enter the name, email address, and phone number of each officer in the chapter.

Step Six: Update Advisor Information Contact information for your chapter advisor

Step Seven: Constitution and Roster

Upload a copy of your chapter constitution and/or bylaws if they have changed. Upload an excel file of your chapter roster including name and membership status.

Step Eight: Agreement

Read the agreement to make sure that you understand the expectations and requirements of organizations.

Add information about organizational goals, types of events.

Step Nine: Submit

Fraternity & Sorority Life and your advisor will review the information to make sure that all of the documents have been uploaded properly, etc. and then will approve your registration. We will import your members at this point so that you can begin to customize your portal.

Other areas to note: You can update at any time without advisor and OFSL approval the following: cover photo, social media account information, and permission options

OrgSync Cheat Sheet

Adding Members to OrgSync

Step 1: Update your Roster

Your members will automatically be entered into OrgSync through your roster updates that you send to the Office of Fraternity and Sorority Life. If a member is missing from your roster, then please update your roster with the OFSL. Please update rosters in January, April, Summer, and November. The OFSL will remind you to do this during each time frame.

Step 2: Give Permission to Officers

Give permission to officers to be do certain tasks in Org Sync. Go to People tab and click on the officer's name. Under Permission tab, click on the tasks that you would like for them to be able to update for your organization portal.

Submitting an Event on OrgSync

Step 1: Go to the Events Tab

Login to OrgSync and go to your chapter portal. Then select Events from the menu at the top.

Step 2: Select Create an Event

Select the green box on the right hand side of the screen that says create an event. If you don't see this box, your portal administrator (i.e. President) needs to give you access under the People Tab.

Step 3: Complete Event Form

The event form will automatically come up for you as you complete the information. Be sure to choose the right event type and fill out all details.

Step 4: OFSL/University Review

Any event that gets submitted on OrgSync will be reviewed by OFSL, Student Activities, Dean of Students Office, Event Services, and other service departments and then published when it has been approved. Off-campus events will be published

Creating Forms

Forms are an easy way to collect important information from your members, create applications, & more.

Step 1: Go to Forms Tab

Select Forms from the menu at the top of your organization Portal Forms.

Step 2: Select Create a Form

Select the green box on the right-hand side of the screen.

If you don't see this box, your portal administrator (i.e. President) needs to give you access under the People Tab.

Step 3: Create Your Form

The Forms tool allows you to create customized forms that have logic, different types of questions, & text blocks. You can include an upload option for resumes as well.

Step 4: Publish Your Form

The form will only be visible to your administrators until you publish it (green button). Edit the settings for who can see this form when it is available and more.

Taking Attendance with OrgSync

You can use OrgSync to take attendance at any event or meeting that your chapter is having. You will need to purchase a card reader that does not encrypt the data so that you can use the member's student ID to check them in.

Step 1: Turn on Card Swipe

Go to the OrgSync portal and select the

Events option from the menu on top.

Select the appropriate event.

Select the Participation option from the toolbar on the right-hand side of the screen.

Choose Turn On Card Swipe (white button at the top)

Set your card swipe settings and hit save.

Step 2: Swipe cards

Swipe the student ID through the card reader. It will pop up with the name of the person in the participation section or a box asking you who the card belongs to.

If they don't have a card with them, you can type in their name and select the correct person.

Dean of Students/Office of Student Conduct

The primary mission of the Office of Student Conduct (OSC) of the Dean of Students Office (DOS) is to ensure a safe campus environment through providing an educational process in which students can be afforded due process and education pertaining to University expectations. For information regarding student rights, the Code of Student Conduct, and contact information visit www.students.msstate.edu

Students will always be contacted through your Mississippi State University email or over the phone from the Dean of Students Office. Read letters thoroughly and follow any instructions and/or suggestions. Choosing to not engage in the process does not eliminate you or your chapter's responsibility and the process will move forward without your involvement.

Any reports provided will be redacted in accordance with Family Educational Rights & Privacy Act (FERPA) and standard practice of the Dean of Students Office.

During any meeting with OSC you will be able to have an advisor of your choosing. Your advisor will not be able to represent you and/or your organization and will not be able to speak during the informal meeting and hearing. They are present to guide and advise you. Remember this is a guide concerning student conduct at MSU. The actual policy, OP 91.100 will govern the process.

The following outlines information you need when contacted by the Dean of Students Office.

Investigation request: The following checklist will be in your letter. The Dean of Students Office strongly suggest you follow the instructions. You will need to identify any incidents that may have occurred based on the letter and report back with your findings.

Violation Report Checklist:

- Call a meeting of the organization or individuals present at the alleged violation.
- Contact your organization Advisor and/or (Inter)national headquarters.
- Individually interview those present or involved to ascertain their level of involvement and individual knowledge of the events in question.
- Determine if and when information regarding events was communicated to chapter.
- Where was the event(s) held?
- Who knew about the event(s) in question?
- How many members were present? Were any of those

members executive officers? Who were they?

- How was the event funded?
- Establish a timeline leading up to the event(s), during the event(s), and after the event(s).
- What was the organization's response after the fact?
- Did you notify an advisor that is your contact for the University (i.e. Office of Fraternity and Sorority, Dean of Students Office, Center for Student Activities) of the event(s)? If so, when? What information did you share with said staff member?
- Are individuals directly responsible? Who? Have you filed conduct referrals for them with the Office of Student Conduct? (if so, please attach and/or forward to Student Conduct).
- Submit the report and any necessary attachments to the Dean of Students Office. If you should need a reasonable extension, contact the Dean of Students Office before the deadline.

Informal Meeting: This meeting is a one on one meeting with a Hearing Officer in the Dean of Students Office. During this meeting the following will occur:

- Opportunity to review your student rights
- Dean of Students Office representative will review the informal process (including charges, purpose of restorative action plan, resolution options)
- Opportunity to tell your understanding of the events you either witnessed, took part in, or discovered as a part of your internal investigations
- Conversation with the Dean of Students representative about how the behavior did or did not align with University expectations, which include but are not limited to, the Code of Student Conduct, Student Organization Policies, Housing and Residence Life, and Administrative Regulations
- If responsibility is accepted or found, a conversation around the appropriate restorative action plan that will help the chapter learn and grow, repair harm, and restore trust with the University community
- An outcome of the informal meeting will be one of the following:
 - Accepting responsibility and restorative action plan, end of process
 - Found not responsible, end of process
 - Not accepting responsibility, provided a restorative action plan, go to formal hearing
 - Dean of Students Office representative will review the reports received, including your report submitted

Behavioral Intervention

<http://students.msstate.edu/bit/>

The Behavioral Intervention Team seeks to proactively enhance the well-being and safety of the University's students and employees by:

Providing a centralized point of contact for persons who develop a concern about the welfare of an individual.

Taking appropriate action, by referring individuals to the resources that can provide the support/assistance needed to safely maintain successful relationship to the University.

Providing training and education to the University community.

Chapter members can assist in this effort by referring individuals for whom they have a concern to the Behavioral Intervention Team. Any member of a chapter can submit an alert to the Behavioral Intervention Team at any time.

The below reference table provides example behaviors and what level of intervention such behaviors may warrant:

<p>High Risk Behaviors: Behavior indicates imminent safety risk to the individual or community</p>	<p>MODERATE RISK BEHAVIORS: Behavior that is not typically life threatening; may signal that an individual's coping skills are being challenged</p>	<p>Low Risk Behaviors: Behavior may interfere with academic or personal success but not likely to indicate a risk to life or safety</p>
<p>Example Behaviors</p> <ul style="list-style-type: none"> • Expressed intent to harm self or others • Brandishing a weapon • Suicide attempt or threat • Bizarre delusions or hallucinations 	<p>Example Behaviors:</p> <ul style="list-style-type: none"> • Indirect threats to self or others or disturbing content in academic work • Erratic behavior or expressing hopelessness/helplessness • Withdrawal from friends or daily 	<p>Example Behaviors:</p> <ul style="list-style-type: none"> • Frequent class absences • Changes in appearance or hygiene • Difficulty adjusting to college life • Uncooperative
<p>What to do:</p> <ul style="list-style-type: none"> • <i>EMERGENCY: 911</i> 	<p>What to do:</p> <ul style="list-style-type: none"> • Document the behavior and refer Behavioral Intervention Team students.msstate.edu/bit/ 	<p>What to do</p> <ul style="list-style-type: none"> • Refer to resources or refer Behavioral Intervention Team students.msstate.edu/bit/

Student Group Construction Rules

MISSISSIPPI STATE UNIVERSITY

STUDENT GROUP CONSTRUCTION RULES AND REGULATIONS

At Division of Student Affairs, the safety of our students is of our utmost concern. With that in mind, student organization from time to time construct temporary structure and decorations for special events which are potentially dangerous and may become unsightly if not properly disposed. It our commitment to partner with student organizations in an attempt to identify and correct any potential hazards which might present an unsafe environment with that desire is it important to maintain a respectable atmosphere that is in keeping with our educational mission. It is ultimately the responsibility of the student group to remedy any hazards.

The following rules and regulations have two primary goals:

1. That student organization's constructing temporary structures identify and mitigate potential dangerous and hazardous conditions.
2. That unsightly construction and debris remaining after an event be properly disposed of in a timely manner.

The University has outlined the following regulations for all construction on property owned or leased by registered student organizations:

Student organization's interested in building temporary structure must have their builds approved and are encouraged to engage their executive teams, advisors, the Center for Student Involvement and the Dean of Students Offices to ensure a fast and efficient approval process. This process is provided as a partnership service to the student group. It does not constitute a certification or guarantee that a structure is safe, and should not be construed to be all-inclusive. Each student organization must complete the following three steps.

1) INITIAL DESIGN REVIEW AND RISK ASSESSMENT

Both written description of the construction outline, material list, and a design plan must be turned into the Office of the Dean of Students' at least four (4) weeks prior to the planned construction. Also, the Student Affairs Event Form must be submitted at this time for the event at which the build will take place

2) SAFETY BRIEFING AND RISK ASSESSMENT PACKAGE

Upon review of the Initial design review and risk assessment, the student organizational leader in charge of the project will meet with the Dean of Students' representative to receive a safety briefing and risk assessment for the student organization's planned events. At this time, a risk mitigation plan will be decided and the student organization will resubmit the packet or if nothing needs to be changed event will be go ahead to final approval

3) FINAL APPROVAL

The student leader will turn in a completed risk assessment to the Dean of Student Office at the next meeting. The Dean of Student Office will review the design plan, risk assessment package and materials list. If the Risk Manager finds the above documents satisfactory, construction may proceed no earlier than noon, two days prior to the event. Once construction begins, the project and site are subject to random observation by Student Affairs and Greek Life professional staff, primarily the Dean of Students Office.

*** Student Affairs professional staff (usually the Dean of Students') or Greek Life personnel authorities may halt construction, order the dismantling of a structure, or forbid the use of a structure at any time if safety concerns are raised.**

A contractor may be used to build a structure. However, all guidelines listed above still apply. In addition, a signed contract in which the contractor assumes all liability for the structure must be turned into the Dean of Students' Office for approval at least one month prior to the date of use.

In addition to the risk management process outlined above, the following rules must be adhered to regarding construction:

1. Only light construction with approved building materials is permitted. Examples include blinds, fences or decks.
2. Approved building materials are defined as lumber or materials which would ordinarily be used to construct a privacy fence or a patio deck. Examples include fence posts or ties not greater than 4x4 inches in diameter, 2x4 planks, 2x6 planks, one-inch thick plywood, bamboo poles, and camouflage netting or any material your contractor and engineer approves.
3. Logs, timbers, or large beams are specifically prohibited and may not be used (Engineer APPROVED ONLY)
4. No structure or fence will be erected such that failure will cause them to reach a utility system, sidewalk, road, or parking lot.
5. No platforms or other structures on which people can stand may be more than 3 feet above the ground.
6. No fence posts or poles greater than 4 inches in diameter may be used (UNLESS REQUIRED BY THE CONTRACTOR OF ENGINEER)
7. No structure may be over 12 feet high.(ENGINEER APPROVED ONLY)
8. No pools or standing water may be constructed.
9. No water slides may be built above ground level.
10. No torches or other open flame
11. All materials used in the construction must be obtained legally. Do not, for instance, illegally cut bamboo from a wildlife refuge or private property without the owner's consent.
12. Upon request of the student group, ONE CALL and MSU Facilities Management will provide information on location of known utilities lines or other things which may affect the project; however, MSU Facilities Management will not design, coordinate, or approve student build structures.
13. All construction, decorations, debris and unsightly materials must be completely removed from the site of the event and university premises by 5 pm on the day following the event

Any violation of the above regulations, including failure to follow the risk management process in a timely manner or problems as a result of construction (examples, but not limited to cutting illegally, fire, injury, disposal, etc.) may result in disciplinary charges which may include but are not limited to the loss of building privileges for an indefinite period of time and may result in a permanent loss of building privileges for the entire system or social probation. Additionally, willful failure or neglect of the above procedures may result in additional sanctions as determined by the Dean of Students'.



Health and Wellness Resources and Contacts

Nutrition/Exercise

Contact:

Taylor VanDyk

tvandyk@saffairs.msstate.edu

662-325-7683

Mailstop 9732

Student Health Center

Fighting the Freshman 15

Learn about nutrition basics and general healthy eating principles to help students stay healthy throughout college. Topics include food groups, portion sizes, label reading, and more! This program also includes information about general exercise recommendations and fitness resources we have right here on campus.

Eating Healthy on a Budget

College is the first time most students have to shop and cook for themselves. There is a common misconception that eating healthy is far more expensive than grabbing fast food or cooking other types of meals at home. This program discusses ways to incorporate healthy food into every meal without breaking the bank.

Grocery Shopping 101

Most grocery stores have 40,000+ food items on their shelves. It can be confusing trying to decipher healthy options from no-so-healthy options. This presentation is focused on what to look for at the store, reading nutrition labels, and debunking marketing myths that make us think a food item is “healthy.”

Whole to Eat More Whole Foods/Plant-Based Eating

Vegan and vegetarian diets are all the rage these days. There is research to show that following a plant-based diet has many health benefits. However, giving up meat completely might be intimidating for some students. This presentation focuses on creating a balanced diet that is based around plant-based foods, but still offers the option to include animal products.

Eating Healthy On-the-Go

College students are busy and often running from one class or meeting to another. This presentation provides tips on how to follow a healthy, well-balanced diet even on-the-go. This includes information for eating at the residence halls, eating out, and healthy snacking.

Fit for Life

Fitness and exercise is part of a healthy lifestyle. This presentation discusses common barriers to exercise that college students face and how to overcome them using the resources found on MSU’s campus. We will also address the varying types of exercise and general exercise recommendations for the college student population.

Sexual Health/Cancer Prevention

Contact:

JuLeigh Baker

jbaker@saffairs.msstate.edu

662-325-2141

Mailstop 9732

Student Health Center

Let's Talk About Sex

This program gives an overview of sexual health and responsibility. The presenter covers the most popular contraception used by college students, the top five sexually transmitted infections (STI) among the college population and busting some of the most common myths. This presentation is idea for larger student groups, classes and any diversified group.

Ready to be a baby daddy?

This program is a presentation targeting male student groups. The presenter will give men an overview of how hormonal contraception for women works, the facts on male and female condoms and cover sexually transmitted infections (STI). This presentation is ideal for all male audiences.

Girl Talk

Ladies only, please! This program will talk women's health with the ladies. The presenter will share information on hormonal and barrier contraception information, sexually transmitted infections (STI), other health topics related to women's health. This presentation is ideal for all female audiences.

Cancer Sucks

Many college students do not have cancer on their radar as a personal health concern, but there are certain cancers that persons ages 18-24 are at a higher risk for and health habits can now increase or decrease their risks for later in life. This program can be tailored to a specific type of cancer or be a general cancer overview. The types of cancer we most often cover are breast, cervical, skin, testicular, and ovarian but can have programing on any other type requested.

Alcohol and Drug Education

Contact:

Santee Ezell-Johnson (Primary contact)

se126@saffairs.msstate.edu

662-325-0075

Mailstop 9732

Student Health Center

Judy Smith (Secondary contact)

jsmith@saffairs.msstate.edu

662-325-2090

Mailstop 9579

140 Magruder Street

G.A.I.N. (Goal-Driven Alcohol/drug Intervention Network)*About GAIN*

GAIN uses a harm reduction approach to alcohol or marijuana abuse. The goal of GAIN is to reduce levels of marijuana consumption and the negative consequences associated with moderate to high-risk drinking or marijuana use.

GAIN is a research program designed for any student who wants to learn more about his/her substance use and how to avoid possible negative consequences.

Any student who consumes alcohol or marijuana, no matter how little, can benefit from the GAIN program. It is a non-judgmental education/prevention session designed to enhance wise decisions.

TIPS – Training in Intervention Procedures

TIPS for the University is a skills training program designed specifically for college students.

Whether you choose to drink or not, at some point you will be in a situation where others around you are consuming alcohol. It is important for you to know how to handle those situations. Through TIPS training, you will gain the skills and confidence you need to prevent intoxication in others and to intervention with those who have misused alcohol.

Screen U

Screen U is a web-based, brief (5 minute) assessment that identifies high risk substance use. Screen U identifies students who are misusing alcohol, marijuana, or prescription drugs and provides feedback and strategies to reduce their risk for experiencing negative consequences from their use. The Department of Health Promotion and Wellness is here to ensure that you are aware of how your choices can alter your collegiate experience, including your health and well-being, and aid in your pursuit of lifelong healthy behaviors.

Dangers of Alcohol

Alcohol is the most commonly used and abused drug among college students. This presentation focuses on the science behind intoxication including what a standard drink size is and how that affects Blood Alcohol Content (BAC). You'll also learn how to avoid negative consequences associated with alcohol use and how to intervene should a friend get in a precarious situation involving alcohol.

Marijuana 101

With many states legalizing marijuana for recreational use, college students are beginning to question the dangers of it. This presentation describes the psychoactive properties of marijuana and how it affects student well-being. The legality of marijuana will also be discussed – because in Mississippi, marijuana is still illegal and using it can result in a variety of ramifications.

Generation RX

The Generation Rx University resources were created by college students, for college students, to help prevent prescription drug misuse on college campuses. These materials are designed for use in courses, student orientation, residence halls, Greek life, recreational sports, student organizations, or any other venue where college students live and learn.

Safe Medication Practices

General Medication Safety Trivia Game: these resources educate young adults on how to safely use medications, with an emphasis on why incorporating these practices in their everyday lives is important.

Rising Above the Opioid Epidemic

The Impact of Misusing Prescription Opioids Discussion Based Activity: these resources discuss how prescription opioids can mediate dependency and addiction, and they provide guidance on how to safely use these medications as well as take action in a drug overdose situation.

The Impact of Misusing RX Stimulants

Misusing RX Stimulants Skit-Based Activity: these resources address common misperceptions related to prescription stimulants, introduce skills for turning down invitations to misuse, and emphasize positive alternatives to facilitate academic success.

Collegiate Recovery Community

Contact:

Blake Schneider

bschneider@saffairs.msstate.edu

662-325-3192

Mailstop 9579

140 Magruder Street

The Exigence of Collegiate Recovery

The Collegiate Recovery Community provides comprehensive support to students in recovery on Mississippi State's campus. Through the presentation participants will learn more about the programming and resources offered, national trends in collegiate recovery and the underlying substance use disorders catalyzing the collegiate recovery movement

CRC Student Presentation

Available on a case by case and time sensitive basis but through this program students will get to hear an in-depth story of a CRC students journey through addiction and subsequently recovery. Furthermore, they will expound upon the role collegiate recovery has played in their lives.

Greek Life & Collegiate Recovery

Available to Greek organizations this presentation will look at the commonalities between Greek brotherhood/sisterhood bonds and those found in recovery. Along with this, the short-term and long-term benefits of utilizing substances will be examined in order to assist students make informed life choices.

Mental Health

Contact:

Kim Kavalsky

KKavalsky@saffairs.msstate.edu

662-325-3158

Mailstop 9579

140 Magruder Street

Understanding Stress and How to Manage It

At times, stress can become overwhelming and affect us physically and psychologically. This program will examine common causes of stress and healthy ways of managing it. A guided meditation or another exercise can be included to practice the relaxation response.

Think Twice Before Pulling an All Nighter

Untangling the Mystery of Sleep: Learn what is happening when we sleep at night and how it impacts us academically. This program will focus on becoming aware of the consequences of poor sleep and ways to improve sleep habits in order to make sleep a priority.

QPR Gatekeeper Suicide Prevention Training

QPR stands for Question, Persuade, and Refer, three simple steps that anyone can take to save a life. This training will provide the knowledge and skills to recognize warning signs of suicide, offer hope, and refer individuals to helpful resources. This interactive training consists of a role play exercise to practice and build confidence. Participants will also receive a booklet with resources and a certificate of completion. This training lasts 1-1.5 hours.

“Help, I need someone to talk to”

When we are struggling emotionally, it can feel isolating and difficult to reach out for help. This program will discuss common mental health issues affecting college students and promote help seeking. Our campus resource, Student Counseling Services will be highlighted as well as national resources.

The Body Project

Peer-led program for female college students to talk with each other about body image and start to change the way they feel about their bodies. During two, 2 hour sessions, student peer leaders will use fun activities to challenge the portrayal of the “appearance ideal” and discuss

ways to advocate for a culture of body acceptance.

Sexual Assault/Violence Prevention

Contact:

Leah Pylate

lpylate@saffairs.msstate.edu

662-325-2090

Mailstop 9579

140 Magruder Street

Sexual Assault Awareness

Overview of sexual assault, consent and ways to prevent sexual assault from occurring.

Domestic Violence Prevention

Overview of the current state of domestic violence, including statistics, trends, and populations most at risk. Ways to prevent and address domestic violence will be discussed.

Violence Prevention- (e.g. bullying)

Overview of various topics related to physical violence relevant to the college student environment. Topics range from relational aggression (bullying) to physical assault.

Healthy and Unhealthy Relationships

How to develop a healthy relationship and know the warning signs of an unhealthy and potentially dangerous intimate relationship.

Step Up! Bystander Intervention Training

Bystander Intervention

Health Information and general Health Promotion and Wellness administration

Contact: Leah Pylate

lpylate@saffairs.msstate.edu

662-325-2090

Mailstop 9579

140 Magruder Street

MSU on the Move/Physical health

Connect with the program, MSU on the Move

8 Dimensions of Health & Wellness Overview

Introduction to the 8 Dimensions of Health include: mental/emotional, physical, intellectual, financial, social, environmental, spiritual and occupational areas of health and wellness.



Fraternity and Sorority Life Procedures

Registration and Criteria for Greek-Lettered Organizations

The Office of Fraternity and Sorority Life staff has developed the following criteria for initial and continued registration of a student organization under the category of social sororities and fraternities at Mississippi State University to gain and/or maintain status as social sororities and fraternities on the campus of Mississippi State University, a student organization must complete the requirements listed below.

- 1) The organization must complete all forms and submit all documentation for student organization registration as required by the Center for Student Activities and as described in the Operating Policy: 91.200: Student and Other University Organizations. The organization should observe all deadlines and requests; therefore, submitting all materials in a timely and complete manner.
- 2) The organization must have recognition as a colony or chapter in good standing of an inter/national social fraternity or sorority as recognized by the Internal Revenue Service under the provisions of Section 86.14 of the regulations promulgated under *Title IX* of the *U.S. Education Act Amendments of 1972*. Mississippi State University will not register a *local* organization as a social sororities and fraternities. In order to be established or re-established as a Mississippi State University social fraternity or sorority, the inter/national organization, its staff and alumni/ae, and/or the student organization will submit for consideration relevant materials in a format deemed
 - a. appropriate by the Dean of Students staff which addresses the following items:
 - b. inter/national support to the organization and its chapters in general,
 - c. documentation from the Department of Education or the Internal Revenue Service stating status as a social fraternity or sorority,
 - d. Advisor within the vicinity of Starkville,
 - e. chapters located at college campuses in Mississippi or surrounding states,
 - f. students, faculty, and/or staff interested in establishing/supporting the organization,
 - g. relevant policies related to risk management (alcohol and drugs, hazing, sexual abuse and harassment, and fire, health and safety), scholarship, member education,
 - h. previous affiliation with Mississippi State University (if applicable),
 - i. information about the support and staffing provided by the inter/national headquarters for colony development, and
 - j. other items as requested by the Dean of Students or Office of Fraternity or Sorority Life.
- 3) In support of the relationship with the colony or chapter, the inter/national fraternity/sorority should demonstrate to the Office of Fraternity and Sorority Life their ongoing communication and support to the group throughout their tenure at Mississippi State University.

- 4) All chapters and colonies will respect the commitment to self- governance through active participation in the Fraternity and Sorority community. Each representative council will define the minimum requirements of a member organization to be considered in good standing within the council.
- 5) Active membership in a social fraternity or sorority is limited to current students of Mississippi State University, Starkville campus. Candidates for membership must be enrolled full-time at Mississippi State University campus time of joining the organization.
- 6) The appropriate organizational officers must maintain accurate records with and follow established University policies in order to maintain registration as a student organization. Please find a full listing of these policies and procedures at the end of this manual and at www.policies.msstate.edu.
- 7) The chapter or colony must maintain open lines of communication with the staff of the Fraternity and Sorority Life office through accurate completion and timely submission of established reports. The delineation of established reports of the Fraternity and Sorority Life office includes:
 - a. chapter goals,
 - b. membership roster,
 - c. officer information,
 - d. new member information,
 - e. academic information release,
 - f. membership recruitment time periods and events,
 - g. summer/winter break officer information,
 - h. financial information,
 - i. semester chapter calendar,
 - j. parking information (if applicable), and
 - k. student organization re-registration

The chapter or colony should submit and update these records as the need arises throughout the semester. Additionally, any changes to inter/national policies should be submitted to the Fraternity and Sorority Life office. The Fraternity and Sorority Life office staff will produce a schedule to reflect all due dates referenced in this criteria.

- 8) All organizations must provide education to their members about hazing prevention. Education shall be done annually for all members and include knowledge of OP 91.208 – Hazing.

- 9) Chapter presidents are required to attend the Fraternity and Sorority Life presidents' retreat session at which they will learn about university policies and the requirements of the Fraternity and Sorority Life.
- 10) Any organization entering into or currently in a group housing arrangement on-campus must:
 - a. maintain the chapter facility per the Operating Policy: 91.205: Greek Student Organizations-On-Campus Residential Housing
 - b. have their facilities reviewed by the state Fire Marshal.
- 11) For compliance with the above-defined policies, all social fraternities and sororities will receive the following privileges:
 - a. educational and programming resources available through the Fraternity and Sorority Life office;
 - b. support of professional staff of the Fraternity and Sorority Life office;
 - c. assistance with chapter recruitment efforts;
 - d. assistance with chapter academics;
 - e. statistical and informational reports relative to scholarship, finances, membership, and other operational areas;
 - f. ability to lease property (when available) for group living experience;
- 12) The completion of all above-defined criteria does not guarantee approval of the registration of the student organization under the category of social sorority or fraternity. The Dean of Students and Office of Fraternity and Sorority Life will consider all submitted materials and supporting documentation in his/her decision for granting registration privileges. In the decision to grant registration privileges, the Dean of Students and Office of Fraternity and Sorority Life will consider the health of the existing fraternity/sorority community and the needs of the university.
- 13) If granted registration as a social fraternity or sorority, failure to comply with any of the above-defined policies will result in an evaluation meeting between the chapter president and the appropriate Fraternity and Sorority Life staff. Resultant actions could include a probationary period to rectify the situation, alternate provisions to complete the guideline, or recommendation to the Dean of Students for removal of registration privileges for a definitive time period. Listed actions do not include all possible sanctions. The final decision for non-compliance sanctions rest with the Dean of Students.

Guidelines for Philanthropy Events

Approved by Panhellenic, Interfraternity Councils, and the Office of Fraternity & Sorority Life.

Philanthropy Event Date Selection Procedure:

- a. Each IFC & Panhellenic chapter will have 4 philanthropy event days each academic year.
- b. Selection of these dates will occur at a meeting held the first Tuesday of April.
- c. Selection order will be based off the chapter's GPA from the previous fall semester.
- d. You must contact a Fraternity & Sorority Life staff member to update or change your philanthropy dates.

IFC and Panhellenic Philanthropic Event Guidelines are:

- a. Limit competition to a two-day event.
- b. Events such as Womanless Beauty Pageants and Dress-A-Pledge are not in keeping with Greek standards and should be eliminated.
- c. Allow each group to wear their own Greek letters; no extra t-shirts, hats, shorts, etc.
- d. All philanthropy events must be alcohol-free. All members, coaches, spectators must not be under the influence of alcohol/drugs.
- e. No less than three weeks prior to event scoring, distribution of points, and appropriateness of events, must be approved by the chapter delegates to Panhellenic or IFC. Presenting the above information is recommended at least 6 weeks prior to the event to allow adequate time for discussion and voting.
- f. When a chapter, as an entire chapter, participates in a philanthropic event, no registration fee of any kind is allowed. Also, no individual philanthropy event shall be allowed to require a registration fee if the outcome of the activity influences the winning of the philanthropy event (such as rewarding points).
- g. A chapter shall not participate in a fraternity/sorority philanthropy event in which the winner is determined by monetary contributions from the sorority.
- h. Winners should be selected on an individual basis in regards to resume, interview, campus involvement, and other qualifications.
- i. Chapter members will not participate in philanthropy activities in which fraternity/sorority members are asked to solicit for the chapter or their philanthropy.
- j. Fraternities/sororities may not require their members to bring money or items for philanthropy competitions.
- k. Chapters may not be rewarded for purchasing anything from a vendor.
- l. Competition may not hinge on the purchasing of items.

Hathorn Hall Living Learning Community

The Office of Fraternity and Sorority Life staff, along with the Panhellenic Council, support the effort of a living learning community within the Housing and Residence Life Department. Hathorn Hall has been designated as the facility to host non-first time freshmen Greek women in upperclassman classifications. The Panhellenic Council will work along the staff and students in Hathorn Hall to provide educational, social, academic, and service programming.

Chapter Responsibilities:

The chapter will be responsible for providing the Office of Fraternity and Sorority Life a list of all women interested in living in the residence hall, Hathorn Hall, by the designated times. The goal is for every chapter to be assigned and fill at least 1 wing. More space can be made available if necessary.

Here are how assignments will work:

- 1) The chapter will promote to their members who are interested in living in Hathorn.
- 2) Begin having them sign-up on the provided document.
- 3) Once names have been given to you, please type in these names into a spreadsheet and email back to staff member.
- 4) A chapter decides what wing or entire floor you want your members to live on (This is a first come, first serve process). Once a chapter tells us that they want a certain wing or certain floor and they have all their names, then staff will confirm with the chapter their wing/floor assignments. The earlier you get it to staff, the more likely you will have priority on the floor.
- 5) Once assignments have been confirmed and forms turned in, students interested in Hathorn Hall will need to complete two separate online steps on their housing portal. Both steps required.
 - a. They will have two weeks to complete the RSVP housing application which includes confirming their roommate request. This just says I want to live in MSU Housing.
 - b. MSU Housing will send them an email to notify them of their assignment and ask them to sign their housing contract. They must sign this contract during these days in order to live on-campus.

Academic Break Procedure for Greek Housing

A written request is needed for fraternity/sorority chapters who have on-campus houses and have members who are interested in residing in their respective chapter houses for the duration of academic breaks. These academic breaks include:

- Winter Break
- Spring Break
- Summer Break

The chapter must meet certain requirements before permission will be granted which include the following qualifications.

- The individuals wishing to remain at the house must be a current resident and staying for academic and/or employment purposes.
- The request for staying must be submitted via email to the Office of Fraternity and Sorority Life at least 2 weeks prior to the beginning of the break.
 - Send to:
John Michael VanHorn
jvanhorn@saffairs.msstate.edu
- The chapter must be in good standing with the university which include:
 - No violations of the Student Code of Conduct.
 - No pending financial balances for the individual or chapter
 - All fire safety requirements have been met during the regular semester inspection

Crisis Management Guidelines

Crisis Management Guidelines are provided to you in an effort to provide a logical framework in the event of a crisis involving your chapter. Though our hope is that preventative measures such as fire safety, alcohol regulation and hazing elimination will help chapters avoid many potential crises, it is unrealistic to believe that no MSU fraternity or sorority will ever need these guidelines. Tragedies do occur and cannot be predicted. Taking the time to prepare for—and ultimately prevent—the tragedies that *can* be avoided could save not only the life of a member, but also the life of your chapter.

These guidelines should be used if a tragedy or crisis involving your chapter occurs either on or off chapter property. Examples of such situations include, but are not limited to:

- death or injury of a member or guest;
- fire or flood in the chapter house;
- an injury or accident involving alcohol/drugs at chapter events
- an injury or accident involving a member and/or a non-member at or during a chapter event or on chapter property.

Some chapters may already have similar crisis management guidelines that have been developed by their national/international organizations. This document supplements those procedures by providing names and telephone numbers of University officials who can be of assistance.

Member Education

1. The entire Executive Board of your chapter should review these crisis management procedures and be familiar with important concepts of handling a crisis. Every chapter officer should have a copy of these procedures.
2. Be certain that all members in the chapter (including new members) know that the chapter president is in charge of every emergency situation. Though the president may choose to consult with other members who have some expertise or insight, final authority should rest with the president.
3. In the event the president is absent, the next ranking officer should assume control. If such rankings are not already in place, chapters should define officer rankings and include them in the chapter bylaws.
4. All members must know who is in charge and be prepared to follow instructions. Include a review of the chapter's crisis management guidelines in a risk management education program each semester. The advisor or House Corporation representative should also be aware of the procedures.

General Procedures

1. In nearly all situations, the president's first call will be to the 911 emergency number. Briefly and calmly explain the situation so that the appropriate emergency personnel can respond. Please wait to cooperate and help emergency personnel on the scene.
2. Close the chapter house immediately. Permit only your members and appropriate officials to enter. Any guests in the house should be asked to leave unless notified by MSUPD for guest to stay. Assign one or more responsible members to calmly control access to the chapter house and ask for members and guests to stay off of social media.
3. Contact University officials. During business hours (8:00 a.m. - 5:00 p.m., Monday - Friday) contact the Office of Fraternity or Sorority Life at 662-325-3917. Tell the person answering the phone that this is an emergency call and ask for Jackie Mullen, John Michael VanHorn, or ShirDonna Lawrence. If the University's administrative offices are not open, contact the MSUPD at 325-2121. Inform the dispatcher of the nature and location of the emergency and tell him or her that you have already contacted 911 emergency personnel. Campus Police will then contact the necessary University Fraternity and Sorority Life personnel as well as the Student Affairs professional on duty.
4. Contact your chapter's alumni advisor and inform him/her of the situation. Ask him/her to come to the chapter house or event location immediately in order to consult with chapter officers and University officials. Contact your national/international headquarters once you have confirmed with alumni advisor.
5. Assemble your members, including new members, in a group. Explain that there has been an emergency and that the house is closed to all but members and appropriate University/emergency personnel. Instruct the members not to speak to anyone outside the chapter about the incident except police and University officials. Do not discuss details, speculate on events, or otherwise elaborate on the situation until police, University officials and the chapter advisor arrive. Emphasize the need to remain calm and assure chapter members that everything is under control. If there is a need to inform members who are not present, the president may delegate this responsibility to another member. Have him/her use his/her cell phone in order to keep the house phone and chapter presidents' phone free.

Serious Injury or Death of a Member

1. Do not notify the parents. In the event of a serious injury or death, medical or police personnel will notify the family. Current parent/guardian contact information should always be on file with the university and with the chapter. After you know the entire family has been contacted, it is appropriate then and only then for a chapter representative to call and share the chapter's concern. Please ask members to not post information via social media.
2. If the member lives in the chapter house, do not remove any personal items from the room. Do not allow other chapter members to enter the room. Temporarily move any roommate(s) to another room in the house. Keep the door locked and allow only authorized personnel to enter the room. Keep the area clear during investigation.
3. After you are sure that the family has been notified and received approval from Dean of Students Office, seek the advice of the family regarding the member's belongings. You may

offer to pack them in boxes, but it is more likely the family will want to do this themselves. Before they arrive, make sure that any borrowed items have been returned. When they arrive, have empty boxes available and offer to help. Keep in mind, however, that this is a very difficult time for the member's family and they may want some privacy.

4. In the case of a death, members' attendance at a funeral or memorial service should be coordinated with the funeral director and the family. Discuss with the family or the family's clergyman the possibility of conducting a separate memorial service for the deceased member at a later time.
5. In the case of a serious injury or illness, contact the member's family regarding their desires for visitation by chapter members. Always respect the wishes and desires of the family even if the ill member insists on more frequent visits.

Managing the Media

1. If the news media contacts the chapter, only the designated spokesperson (the chapter president or chapter advisor) should speak for the chapter. With the assistance of chapter legal counsel, the chapter advisor and university officials, the chapter should carefully prepare a formal statement to be issued to the media. The university can help the chapter through this process. Prior to the development of such a statement, the following standby statement may be useful:

"We can confirm that (describe incident briefly) occurred on (day) at (time) at (location). We will do all we can to provide information as it becomes available. Currently, we are working with the authorities. Further information will be given when we have completed our investigation of all pertinent matters."

Absolutely nothing else should be said. Respond to any additional questions with: "When we have completed our investigation, we will release more information."

2. Keep the chapter house locked in order to keep out unwanted visitors.
3. Consider holding any press briefings away from the chapter house. Involve your alumni advisors, University officials, and Headquarters staff in such decisions.
4. Do not release any names to the media until a University official has advised that the timing is appropriate.
5. Update the media consistently, but only when there is something to say. Establish a distribution list for one-page updates or releases to the media.

How to Cope

Remember that University officials are always available for counseling and other assistance. Do not hesitate to call the University Student Counseling Center at 662-325-2901 for assistance. Individual and group counseling is strongly recommended following any crisis situation. No matter how well things appear to be going, counseling and other support services are both wise and appropriate.

Roster Procedures

It is critical for Fraternity and Sorority Life to have an accurate report of the members of each organization. This information is used for record keeping, assessing dues, grade reports, and crisis management, as well as many other areas of chapter management. Therefore, each chapter is asked to submit an updated roster at least twice a semester. The rosters will be due by the end of the first week of classes and two weeks before classes end for the semester.

Please make changes to your roster by contacting your Fraternity & Sorority Life advisor. New Members will be added to your rosters after intake and recruitment each semester by the Office of Fraternity and Sorority Life staff.

Membership Status

When updating your roster, please make sure you are maintaining the following status of your members:

- **New Member:** A student is a “new member” the semester the student joins the organization. An uninitiated member. The New Member status remains in effect for a complete semester, even if the person is initiated before the semester is complete. For example, if a student is initiated in September or October of the Fall Semester, they will continue to be a new member until the end of the Fall semester. New member status will be changed to members automatically after the grade report is completed each semester.
- **Active Member:** A current student who is and initiated member in good standing with the chapter. A student continues to be an active member even if they are study abroad, internship, or co-op for only semester.
- **Inactive Member:** A current student who is and initiated member in good standing with the chapter. A student is an inactive member if they are studying abroad, in an internship, or co-op for 1 year or more. They do not stay on your roster until they are back attending to class on-campus.
- **Removal of Member:** Please notify the Office of Fraternity or Sorority Life anytime a member or new member is removed by the chapter and may not return.

Additional Roster Information

In addition to information about member status, the Officer Transition Form asks for the following information from the chapter each semester.

- Advisors’ and Officers’ Contact Information
- Chapter House Residents, including room and phone number

- Chapter Parking List for non-house residents

Inter/National Organization

Fraternity and Sorority Life may cross check the official roster on file with the roster of your Inter/ National Organization. If there are discrepancies, we will defer to your Inter/National Roster.

Grade Release Waiver

Each member must submit a Grade Release Waiver via MyState account. If the member does not fill out the waiver, their grades will not be released to the chapter, but their grade will be included in the chapter's overall GPA.

"I, STUDENT NAME, a student at Mississippi State University and a member of ORGANIZATION NAME, understand that I am granting permission under my own free will to the Office of Fraternity and Sorority Life at Mississippi State University to release information concerning my academic and disciplinary records to the executive officers of my Greek organization, the advisors of my Greek organization, and my National Greek Organization Headquarters. I hereby grant permission to the Office of Fraternity and Sorority Life to release my academic and disciplinary records to the relevant officials for as long as I am a member of my Greek organization.

If at anytime you would like to no longer release your information, please contact the Office of Fraternity Life at 662.325.3917."

Hazing Policy Acknowledgment Form

"Mississippi State University is committed to maintain a supportive, educational environment that enhances the well-being of all members of the community. To support the University's mission the following hazing policy has been implemented.

OP 91.208: HAZING

PURPOSE To provide uniform guidelines for the protection of the University community against the dangers associated with hazing.

POLICY Hazing is prohibited. Any student and/or group failing to comply with this policy is subject to disciplinary action as defined by the Student Code of Conduct. In addition to being in violation of the University hazing policy additional charges are possible both as an organization and as individuals engaged in hazing. Under certain circumstances, hazing may be a violation of the laws of the State of Mississippi, resulting in a criminal prosecution by state and/or local officials. Depending on the circumstances surrounding the hazing activities, responsible parties may be charged with either a misdemeanor or felony.

For purposes of this policy, hazing is defined as:

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

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

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

Reporting A hazing incident may be reported by anyone by contacting the Dean of Students Office or University Police. All reports of hazing behavior will be investigated, including those reported anonymously. However, please be aware that the University's ability to investigate hazing incidents depends on the accuracy and specificity of the information provided.

Please type your name and NetID to confirm that you have read and agree to comply with the above policy."

Responsibility

It is the responsibility of the chapter (via the President) to ensure that all rosters are up to date with both the University and the Inter/National Organization.

Expansion Policy

New/Returning Fraternity and Sorority Expansion/Re-Organization/Re-Chartering/Re-Activation Policy

Preamble

Mississippi State University recognizes that a strong fraternity and sorority community is a constructive element of campus life.

To be considered for expansion at MSU there must be substantial evidence that the proposed organization will positively contribute to the MSU Fraternity & Sorority Life community, and to conduct itself in a manner consistent with University, Council, and Fraternity & Sorority Life policies and procedures.

Please note that this document contains the basic requirements for a chapter to colonize at MSU. Each council may have specific requirements in addition to the requirements in this document.

To ensure that fraternities and sororities desiring to be registered at MSU possess those qualifications deemed necessary for their success and for the continued health of the MSU fraternity and sorority community, the following standards and procedures shall apply:

Registration Criteria

Fraternities/sororities wishing to become registered student organization at MSU and a member of the National Panhellenic Council, National Pan-Hellenic Council, Multicultural Greek Council & the Interfraternity Council, must meet the following criteria:

- The organization must be affiliated with a parent organization that must show proof of 10 consecutive years of business operations and have undergraduate chapters (not colonies) at ten or more colleges/universities.
- The organization must have policies that are congruent with the fraternity/sorority policies of MSU. Policy information can be found on the Fraternity & Sorority Life web page (www.greeks.msstate.edu & www.policies.msstate.edu).
- The organization must follow all student organization policies and procedures to become a registered student organization.

Application Deadlines

- April 1 – application deadline for organizations wishing to start in the fall semester.
- October 1 – application deadline for organizations wishing to start in the spring semester.

Application Procedure

- Organizations wishing to open/re-colonize/re-organize/re-charter/re-activate chapters at MSU must complete the application specifics found in this information packet.
- Upon receipt of a registration application, the Director of Fraternity & Sorority Life, respective staff, and Council members will conduct an initial review. The organization

may be asked to provide additional documentation and/or more thorough documentation to support the request for university registration.

- Once the entire application has been reviewed, the Office of Fraternity & Sorority Life will make a final determination and notify the organization of their status.
- Official start dates will coincide with the beginning of either the fall or spring semester.
- Upon acceptance, the organization will follow processes for the respective Council.

Policies

- Fraternities and sororities registered by MSU are expected to comply with all university policies and procedures.
- Only undergraduate students, enrolled at MSU may affiliate with the registered fraternities and sororities at MSU.
- Newly formed fraternities and sororities must have at least six (6) full-time, active, undergraduate members to begin a registered student organization. Following the first year, all registered fraternities and sororities must have at least six (6) full-time, active, undergraduate members (initiates/new members) on the roster at all times.

Application/Qualification Specifics

Each area shall be documented within the application.

- Declaration of Intent: Submit a written letter from the Inter/national President or Executive Director expressing a desire to form an undergraduate chapter at MSU.
- Constitution and By-laws of the organization.
- Organization Contact Information - Provide the following:
 - Inter/national Fraternity or Sorority mailing address
 - Headquarters phone number
 - Headquarters fax number
- Colonization Coordinator: Provide the name, email and phone of the alumni/ae who will coordinate the colonization effort.
- Chapter Advisor: Provide the name, email and phone of the alumni/ae who will serve as the primary chapter advisor.
- Describe the Advisory Board set-up and expectations of the volunteer advisors (chapter meeting attendance, convention attendance, advisor training attendance, etc.)
- Outline the requirements that must be met before the colony will be chartered.
- Provide copies of the following organization policies, procedures and programs:
 - Academic Policy (GPA, programming and study requirements)
 - Financial Policies (Dues, New Member Fees, Initiation fees, Chapter Budget)
 - Standards/Conduct Policies and Procedures
 - Leadership Development Program
 - Membership Contract
 - New Member Education Program
 - Intake Process

- Officer Training Program
 - Recruitment Program
 - Risk Management Policy and Procedures to include Alcohol/Illegal Drugs/Sexual Assault/Hazing
- Provide a list of the five most recent colonization/chartering to include numbers recruited and chartering dates.
- Interest Group Roster (if applicable). Roster should include the following information:
 - Student Name
 - MSU NetID



Appendices

Appendix A: Council Score Cards

Appendix B:

Common Greek Life Terms

ACTIVE: A member who has been initiated into lifelong fraternity or sorority membership and is active at the collegiate level.

ALUMNI/AE: Initiated fraternity or sorority members who have graduated from college.

BID: A formal invitation to join a particular sorority or fraternity.

BIG BROTHER/BIG SISTER: An active member who serves as a mentor to a new member during their new member program.

CALL: A vocal sound used by members of NPHC and MGC organizations to acknowledge one another.

CHAPTER: The local group of a larger national organization designated by a special name or Greek letters.

CONTINUOUS OPEN BIDDING/RECRUITMENT: An informal recruitment process that takes place after the conclusion of Formal Panhellenic Recruitment.

FORMAL PANHELLENIC RECRUITMENT: A series of events given by each sorority that are designed to introduce sorority life to potential new members. Formal Recruitment is scheduled by the Panhellenic Council.

HOUSE DIRECTOR: A person hired by the housing corporation board to live in the chapter house and supervise the facility.

IFC RECRUITMENT: A week-long period in which fraternities and potential new members become acquainted.

INITIATION: The formal ceremony that marks the beginning of active membership. Each chapter has a different set of initiation requirements.

INTERFRATERNITY COUNCIL (IFC): The governing body of 25 UF social fraternities.

INTERNATIONAL/NATIONAL HEADQUARTERS: The central organization of a particular fraternity or sorority.

LEGACY: A prospective member whose grandparent, parent, or sibling is an alumnus of, or active in, a particular fraternity or sorority. (Please note that most organizations are not obligated to pledge or extend bids to legacies.)

LINE: Term used to describe the members of a new member class in NPHC and MGC organizations.

MEMBERSHIP INTAKE: The process that NPHC and MGC chapters utilize to recruit, interview, select, and initiate new members. The period of membership intake varies, but cannot exceed eight weeks.

MULTICULTURAL GREEK COUNCIL (MGC): The governing body of the 2 culturally based social fraternities and sororities at UF.

NATIONAL PAN-HELLENIC COUNCIL (NPHC): The governing body for the 18 historically black fraternities and sororities at UF. This is also the name of the national governing body and is sometimes referred to as the Divine Nine.

NEOPHYTE: A member of the last line to cross in the local chapter of a NPHC or MGC organization.

NEW MEMBER/PLEDGE: A member of a fraternity or sorority going through the new member education/pledging process.

NEW MEMBER EDUCATION PROGRAM: A period of education when new members learn the history, ideals, and values of fraternity and sorority life. The timeframe varies, but cannot exceed eight weeks.

NEW MEMBER EDUCATOR/MEMBERSHIP INTAKE CHAIR: The liaison between new members and the chapter. This person is responsible for implementing and monitoring the new member program and preparing new members for initiation.

ORDER OF OMEGA: Order of Omega is a leadership honor society for members of Greek organizations.

PANHELLENIC COUNCIL: The governing body for the 8 National Panhellenic Conference sororities/women's fraternities.

PHILANTHROPY: A charitable fundraiser sponsored by a sorority or fraternity.

POTENTIAL NEW MEMBER (PNM): A college student participating in recruitment.

PRESENTATION SHOW/PROBATE: The introduction of a line to campus. This is usually the first full step show/ exhibition performed by members of the new member class of MGC or NPHC organization.

PROPHYTE: A neophyte becomes a prophyte after another line is initiated.

RECRUITMENT/RUSH CHAIR: An active member of a sorority or fraternity who is in charge of recruitment efforts for the chapter.

RECRUITMENT COUNSELOR (GAMMA CHI/ RHO CHI): A trained Panhellenic Council sorority member who has disassociated herself from her chapter during Formal Panhellenic Recruitment in order to counsel and assist potential new members during recruitment.

SOCIAL: A get-together with another group for a party, dinner, or fun occasion.

STROLL OR PARTY HOP: A line dance by members of NPHC or MGC organizations.

STEP: Synchronized movements using hands, feet, and props (i.e. canes) to create rhythmic beats. Seen at step shows performed by NPHC groups.

Appendix C: Policy Index

Fraternity and Sorority Policies

1. Greek Organizations- On Campus Residential Housing- OP 91.205
2. Master Plan DRC Subcommittee Design Review Checklist Fraternity and Sorority Hills Subdivision Design Guidelines Sorority Hill- New Construction Plots Available

STUDENT AFFAIRS OP 91.205: Greek Student Organization - On-Campus Residential Housing

Purpose

The purpose of this policy is to establish certain requirements of Greek organization that have constructed houses on land leased from Mississippi State University, specifically requirements pertaining to liability insurance coverage, the Greek infrastructure fee, and dual fire monitoring systems.

Liability Insurance

The house corporations of all fraternities and sororities that have constructed houses on land leased on the Mississippi State University campus are required to list the following entities as "additional insureds" on their liability insurance policies:

1. The Board of Trustees of State Institutions of Higher Learning for the State of Mississippi;
2. Mississippi State University;
3. The Trustees of the Board of Trustees of State Institutions of Higher Learning for the State of Mississippi, both in their official capacities and their individual capacities; and
4. All officers, employees, agents, and servants of Mississippi State University and the Board of Trustees of State Institutions of Higher Learning for the State of Mississippi, both in their individual capacities and in their official capacities.

The amount of liability coverage that each organization is required to maintain will be determined annually by the University based on the following procedures:

1. By May 1 of each year, the Vice President for Student Affairs and the General Counsel will determine the amount of liability coverage that will be required of each on-campus fraternity and sorority house corporation.
2. If there is a change in the amount of liability coverage required, by June 1 of each year the Director of Student Activities or his or her designee will send a letter to the president of each house corporation, with copies to the national executive director and chapter president, informing them of the amount of liability coverage that is required.
3. Before the annual expiration date of each organization's policy, each house corporation must submit (or have submitted by their national headquarters staff or insurance carrier) a certificate of liability insurance that states the amount of the coverage and names the university and the IHL as co-insureds, using the following language in the certificate:

"a) The Board of Trustees of State Institutions of Higher Learning for the State of Mississippi; b) Mississippi State University; c) The Trustees of the Board of Trustees of State Institutions of Higher Learning for the State of Mississippi, both in their official capacities and their individual capacities; and d) all officers, employees, agents, and servants of Mississippi State University and the Board of Trustees of State Institutions of Higher Learning for the State of Mississippi, both in their individual capacities and in their official capacities are hereby declared to be additionally insured under the terms of this policy. This insurance policy will not be canceled without sixty (60) days notice to the Office of Student Life at Mississippi State University."

The first year of coverage the University must also be provided with the complete policy, and any future amendments or changes to the policy must be sent to the University.

Greek Infrastructure Fee

The purpose of the Greek Infrastructure Fee is to allow the University (1) to develop unimproved University property dedicated for future Greek housing expansion by providing necessary common area infrastructure for such expansion and (2) to maintain, improve or replace existing common area infrastructure for University property currently used for Greek housing. Such improvements will include, without limitation, construction, installation, maintenance and/or repair of common area utilities, streets supporting Greek housing, and parking areas supporting Greek housing.

Each on-campus Greek organization will be assessed at the beginning of each fall and spring semester a Greek Infrastructure Fee based on the following:

1. The fee for each organization will be based on the total number of spring semester members and pledges of the organization. The fee will be recalculated annually in the spring for each following fall semester.
2. The per member/pledge fee will be determined annually by the Vice President for Student Affairs and the Vice President for Budget and Planning. Generally, the annual per member/pledge fee will not increase by more than three percent (3%).
3. The fee will be assessed to each organization on or before September 1 and February 1 of each academic year and the assessed fee will be payable within 30 days. The fee will be assessed to the on-campus student organization. All funds will be deposited with and administered by the Division of Student Affairs.
4. Any infrastructure improvements of Greek housing common areas that are performed by the Division of Campus Services will be funded using the Greek Infrastructure Fee.
5. Each student organization and/or its house corporation will continue to be responsible for any and all infrastructure improvements, maintenance or repairs performed on the leased lot of the organization. Infrastructure work done on MSU land adjacent to and serving Greek housing may be paid from Greek Infrastructure Fee funds.

Dual Fire Monitoring Systems

It is the policy of the University that each Greek organization with on-campus housing maintain up-to-date and operational fire and life safety systems in on-campus Greek houses.

1. All Greek organizations with on-campus housing will be required to contract with a fire and life safety vendor, approved by the State of Mississippi Fire Marshall, to ensure continuous operational functionality of all fire systems.
2. The fire and life safety systems of each Greek organization with on-campus housing will be monitored by the University Police Department dispatch for fire and life safety response in coordination with Oktibbeha County EMO.

Failure by any Greek organization or its house corporation to abide by this policy may result in disciplinary action as outlined in the Code of Student Conduct including up to suspension of the registration of the student organization.

Review

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

REVIEWED BY:

/s/ Bill Broyles
Interim Vice President for Student Affairs

09/09/2014
Date

/s/ Timothy N. Chamblee
Assistant Vice President & Director
Institutional Research & Effectiveness

09/17/2014
Date

/s/ Joan Lucas
General Counsel

09/19/2014
Date

APPROVED BY:

/s/ Mark Keenum
President

11/24/2014
Date



MASTER PLAN DRC SUBCOMMITTEE DESIGN REVIEW CHECKLIST

GENERAL INFORMATION:

- Completed Master Plan Committee Design Review Form

- Submitting Master Plan Committee Design Review Packages: Complete packages shall be submitted to the Office of Planning, Design and Construction Administration (OPDCA) by 12:00 noon the day of the deadline. Meetings and work sessions are *typically* held in Gast Building Large Conference Room, unless otherwise advertised. Meeting dates, times, and design review package deadlines are available from the OPDCA. For additional information, forms, or to confirm deadlines and meeting dates, call 662.325.9403. A staff report will be e-mailed to the applicant typically by 5pm three business days before the scheduled meeting.

- Master Plan Committee Design Review Package shall include:
 - Cover Sheet
 - Existing Conditions
 - Color Site Plan/Landscaping Plan (Example: color trees, show open space as green, show building footprints, pavement and concrete should be gray)
 - Conceptual Site Grading Plan with Hydrological analysis (detailed below).
 - Color Architectural Rendering/Illustrations
 - Building Floor Plans
 - Interior ADA Color Coded Floor Plans (detailed below)

- Basic formatting and information requirements for site plans:
 - Be drawn to a scale between 1" = 10' through 1" = 100'
 - All drawings of a Project Design Review Package shall:
 - All drawings will be submitted electronically. However, paper copies may be requested from the applicant.
 - Applicants should submit electronic drawings via e-mail, CD/DVD or thumb drive. CD/DVD's and thumb drives can be picked up from OPDCA after the meeting upon request.

- be drawn mechanically, numbered sequentially, titled, and dated including brief description, project number and dates for all revisions
 - include names, addresses, telephone numbers, and email addresses of all professionals participating in the design.
 - Include a North arrow, graphic scale, and a legend of symbols used
- Color Images and Graphics Required: OPDCA uses PowerPoint presentations in all Master Plan meetings, and colorized versions of aerial maps, site plans, landscape plans, and architectural elevations/renderings are required for the presentation. With each updated version of the Master Plan Committee Design Review Package, new electronic files must be provided to the Assoc. Dir. for Planning, Design and Space Management in JPEG or PDF format. (No Files should be larger than **4 MB**) Additional requirements may be requested for certain submittals.

EXISTING CONDITIONS:

- Most-recent aerial photo (or comparable document) of Site
- Show existing greenspace within or immediately adjacent to the area.
- Existing trees using a most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Indicate existing landscaping materials to be removed or relocated

COLOR SITE PLAN/LANDSCAPING PLANS:

- Location of: proposed roads, medians/openings, traffic lanes, curb cut, driveways, setbacks, easements (ingress/egress, utility, and drainage, etc), property/lot/phase lines, building footprints, utility structures, light fixtures, fencing/walls, curb layout, parking striping, parking islands, sidewalk/hardscape elements, ADA ingress/egress to building, greenspace, and landscape areas/buffer
- Proposed location for proposed outdoor display and/or storage areas, service areas, loading areas, and solid waste management including enclosures for garbage containers, dumpsters, or compactors and the screening for these site elements
- A very conceptual grading plan that addresses site hydrology. Provide at the least written description of how the site plan proposes to handle post construction runoff and any measure that will lead to a neutral water quality discharge for storm water leaving the site. (**Neutral** meaning that the water leaving the site should contain no more particulate matter than that which entered the site.)

COLOR ARCHITECTURAL RENDERING/ILLUSTRATION PLANS:

- Elevations must be provided for all sides of the building(s), including accessory structures. Show all views, openings, vertical dimensions and heights, and identify graphically all exterior materials and colors with either labels or keys to a finish legend. A finish legend, if provided, to include the following:
 - The TYPES of all exterior building materials to be used
 - The COLOR of all exterior building materials to be used
- Provide floor plans for all floor with all room types labeled. Show accessible routes and rooms that are accessible on a separate color coded plan; shown routes and elevators in one color, accessible restrooms in one color and accessible rooms in one color. If a floor plan of the entire facility is not available please provide a written summary of how the interior of the facility will comply with ADA law.
- Provide screening methods for all mechanical electrical, utility, and communications equipment. The location of any rooftop units shall be graphically shown and labeled on the elevations.

DEVIATIONS FROM MASTER PLAN COMMITTEE DESIGN REVIEW CHECKLIST:

- The OPDCA may require information, studies, or exhibits not listed on the checklist that are deemed to be necessary to evaluate the proposal; or waive certain requirements of the checklist if they are deemed to be unnecessary to evaluate the proposal.

OPDCA Representative

Date

By signing the line above I agree that the requestor has met all the obligations required for submittal to the Master Plan Development and Advisory Committee Agenda and that some of the items above may or may have not been required based on the boxes checked above.

Printed Name

Signature

Date

By signing the line above I agree that I, the requestor have met all the obligations required for submittal to the Master Plan Development and Advisory Committee Agenda and that some of the items above may or may have not been required based on the boxes checked above and on direction of OPDCA.

Student Organization Policies

1. *Student and Other University Organizations* - OP 91.200- Guidelines and Procedures for student organizations
2. Security Cost Matrix



OP 91.200: Student and Other University Organizations

Purpose

To provide fair and reasonable guidelines and procedures for student and other organizations at Mississippi State University.

Voluntary associations of students in student organizations are an integral part of the educational process at Mississippi State University. The university has a positive responsibility to encourage such associations as a means by which students can develop civic and social awareness and responsibility. In doing so, it neither endorses nor disclaims any particular idea, system of thought, or point of view. Other university organizations also enhance campus life and contribute to the accomplishment of the mission of the university.

Policy

The university will maintain a procedure for registration and provide rules and regulations for university organizations.

Rules and Guidelines for Registered Organizations

1. University Organization Definition

University organizations are those whose active membership is composed entirely of students, and/or faculty, and/or staff. They are subcategorized into the following types:

- a. Student Organizations - groups organized for students;
- b. Student/Faculty Organizations - groups organized for both students and faculty;
- c. Faculty and/or Staff Organizations - groups organized primarily for faculty and/or staff.

2. Benefits and Privileges

The benefits and privileges of a registered organization follow:

- a. The opportunity to incorporate, as prescribed by university guidelines, the university name into the organization's name;
- b. Eligibility to reserve and use university facilities;
- c. Listing in publications or found online at www.one.msstate.edu, and

- d. The privilege to participate in university events such as orientation, homecoming, organizational fairs, etc.

3. Registration and Classification of Student Organizations

Registration of an organization (for other than a temporary period) will be on an annual basis by the Student Organization Standing Committee and will be effective until the beginning of the next fall academic year. Annual renewal of the registration shall be dependent on the organization's demonstration of compliance with its purposes, aims, and activities as stated in its constitution, and compliance with all applicable rules and regulations of the university. Registration forms are located at www.one.msstate.edu. A representative of all student organizations is annually required to attend student organization risk management sessions held by the Dean of Students Office and the Center for Student Activities.

Upon registration of a student organization the Student Organization Standing Committee shall determine the classification (sponsored or registered) of a student organization based on the following areas: mission, advising, funding, risk, responsibility of the organization and reputational association with the university.

- a. Sponsored – organizations with a mission and culture that is critical to the university. Sponsored organizations will be advised by a determined full-time staff member of the university. All financial accounts that collect university monies will be held in on-campus accounts. Sponsored organizations are allowed to carry the name Mississippi State University or MSU.
- b. Registered – organizations with a mission and culture that is consistent with those of the university. Registered organizations will be advised by a MSU faculty or staff member and may hold off-campus financial accounts for monies not provided by the University. Registered student organizations may additionally have an appointed advisor from its governing body or national/local affiliated organization. Registered organizations are not allowed to use **{Mississippi State University or MSU Name of Organization}** but can use **{Name of Organization at Mississippi State University or MSU}** as the organization's name.

4. General

- a. Only those organizations registered with the university may conduct activity on the university campus.
- b. The university shall not be responsible for injury or damage to persons or property resulting from the activities of the organizations or for any debts or liabilities incurred by such organizations.
- c. Organizations shall not engage in or condone any form of hazing. Hazing occurs when a person or organization who, in the course of another person's initiation into or affiliation

with any organization, intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or to a third person.

- d. Organizations shall be held responsible for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
- e. Organizations must comply with all applicable policies, regulations, and procedures established by Mississippi State University (Policies related to organizations include but are not limited to 91.100 Code of Student Conduct, 91.101 Definition of a Student, 91.200 Student and Other University Organizations, 91.208 Hazing Policy, 91.210 Food Handling On-Campus by Registered Student Organizations, 91.300 Blood Procurement, 91.304 Free Speech and Assembly Policy, 91.306 Campus Roadways, 91.354 Facilities Use Policy & Procedure.) and the Center for Student Activities student organization manual.
- f. An organization must represent the interests of its members and control of the organization must rest with the local campus group. The organization must not have a knowing affiliation with an organization whose aims and goals are illegal.
- g. Any student organization may be placed on probation, suspension, or restriction, or have its registration withdrawn by the Dean of Students after having been accorded due process in accordance with the Student Code of Conduct found online at <http://www.msstate.edu/web/security/html> (see OP 91.100). Other registered organizations (with the exception of faculty organizations) may have their registration withdrawn at any time by the Dean of Students after having been accorded appropriate due process. The Provost and Vice President for Academic Affairs are responsible for oversight of faculty organizations, and may withdraw their registration after affording appropriate due process.
- h. Registered organizations may build, buy, rent, or lease a house or other facility on campus only with the written approval of the university. Arrangements can be made through the Vice President for Student Affairs.
- i. All University funded activities of any student organization must be open to all students regardless of race, color, ethnicity, sex, pregnancy, gender identity, religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran, or any other status protected by state or federal law or University policy. This includes events funded through university departments or students.
- j. Failure to adhere to this policy may result in disciplinary action and may lead to suspension or termination of the organization's recognition by the university and/or loss of University privileges.

5. Membership

- a. Student Organizations – All Student Organizations are required to acknowledge that it is the policy of Mississippi State University
 - (1) To prohibit discrimination on the basis of age, discrimination on the basis of race, color, ethnicity, sex, pregnancy, gender identity, religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran, or any other status protected by state or federal law or University policy.
 - (2) To promote equal opportunity for all students as valued members of the University community and to support affirmative steps to accomplish that objective.
- b. Registered Student Organizations - No Registered Student Organization may exclude a student from membership or leadership on the basis of his or her race, color, ethnicity, sex, pregnancy, gender identity, religion, national origin, disability, age, sexual orientation, genetic information, status as a U.S. veteran, or any other status protected by state or federal law or University policy. However:
 - (1) Certain groups, such as social fraternities and sororities, governing organizations in single-sex residence halls, and other organizations specifically exempted from Title IX of the Education Amendments of 1972, are permitted to exclude men or women; and
 - (2) Registered student organizations may limit their membership and leadership to students who, upon individual inquiry, affirm that they support the organizations religious, political, or other legally protected views, consistent with the First Amendment.
 - (3) This policy will be administered in a manner consistent with U.S. law and the First Amendment rights of student organizations.
- c. University-sponsored student groups – University policies prohibiting discrimination also apply to University-sponsored student groups such as the Student Association, choral groups, bands, and cheerleading squads.

6. Implementation

- a. Each student organization or group is responsible for taking appropriate steps to comply with Membership rules above. Any organizations that desire to affiliate with the University, use the University name or facilities, or receive support and assistance from the University staff or faculty shall register and sign an acknowledgement of the MSU Non-Discrimination Policy.

- b. An individual having a complaint, grievance, or question concerning selection, conditions of membership, or treatment by an organization or groups shall take the matter to the Dean of Students' Office.

7. Freedom and Responsibility of Registered Student Organizations

Freedom of action granted a registered student organization also implies a responsibility of the organization for developing the direction, scope, and character of the organization in promoting the total educational program of the university. The only limitations placed upon this freedom are those imposed by the stated purposes of the organization, by university and board policy, and by law.

The university, through the registration process set forth, seeks the freedom of existence for student organizations and ensures that designated privileges and support are readily available equally to all organizations that uphold the registration requirements. The university does not, however, automatically endorse the mission, goals, or purpose of any organization. Mississippi State University, while encouraging active participation in non-classroom activities, seeks to ensure that first and foremost students successfully meet their educational goals and requirements.

8. Financial Policies for Student Organizations

- a. Policy - Custodians of organization or public funds must maintain those funds in on-campus or off-campus accounts, as appropriate.

- b. Procedure

- (1) On-Campus Accounts - Student organizations whose existence is a direct outgrowth of a department whose funds are derived from student fees or other university funds, must keep those funds in an on-campus account in the name of the student organization.
- (2) Off-Campus Accounts – A student organization may use an off-campus account, usually a checking account, provided the following conditions are met:
 - a. The name “Mississippi State University” may not be used. All funds placed in any off-campus account must come from student-initiated projects, self-assessed fees or dues, or other income not from university sources. The funds cannot be university-collected or university-assessed fees, nor can they be revenue from coin-operated equipment located on campus.
 - b. See tax implication information located in the MSU Student Organization Manual provided by the Center for Student Activities.

9. Registration of Student Organization Functions

- a. Definition - The term "function" herein refers to meetings, parties, or the like sponsored by an organization.
- b. Registration of Events - All on-campus functions sponsored by or hosted by a student organization must be registered using a Student Event Form. The university will not approve registration of activities for any organization that is delinquent in its financial obligations to any department or agency of the university.
- c. Closed Events - The following guidelines are for closed events:
 - (1) It is strongly recommended that all student organizations hosting a social function limit attendance to members and invited guests to minimize safety and legal risks.
 - (2) If an on-campus party is held outside of a student organization's house or other facility, a fence is required to enable the organization to limit attendance to members, dates, and invited guests. Specifications for the fence are provided by the university. The organization's officers are responsible for checking guest attendance and established party entrance(s). A sign stating "By Invitation Only" must be prominently displayed at each entrance.
- d. Security – At all functions on campus which are open to the general public, either free or through paid admission, the sponsoring student organization must submit a security plan that includes the controls in place for monitoring attendance and the behavior of the attendees. (Security plans must be approved by the University Police.) The amount of security guards needed depends upon the size and nature of the event and will be determined in consultation with the University Police.
- e. Alcohol – Unlawful sale, possession, or consumption of alcoholic beverages, including beer and wine, by students on campus is prohibited. While the university has no control over off-campus social functions, the following guidelines concerning the use of alcohol at student organizations off-campus functions are suggested:
 - (1) Organizations and individual student members will abide by all federal, state, and local laws and Mississippi State University policies.
 - (2) No organizational funds may be used to purchase alcohol.
 - (3) When alcohol is present:
 - Non-alcoholic beverages should also be served;
 - Food (preferably low salt, high protein) should be served;
 - No alcohol should be consumed during the last hour of the event; and
 - An effective system should be in place to transport drinkers home (e.g., buses or non- drinking designated drivers).

(4) Appropriate and reasonable behavior is expected of all students and their guests who attend an event associated with registered organization of Mississippi State University. The health and safety of students and their guests will be taken into consideration when planning and implementing an activity.

f. Hours for Social Events - On-campus events may be conducted on Sunday through Thursday until 11 p.m., and on Friday and Saturday until 1 a.m. the following mornings. In exceptional circumstances, special permission may be granted on a case by case basis by the Dean of Students' Office. (See OP 91.310: Outdoor Amplified Sound)

10. Outdoor Amplified Music

See OP 91.310: Outdoor Amplified Music.

11. Disciplinary Proceedings concerning student Organizations

See OP 91.100: Code of Student Conduct

12. Hazing

See OP 91.208: Hazing Policy

Procedures

1. Registration of Organizations

a. Student, Faculty, Staff, and University Organizations

In order to obtain registration as an organization, a group must present their petition to organize to the Center for Student Activities, Division of Student Affairs. Applications and information are available in this office (325-2930) and online at www.one.msstate.edu. The steps to organize can be found in the Center for Student Activities Student Organizational manual.

b. All Organizations

- (1) Submit a statement of assurance of compliance signed by an officer of the organization that it will adhere to all rules and regulations, policies and procedures of Mississippi State University and with all laws and ordinances, whether federal, state, or local.
- (2) The petition is submitted to the Student and other Organizations Committee which renders a favorable or unfavorable decision. This decision is subject to review by the Vice President for Student Affairs, or in the case of faculty organizations, by the Provost and Vice President for Academic Affairs.

- (3) The petitioning group is notified as soon as the final university decision regarding registration is made. Upon receipt of the letter of registration, the group may then assume all privileges and activities of a registered organization until registration expires or is withdrawn. All on-campus activities of the petitioning group, both before and after registration, must be registered by completing the Student Event Form.

2. Space Scheduling

- a. University organizations must contact Event Services (325-3228) to reserve the facilities needed. After contacting Event Services, the student organizations will provide the following information on the Student Event Form: person in charge, time of activity, food service (if applicable), and custodial service (if applicable), details for "set-ups" for meetings, including microphones, lights, chairs, stages, etc.
- b. Event Services will determine if requested facilities are available for use.
- c. The activity will be placed on the Student event calendar.
- d. Student Event Forms will be routed by students to the proper person including: the representative of the scheduling organization, the organization advisor, the Colvard Student Union representative, and the Dean of Students' Office representative. If applicable, the Director of the Longest Student Health Center, the University Police, Facilities Management, and the event building and/or location supervisor may also need approval. .
- e. If outdoor space is desired for a function, the organization is encouraged to register the activity with Event Services in order to better coordinate activities.
- f. University-wide scheduled events have precedence as to time and facility.

3. Facility Use

See [OP 91.354: Facilities Use Policy & Procedure](#)

Review

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

REVIEWED BY:

/s/ Regina Y. Hyatt
Vice President for Student Affairs

08/24/2015
Date

/s/ Joan Lucas
General Counsel

08/25/2015
Date

/s/ Timothy N. Chamblee
Assistant Vice President and Director
Institutional Research & Effectiveness

08/24/2015
Date

APPROVED BY:

/s/ Mark Keenum
President

08/25/2015
Date



MISSISSIPPI STATE UNIVERSITY™ POLICE DEPARTMENT

Security at Student Events*

Estimate # of Attendance	50-150	151-400	401-800	801-1500	1501-2500	2500+
Lectures	1 Officer	1 Officer 1 Sergeant	2 Officers 1 Sergeant	3 Officers 1 Sergeant	5 Officers 1 Sergeants	Requires full security assessment.
Fairs/Festivals	1 Officer	1 Officer 1 Sergeant	2 Officers 1 Sergeant	3 Officers 1 Sergeant	4 Officers 1 Sergeants	
Live Concerts	1 Officer	1 Officer 1 Sergeant	2 Officers 1 Sergeant	4 Officers 1 Sergeant	5 Officers 2 Sergeants	
Social Event: not listed above	1 Officer	3 Officers 1 Sergeant	4 Officers 1 Sergeant	5 Officers 2 Sergeants	6 Officers 2 Sergeants	
Events with Dignitaries or other high security risks (high profile speaker, political figures may also require individual police protection)	1 Officer	2 Officers 1 Sergeant	3 Officers 1 Sergeant	4 Officers 1 Sergeant	5 Officers 2 Sergeants	
5K Run/Walk (w/pre-approved route - all other routes will require further review)	3 Officers					

Costs: \$40/hour per officer | For all events requiring security, organizers must meet with the University Police Department. Call 662.325.2121 to set up an appointment. Events not listed above that require the closure of streets must be reviewed directly with University Police to determine security needs.

*Individual events determined to be high security risks will require additional police and costs associated will be the responsibility of the sponsoring group.

To Apply for Funding:

With support from the Student Activity Fee, registered student organizations can request funds from the Student Association to cover security costs. To apply follow the steps below:

1. Log into Org Sync
2. Go to the page of the organization in which you want to request funding (be sure to be an administrator for this page or have treasury access)
3. Click "more" on the top bar menu, then select "treasury"
4. Fill out a new budget request form
5. For requesting security funds explicitly, add a line item under the category "Security", and describe the security requirements based upon the event type.
6. List the security costs.
7. Submit the form
8. The appropriations committee reviews requests every two weeks, please plan accordingly! Organizations will be notified as to the status of their requests.

For questions, contact Woody Goss (wag91@msstate.edu), the Chairman of the MSUSA Senate Appropriations Committee.

Dean of Students Policies

1. Code of Student Conduct- OP 91.100 Sanctions for Alcohol Offenses-
OP 91.119 Hazing- OP 91.208
2. Outdoor Amplified Music- OP 91.310



OP 91.100: CODE OF STUDENT CONDUCT

Purpose

To develop self-reliance and to form desirable and acceptable habits of conduct among students.

Policy

Mississippi State University recognizes students as adults who are expected to obey the law and the rules and regulations of the university, to take personal responsibility for their conduct, to respect the rights of others, and to have regard for the preservation of state and university property, as well as the private property of others. Those found responsible of violating the law or rules and regulations of the university may receive a maximum sanction of expulsion from the university.

Application

The Code of Student Conduct applies to all students while present on campus or at a University facility. It further applies to all student conduct that occurs in connection with a University program or activity, regardless of the location.

Further, the University reserves the right to take appropriate action, up to and including expulsion, when, in the University's judgment, a student's conduct off-campus and not connected to any University program or activity: (1) indicates that the student may pose a danger to others; or (2) the conduct has a negative impact on the University community or the University's mission.

Violations

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

Alcohol: Unlawful sale, possession, consumption, use, or distribution of alcohol (including beer and wine)

Assault: Any intentional behavior that causes or may cause physical harm to another individual, including simple assault, aggravated assault, fighting, and sexual assault (For additional information on sexual assault see OP 03.04 Sexual Misconduct).

Assisting or Cooperating: Assisting or cooperating with a violation of the Code of Student Conduct or other university rules and regulations by another or others.

Disobedience to Officials: Failure to comply with directions of any university official (whether the request is by mail, email, telephone, or in person) when that official has identified themselves and is acting within the course and scope of their duties or interfering with an ongoing university investigation; Cooperation includes, but is not limited to, responding to requests for conferences on matters pertaining to the student at the university and/or presentation of university identification.

Disorderly Conduct/Disruptive Behavior: Conduct that includes violent, noisy, or drunken behavior on university controlled property or while representing the university or attending a university function, or any action that interferes with or attempts to disrupt the learning environment. (See OP 91.109: Dissent, Disruption, and Academic Freedom and AOP 10.08: Classroom Regulations.)

Drugs: Unlawful sale, possession, use, or distribution of illegal drugs

Explosive Devices: Possession or discharge of explosive devices of any kind on the campus of Mississippi State University. Exceptions may be permitted for fireworks displays planned in advance for celebrations. Exception permits must be approved by the Dean of Students and issued by the Mississippi State University Police Department (also see OP 91.120: Possession of Firearms, Explosives, or Other Devices, Substances, or Weapons).

Fee Payment: A failure to pay fees, deferred fees, traffic penalties, library penalties, housing fees, student loans, and other financial obligations to the university will be handled as an administrative procedure with the appropriate department initiating a hold on the student's records through the Registrar's Office. Students who present bad checks (insufficient fund checks) will be referred for record holds and/or disciplinary action.

Fraud: Obtaining, or attempting to obtain, something of value or preferential treatment through trickery, deceit, or threatening means.

Fraudulent Action: Any false information provided to the university or other actions such as making a false report or wrongfully setting off a fire alarm which causes the commitment or summons of any emergency service or university resources.

Gambling: Encouraging, promoting, or participating in gambling on campus, except games or raffles approved by the Dean of Students.

Harassment: Refer to OP 03.03: Discrimination, Harassment and Retaliation, and OP 03.04: Sexual Misconduct.

Hazing: Refer to OP 91.208: Hazing

National Security Risks: Engaging in the unauthorized disclosure or export of information sensitive to the U.S. National security interests that has been marked as Classified; espionage; treason; terrorism; or the like.

Ordinances or Laws: Any violation of civil or criminal ordinances or laws which brings into question the student's integrity, potential harm to the university community, or brings discredit upon the university.

Sexual Misconduct: Refer to OP 03.04: Sexual Misconduct.

Theft: Unauthorized use, taking, or withholding of anything of value belonging to another entity.

Trespass: Unauthorized entry onto, or into, the property of others. Property of others includes buildings, rooms, computers, computer accounts, and computer systems. (See OP 01.12: Use of Information Technology Resources.)

Traffic and Parking: Any violation of university rules regarding the operation and parking of motor vehicles. (See OP 95.503: Management of Traffic and Parking; OP 91.306: Campus Roadways; and OP 95.501: Traffic and Parking Rules and Regulations.)

Vandalism: Abuse, damage, destruction, or defacement of university, state, federal, public, or private property.

Violations of the Honor Code: Refer to AOP 12.07.

Violation of other University policies: A violation of any course, departmental, college, or university policy or procedure.

Weapons: Refer to OP 91.120: Possession of Firearms, Explosives, or Other Devices, Substances, or Weapons.

Procedure

1. Authority

Bylaws and Policies of the Board of Trustees of State Institutions of Higher Learning charges the President of Mississippi State University with the responsibility of maintaining "appropriate standards of conduct of students" and further authorizes him or her "to expel, dismiss, suspend, and place limitations on continued attendance and to levy penalties for disciplinary violations...." In accordance with this responsibility, the aim of disciplinary action is the redirection of student behavior toward the achievement of academic and social goals. The President has delegated this function to the Vice President for Student Affairs, who in turn has delegated it to the Dean of Students. It is the responsibility of the Dean of Students to initiate, implement, and supervise the disciplinary process for students.

The Dean of Students' Office may be assisted in the disciplinary determinations by a series of councils and boards which hear cases assigned to them. The involvement of peer groups in such decisions is consistent with the university's educational goals and its practice of student participation in institutional governance.

In cases involving alleged sexual misconduct, investigation and disciplinary procedures are governed by the university's Sexual Misconduct Policy, OP 03.04. To the extent the Sexual Misconduct Policy contains additional or different rules or requirements from the Code of Student Conduct, the former will control in cases of alleged sexual misconduct.

2. Disciplinary Responsibility

The Dean of Students, by delegated authority, is assigned the responsibility of receiving and handling all disciplinary matters concerning the behavior of students, student groups, and/or student organizations. The Dean, who has sole discretion, assigns cases based on the type of behavior, status, and case load of various boards. The Dean of Students' Office also has sole discretion in the determination of sanctions for students, student groups, or student organizations found responsible for violating the Code of Student Conduct.

3. Disciplinary Procedures

Disciplinary procedures may be initiated on individual or organizational behavior upon receipt and analysis of an official incident report or valid complaint. The Dean of Students' Office will investigate to determine if there is sufficient cause to proceed with disciplinary action. Should sufficient cause be determined, the Dean of Students' Office may conduct an administrative hearing, assign the case to be mediated, or assign the case to a student conduct board. Some examples of the boards are:

- a. The Greek Conduct Board, original jurisdiction and appeal board for Greek organizations
- b. The Student Conduct Board, original jurisdiction and appeal board for students
- c. An Administrative Board, original jurisdiction, sexual misconduct, and appeal board
- d. Mediation – by students or administrators trained by the Dean of Students' Office

4. Conduct Board Notification Process

The student, student group, or student organization accused shall be notified in writing or email by the Dean of Students' Office of the specific charges, the board assigned to hear the charges, the time and place of the hearing, and the names of witnesses who are expected to present information. The notification will inform the accused student, student group or student organization of the following in regards to the hearing:

- a. That he/she may bring any witness to the hearing to present information on his/her behalf.
- b. That he/she may be accompanied by an advisor of his/her choosing during any time that he/she may appear before the board; however, if the advisor is an attorney, the Dean of Students' Office must be notified 48 hours prior to the hearing.

- c. That the student, not the advisor, is responsible for presenting his/her case; therefore, the advisor may not address members of the student conduct board or witnesses or speak during the proceedings.
- d. That he/she shall be permitted to question information presented at the hearing.
- e. That the hearing shall be conducted in accordance with policy set forth in "Conduct Board Hearing Procedures" below.
- f. That any record of the hearing and all documents related to the hearing will be made and kept with the Dean of Students' Office.

A letter of notification shall be emailed according to MSU policy (see OP 91.126: Electronic Communications Student Policy) no less than three (3) days prior to the time designated for the student's appearance before the board, unless a shorter period of notification is acceptable to the student.

5. Conduct Board Hearing Procedures

Conduct Board hearings at Mississippi State University are hearings to arrive at decisions regarding student behavior. These decisions affect the student and his/her relationship with the university. The administration of discipline is an educational process and procedures will be determined by educators. Such procedures will give full cognizance to the tests of fairness and justice, and the requirements of due process. At disciplinary hearings, technical rules/evidence applicable to civil and criminal cases shall not apply. Rules and procedures for conducting disciplinary hearings are as follows:

- a. Conduct board hearings are of a private, confidential nature. They are closed to the public, unless opened by the Dean of Students' Office.
- b. The hearing is presided over by a chair of the hearing body.
- c. The format of a hearing will follow this sequence:
 - (1) The presiding officer will read the charges.
 - (2) A call is made for the plea of the accused to the charges. The accused may plead responsible, not responsible, or no plea.
 - (3) Information will be presented by the University which may include testimony of witnesses and supporting information on the charges. The accused may ask questions of the witnesses present or rebut any information presented.
 - (4) The accused may present a response which may include testimony of witnesses and supporting information.
 - (5) All witnesses will be called separately and may not hear each other's testimony.

- (6) Examination and questioning by members of the board may follow any witness statement or information presented.
- (7) The board will go into closed session to decide whether the accused is responsible for a violation of the Code of Student Conduct. These deliberations will be closed to all but the members of the board and representation from the Dean of Students' Office.
- (8) The accused will be called back into the room and the decision of whether the accused is responsible for a violation of the Code of Student Conduct is announced to all present at the hearing. If the accused is found to be responsible, the accused may make a statement on his/her behalf regarding the sanction.
- (9) The board will go back into closed session to consider the sanctions. These deliberations will be closed to all but members of the board and representation from the Dean of Students' Office.
- (10) The board will present a written finding and the recommended sanction(s), if any, to the Dean of Students' Office who will in turn so inform the accused in writing as soon as possible. This recommendation will be used by the Dean of Students' Office in the final determination of sanctions, but ultimately the Dean of Students' Office has sole discretion in the application of sanctions for students, student groups, or student organizations found responsible for violating the Code of Student Conduct.

6. Sanctions

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

- **Expulsion** - Separation of the student from the university whereby the student is never eligible for readmission to this university.
- **Suspension** - Separation of the student from the university for a defined period of time.
- **Conduct Probation** – An official warning that the student's conduct is in violation of the Code of Student Conduct, but is not sufficiently serious to warrant expulsion or suspension. A student on conduct probation may face expulsion or suspension if found responsible for another violation. A student may also be ineligible to represent

- the university and additional restrictions or conditions may be imposed depending on the nature and seriousness of the misconduct as specified in the sanction.
- **Loss of campus housing** – Removal from university housing for disciplinary reasons.
 - **Community service** – A student may have to complete a specified number of community service hours.
 - **Restrictions** – The withdrawal of specified privileges for a defined period of time.
 - **Restitution** – A payment for financial reimbursement in cases involving loss of or destruction of property or deception.
 - **Warning** – Reprimand of a student for actions violating the Code of Student Conduct.
 - **Educational Requirements** - A stipulation to complete a specific educational requirement directly related to the violation of the Code of Student Conduct committed. The provision will be clearly defined. Educational requirements may include, but are not limited to, completion of an alcohol or drug education course, an integrity course, essays, reports, etc.

7. Appeals

The student, group, or registered organization being disciplined may petition for an appeal of a decision reached by a conduct board or administrative hearing. A petition for an appeal must be made in writing by the student or student organization to the Dean of Students' Office within a period of five (5) days from the date of notification. A petition for appeal made to the Dean of Students' Office will be reviewed to determine its merit and must be based on one or more of the following reasons:

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

The student, group, or organization being disciplined must specify in detail why they believe they are entitled to an appeal. Based on its merit, the request for appeal will be reviewed by the Dean of Students or his or her designee. A request for appeal which does not clearly raise, in writing, one or more of the reasons listed above shall be dismissed without further consideration. The request for appeal shall be limited in its review to the reason or reasons raised in the written appeal. The decision of the Dean of Students or his or her designee, granting or denying the appeal will be in writing. If an appeal is granted, the matter will be moved to the appropriate board which will have full discretion in the determination of responsibility and recommendation of sanctions. Following the notification by the student, group, or organization of the intent to petition for appeal and pending the appeal process, the disciplinary action taken by the university may be stayed unless the Dean of Students' Office has determined in a case involving

removal from the university that the continued presence on campus of the charged student, group, or organization poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. The decision to grant or deny the appeal and the outcome of any appeal hearing is final.

8. Medical Amnesty

The health, safety, and welfare of students are of the utmost importance. As such, all students are expected to alert appropriate officials in the event of any health or safety emergency, specifically those involving another student's abuse of alcohol or drugs.

In a situation involving imminent threat or danger to the health or safety of any individual(s), students are expected to:

1. Contact emergency officials by calling 911 to report the incident,
2. Remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so
3. Meet with appropriate university officials after the incident and cooperate with any university investigation.

Because the university understands that fear of possible disciplinary action may unnecessarily deter certain requests for emergency assistance, students who report such emergencies will not be found responsible for alcohol or drug-related policy violations provided the above protocol is followed. However, the incident will be documented, and educational, community, and health interventions as well as contact with a student's parents or family may be required. The protocol does not protect repeated, flagrant, or serious violations of the Code of Student Conduct or other university policies (including physical or sexual assault, violence, hazing, harassment, theft, or vandalism or instances where multiple individuals need medical attention), nor does it preclude or prevent action by police or other legal authorities.

Only an individual student (including an individual member of a student organization) may receive amnesty under this policy. The Medical Amnesty Policy does not provide amnesty for student organizations.

Review

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

REVIEWED BY:

/s/ Regina Hyatt
Vice President for Student Affairs

02/26/2018
Date

/s/ Joan Lucas
General Counsel

03/08/2018
Date

/s/ Timothy N. Chamblee
Assistant Vice President and Director
Institutional Research & Effectiveness

03/06/2018
Date

APPROVED BY:

/s/ Mark Keenum
President

03/18/2018
Date

STUDENT AFFAIRS OP 91.119: Sanctions for Alcohol Offenses

Date: October 21, 2013

Purpose

To provide appropriate developmental/educational experiences for students who violate the university's policy regarding alcohol and to support the sections of the Student Code of Conduct which relate to alcohol.

Policy

It is the policy of Mississippi State University to maintain a safe and healthful environment for its students, faculty, and staff. Therefore, the university has established for students policies concerning alcohol use on campus. It is a violation of Mississippi State University Student Code of Conduct for a student to unlawfully possess, consume, or sell alcohol on campus. It is incumbent on students to become knowledgeable of these policies, whether for individual decision-making or for the planning of programs and events for student organizations.

Procedure

1. A student who is currently found responsible for an alcohol policy infraction, and who is **not on probation** for previous alcohol- related infractions, will attend a meeting in the Dean of Students' office in which the student will receive a verbal admonishment and a description of the consequences for future infractions. This meeting will be followed by a letter which contains the same information. In addition, the student may be issued one of the following sanctions:

- a. The student may be assigned to an online education class covering the health, safety, academic, and legal consequences of alcohol misuse. Furthermore the student will be required to pass a test on the information provided by the website. The student may also be placed on probation.
- b. The student may be assigned to attend an alcohol education course as determined by the Dean of Students' office and may be placed on probation.

2. A student who is already on probation for alcohol infractions, **and** who is currently found responsible for any other alcohol policy infraction, may be suspended from the university.

3. If a student is already on probation for an offense not related to alcohol, and is found responsible for an alcohol infraction, it will be at the discretion of the Dean of Students' office to link the two offenses.

4. If a student is under the age of twenty-one and is found responsible for an alcohol violation, a letter will be sent to the parent/guardian notifying them of the student's violation of Mississippi State University's alcohol policy.

5. If a student is found responsible for an alcohol infraction, that student will pay a fee as decided by the university.

Review

The [Vice President for Student Affairs](#) is responsible for the review of this operating policy every four years or as needed.

07/28/09

**DIVISION OF STUDENT AFFAIRS
OPERATING POLICIES AND PROCEDURES**

OP 91.119: Sanctions for Alcohol Offenses

REVIEWED BY:

/s/ William Kibler
Vice President for Student Affairs

10/31/13
Date

/s/ Lesia Ervin
Internal Auditor

11/11/13
Date

/s/ Joan Lucas
General Counsel

11/20/13
Date

APPROVED BY:

/s/ Mark Keenum
President

05/15/14
Date



OP 91.208: HAZING

PURPOSE

To provide uniform guidelines for the protection of the University community against the dangers associated with hazing.

POLICY

Hazing is prohibited. Any student and/or group failing to comply with this policy is subject to disciplinary action as defined by the Student Code of Conduct. In addition to being in violation of the University hazing policy additional charges are possible both as an organization and as individuals engaged in hazing. Under certain circumstances, hazing may be a violation of the laws of the State of Mississippi, resulting in a criminal prosecution by state and/or local officials. Depending on the circumstances surrounding the hazing activities, responsible parties may be charged with either a misdemeanor or felony.

For purposes of this policy, hazing is defined as:

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

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

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

Reporting:

A hazing incident may be reported by anyone by contacting the Dean of Students Office or University Police. All reports of hazing behavior will be investigated, including those reported anonymously. However, please be aware that the University's ability to investigate hazing incidents depends on the accuracy and specificity of the information provided.

REVIEW

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

REVIEWED BY:

/s/ Regina Hyatt
Vice President for Student Affairs

09/21/2016
Date

/s/ Timothy N. Chamblee
Assistant Vice President & Director
Institutional Research and Effectiveness

09/22/2016
Date

/s/ Joan Lucas
General Counsel

09/26/2016
Date

APPROVED BY:

/s/ Mark Keenum
President

10/11/2016
Date

STUDENT AFFAIRS OP 91.310: Outdoor Amplified Sound

Date: September 19, 2012

Purpose

To provide uniform guidelines to ensure appropriate times and noise levels are recognized and observed for outdoor events.

Policy

The university realizes the privilege to enjoy outdoor entertainment and programs must be weighed against the basic need of students and other residents of the university community to enjoy an atmosphere free from excessive noise. The university allows outdoor amplified sound on campus under the following conditions designed to minimize distractions from the educational purpose of the university and unwarranted disturbance of residents of the university community.

Procedure

1. Weekends

On-campus, outdoor events with amplified sound will typically be the weekends of home football games during the fall semester and typically six weekends during the spring semester. The spring weekends, one of which will be Super Bulldog Weekend, will be set no later than the end of the first week of class of spring semester by a committee comprised of the Dean of Students, the Colvard Student Union, representative of the student body, a faculty representative, and others as deemed necessary.

2. Weekdays

Outdoor amplified sound during the week will typically be on Thursday evening from 8 p.m. until 11 p.m. Exceptions for special campus-wide events may be made by the above committee. Specially approved weekday outdoor concerts, or other amplified sound events must typically end by 10 p.m. Weekday events with outdoor amplified sound that are held adjacent to classroom buildings may be held to different time constraints and sound levels.

3. Times

The times during which outdoor amplified sound will typically be allowed on approved dates are as follows:

- a. Thursday: 8 p.m. until 11 p.m.
- b. Friday: 8 p.m. until 1 a.m. Saturday

- c. Saturday: 10 a.m. until 1 a.m. Sunday
- d. Sunday: 1 p.m. until 6 p.m.

4. Sound Levels and Location

The following guidelines regarding sound levels and locations must be adhered to at all times and may be adjusted by the Dean of Students Office as deemed necessary to preserve the ability for the university to conduct normal business or a special event:

- a. The standard approved sound level permitted for outdoor amplified sound is typically 100 decibels.
- b. Different locations, such as those adjacent to academic buildings and residence halls, may determine the volume, speaker placement, and any other component of the event.
- c. Events planned during normal classroom hours may be considered on a case by case basis.
- d. The Dean of Students Office reserves the right to lower the volume to a more appropriate level at their discretion.
- e. Athletic games (sounds originating from the stadium) and MSU band practices are excluded from this policy.

5. Organizational Responsibility

It is the responsibility of the sponsoring organization or individual to monitor the sound level of the event. Complaints received by University Police Department will be relayed to the individual in charge or the organization sponsor. If the sound level is not managed properly, after one warning the event may be stopped by university officials.

Review

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

OP 91.310
8/2/94; 9/12/06; 9/18/12

**DIVISION OF STUDENT AFFAIRS
OPERATING POLICIES AND PROCEDURES**

STUDENT AFFAIRS OP 91.310: Outdoor Amplified Sound

REVIEWED BY:

/s/ William Kibler
Vice President for Student Affairs

11/30/12
Date

/s/ Lesia Ervin
Internal Auditor

12/04/12
Date

/s/ Joan L. Lucas
General Counsel

01/14/13
Date

APPROVED BY:

/s/ Mark Keenum
President

01/29/13
Date

University Policies

1. Sexual Misconduct- OP 03.04
2. Discrimination, Harassment, and Retaliation- OP 03.03 Service & Assistance Animals- OP 91.123
3. Smoking and Tobacco use on Campus- OP 91.301
4. Possession of Firearms, Explosives, or other Devices, Substances, or Weapons- OP 91.120 Free Speech and Assembly- OP 91.304
5. Honor Code- AOP 12.07
6. Campus Advertising, Sponsorship, and Solicitation- OP 91.110



OP 03.04: Sexual Misconduct

Policy and Procedure:

I. Overview

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

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

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

II. Application of this Policy

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

III. Sex Discrimination Prohibited

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

The focus of this policy is sex discrimination in the form of sexual harassment, sexual assault, and other forms of sexual misconduct as defined below. The University’s Non-Discrimination and Anti-Harassment Policy (OP 3.03) addresses sex discrimination generally, as well as other forms of prohibited discrimination that do not involve sexual misconduct.

IV. Definition of Sexual Misconduct

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

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

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

- Sexual Assault refers to rape or other physical sexual acts perpetrated against a person without their consent. Sexual assault includes sexual penetration or intercourse or any other physical contact of a sexual nature that occurs without consent. This includes but is not limited to deliberate physical touching as well as contact of a sexual nature with an object. Sexual assault also includes attempted physical sexual contact without consent, as well as attempts to induce sexual activity via direct threats of physical violence, even where no physical contact ultimately occurs.
- Sexual Exploitation is taking sexual advantage of another person in a way that deliberately infringes on his or her reasonable expectation of privacy and/or security, but does not involve actual or attempted physical contact. Examples of sexual exploitation include, but are not limited to (a) recording images, video or audio of another person engaged in sexual activity or in a state of undress without that person’s consent, even if the sexual activity itself is consensual; (b) distributing images, video or audio of another person engaged in sexual activity or in a state of undress—or threatening to distribute the same—if the person distributing knew or reasonably should have known that the person depicted did not consent to the recording or the distribution; (c) viewing another person engaged in sexual activity or in a state of undress in a place where that person would have a reasonable expectation of privacy, without that person’s consent and for the purpose of gratifying sexual desire; (d) failing to notify a person with whom one is engaged in a sexual activity that another person is observing.
- Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress. Examples of stalking include but are not limited to physically pursuing a person against their wishes, or sending

repeated unwanted messages by electronic or other means. Stalking violates this policy when it is undertaken, at least in part, for a sexual purpose.

- Domestic/Dating Violence refers to acts of physical violence, or threats of physical violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The violent act itself may or may not be sexual in nature.

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

V. Definition of Consent

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

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

- Force or coercion. There is no consent when a person submits to sexual activity due to physical force or the threat of physical force. Likewise, there is no consent when a person intentionally uses coercion to cause another person to agree to sexual activity. Coercion is threatening an adverse consequence that is sufficiently severe as to prevent a reasonable person from exercising free will in the decision whether to consent. Examples of coercion may include but are not limited to threatening self-harm if a person does not agree to sexual activity, threatening to "out" another person's sexual orientation, or threatening an adverse employment action. Coercion is not merely words of persuasion one might reasonably use to seek voluntary consent to sexual activity.
- Incapacity or impairment. There is no consent if a person is mentally or physically incapacitated or impaired such that they cannot understand the fact, nature, or extent of the sexual situation. This includes impairment or incapacitation due to alcohol or drug consumption if it prevents the person from having such an understanding, as well as being asleep or unconscious. It also includes instances in which a person lacks the required understanding due to medical conditions, or cognitive or other disabilities.

In some instances, a person may give what appears to be consent, despite being incapacitated. For example, a person may speak despite having "blacked out." In such cases, the objective standard for consent applies, meaning that a policy violation occurs unless a reasonable individual under the particular circumstances would have believed that the incapacitated person's actions signaled active, knowing and voluntary agreement to sexual activity. Even if this objective standard is satisfied, if the other individual was actually aware of the person's incapacity, there is no consent.

- Age. There is no consent for purposes of this policy where a person is too young to give effective consent under applicable law. Under Mississippi law, persons under fourteen cannot give effective

consent to sexual activity with any older person, where the age difference is greater than twenty-four months. Persons between the ages of fourteen and sixteen cannot give consent to sexual activity with any older person where the age difference is greater than thirty-six months.

VI. Reporting Sexual Misconduct

The University strongly encourages anyone who has experienced sexual misconduct to report the incident through the procedures in this policy. Properly reporting the incident allows the University to take steps to ensure the safety of the complainant and others and to provide support services. Any person may submit a report against any other person for sexual misconduct on a MSU campus, in connection with any MSU program or activity, and/or involving a member of the University community.

There are alternatives to reporting sexual misconduct to the University. For example, a person may choose to speak confidentially to a counselor, a victim advocate, a health care professional, or certain others on campus. Likewise, a person always retains the right and is encouraged to report misconduct to any law enforcement agency, regardless of whether they have reported to the University or not. In short, it is important for all members of the University community to familiarize themselves with all their options for seeking assistance.

1. Emergency Assistance

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

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

If you are not in immediate physical danger, call the MSU Safeline at 662-325-3333.

If there is no immediate threat and you do not need immediate medical care, the MSU Safeline is the quickest, most direct way of reporting sexual misconduct and getting help. Calling the Safeline will notify one of MSU's Sexual Assault Advocates, who are trained to help you obtain support, which may include, as necessary, medical care, housing accommodations, academic accommodations, or counseling.

2. Reporting to the University

Whom should I contact?

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

- **Brett Harvey, Title IX Coordinator.** Email: titleix@msstate.edu; Phone: 662-325-8124.

If a person does not wish to report directly to the Title IX Coordinator, they are encouraged to contact one of the following officials, who also can provide prompt assistance:

- **Thomas Bourgeois, Dean of Students.** Allen Hall Room 608. Email: thomasb@saffairs.msstate.edu; Phone: 662-325-3611.
- **Ann Carr, Senior Associate Athletic Director.** Email: acarr@athletics.msstate.edu; Phone: 662-325-0977.
- **Jackie Mullen, Director of Student Activities, Office of Fraternity and Sorority Life.** Email: jmullen@saffairs.msstate.edu; Phone: 662-325-3917.
- **Joy Graves, University Compliance Officer.** Email: jgraves@legal.msstate.edu; Phone: 662-325-8131.
- **Judy Spencer, Chief Human Resources Officer.** 222 McArthur Hall; Email: jspencer@hrm.msstate.edu; Phone: 662-325-3717.
- **Stephen Green, Senior Human Resources Generalist.** 226 McArthur Hall; Email: sgreen@hrm.msstate.edu; Phone: 662-325-3717.
- **Juli Rester, Senior Human Resources Generalist.** 226 McArthur Hall; Email: rester@hrm.msstate.edu; Phone: 662-325-3717.

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

What should I do with any evidence of sexual assault?

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

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

What if I am reporting workplace sexual harassment?

Sexual harassment or other misconduct against University employees in the workplace may violate both this policy and/or the University’s Anti-Harassment and Non-Discrimination Policy (Operating Policy

03.03). When reporting workplace sexual harassment that does not involve sexual assault or other violence, employees are encouraged to follow the reporting procedures contained in Operating Policy 03.03.

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

What if I report sexual misconduct to someone else at MSU?

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

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

Who are MSU's Responsible Employees?

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

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

Confidential Employees. Certain employees are specifically exempted from Responsible Employee status. These include (1) licensed counselors, such as those at Student Counseling Services, and their staff members; (2) health care providers and staff, such as those at the Longest Student Health Center; and (3) pastoral counselors. These employees are not required to relay any information about reported sexual misconduct to the University. Faculty members with duties that meet the above descriptions are exempted from mandatory reporting for information received when acting in their counseling or clinical capacity, but not for information received in other settings, such as office hours with students.

Other Exempted Employees. The University may determine that other personnel, such as trained sexual assault advocates, should be exempted from mandatory reporting requirements, consistent with applicable law and legal guidance. Such a determination must be made in writing and approved by the Title IX Coordinator, University Counsel, and the Vice President for Student Affairs. Any employees so designated are not required to report identifying information about alleged sexual misconduct, but are required to report non-identifying information including the nature, date, time, and general location of the incident for purposes of record keeping under the Clery Act.

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

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

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

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

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

There is one narrow exception to the mandatory reporting requirement for Responsible Employees. If the alleged sexual misconduct is harassment of one employee by another employee **and** there is no allegation of sexual assault or other violence **and** no student or minor allegedly was involved, then a Responsible Employee may, in his or her discretion, decide not to report the incident to the Title IX Coordinator.

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

What are my duties as a Responsible Employee?

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

- ***Reporting should be prompt.*** A Responsible Employee should report an incident of sexual misconduct to the Title IX Coordinator as soon as is practical under the circumstances.
- ***Reporting is not discretionary.*** To be clear, aside from the single exception described above, the obligation to report sexual misconduct is not discretionary. A Responsible Employee may not, for example, decide not to report alleged misconduct because he or she believes it is not sufficiently serious, or because he or she does not believe it happened. These are decisions for the Title IX Coordinator and appropriate University officials to make.
- ***Independent responses are prohibited.*** Under no circumstances may any employee, department, organization, or division of the University attempt to resolve unilaterally any complaint of sexual

misconduct that is required to be reported under this policy. In these cases, the Responsible Employee must always notify the Title IX Coordinator first, who will determine the appropriate response after consultation with appropriate officials.

- ***Inform students of your obligations.*** Many Responsible Employees can reasonably anticipate the possibility that students may report sexual misconduct to them. The University encourages these employees to inform students of their reporting obligations in advance. When sexual misconduct is actually reported, the employee should tell the reporting person as early in the conversation as possible that any information provided will have to be relayed to the Title IX Coordinator, and that if the reporting person prefers to keep the information confidential, the University has resources such as the Student Counseling Center and Longest Health Center that can provide confidential assistance.
- ***Tell the reporting person what will happen next.*** A Responsible Employees should tell the person reporting sexual misconduct (1) that they will be informing the Title IX Coordinator of the incident; (2) why they are sharing this information—i.e., their obligation to inform those on campus in a position to respond; and (3) that the University will contact them to provide additional information and support.
- ***Do not share the information with others.*** Once you have informed the Title IX Coordinator, your reporting duties are complete. You may not share the information with anyone else. If your supervisor or someone you report to expects to be notified of such reports, you may inform them that you have relayed a complaint to the Title IX Coordinator, and that they may contact the coordinator directly with questions or concerns.

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

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

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

- The risk of the accused committing other acts of sexual misconduct, such as where other complaints have been made against the same person.
- The risk of sexual misconduct of a similar nature, such as where multiple assaults occurred at the same location or involving the same group.
- The use of physical violence and/or weapons.
- The involvement of multiple alleged perpetrators.
- Allegations of threats or retaliation by the accused against the complainant or others.

- The reporting party's age.
- The parties' rights and/or the University's obligations under the Family Educational Rights and Privacy Act (FERPA) and other applicable privacy laws.

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

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

If my report of sexual misconduct involves alcohol use, will I be punished?

While the University does not condone violations of its policies, reporting incidents of sexual misconduct is of paramount importance. Thus, the University will not pursue disciplinary action against any person for possession or consumption of alcohol or drugs, when that possession or consumption is revealed in the course of a good faith report of sexual misconduct or other good faith statements made in connection with an investigation under this policy.

3. Confidential Assistance

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

- Student Counseling Services (662-325-2091) allows students to meet confidentially with mental health counselors. Additionally, Counseling Services can provide a Sexual Assault Advocate, who can offer confidential assistance, including (1) explaining reporting options; (2) providing accompaniment and assistance in seeking medical care or police assistance; and (3) seeking other assistance without disclosing the victim's identity.
- The Longest Student Health Center (662-325-2431) provides medical care, including emergency care, to members of the University community. Information shared with Health Center staff, including information pertaining to sexual assault or other misconduct, is confidential.

- The Employee Assistance Program (1-866-219-1232) provides confidential assistance to employees covering a wide range of family, marital, and other issues. The EAP offers telephone counseling and can refer employees for in-person counseling sessions.

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

4. Anonymous Disclosure

Anonymous complaints of sexual misconduct or other unethical or unlawful behavior can be made through the MSU Ethics Line, a comprehensive and confidential online reporting tool. An online report can be completed via the Ethics Line web page, a link to which is located on the University’s main home page. To submit a report by telephone, dial 877-310-0424.

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

5. Reporting to Law Enforcement Agencies

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

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

MSU Police Department	662-325-2121
Starkville Police Department	662-323-4131
Oktibbeha County Sherriff’s Office	662-323-2421
U.S. Department of Justice - Office of Civil Rights	404-562-7886

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

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

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

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

VII. Prohibition on Retaliation

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

VIII. False Reporting

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

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

IX. Investigation and Adjudication

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

1. Initial Investigation

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

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

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

- Providing additional and/or targeted educational programming and training.

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

The Investigator. The Title IX Coordinator will select an appropriate person or persons to conduct the investigation. In exceptional cases, an external investigator may be used. In all cases, the investigator will have received proper training on issues relating sexual misconduct and Title IX. The investigator may regularly consult with the Title IX Coordinator on the progress of the investigation and potential issues that require additional follow-up.

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

2. Procedures for Adjudication

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

a. **General Rules for Investigation and Adjudication**

- i. All parties to a sexual misconduct investigation will have equal rights throughout the resolution process and will have an equal opportunity to present relevant witnesses and other evidence if a hearing is necessary.
- ii. Both the complainant and accused have the right to have a non-participating advisor present at any hearing or any meeting related to the investigation or adjudication. If this advisor is an attorney, please see the procedure located in OP 91.100.
- iii. The complainant and accused will be advised of the charges, their rights and the hearing procedure at a pre-hearing conference.
- iv. Both parties will be given reasonable advance notice as to who will hear and adjudicate the matter, as well as the identity of any witnesses, and any other evidence to be presented at any hearing.
- v. The complainant has the right be present during the entirety of any hearing or can choose to participate by remote means at an off-site location.

- vi. The standard of proof for adjudicating any sexual misconduct charge is a preponderance of the evidence standard. In other words, the evidence must show that it is more likely than not that the alleged sexual misconduct occurred.
- vii. The complainant and the accused in a sexual misconduct complaint hearing will be allowed to question or provide information responding to any witness's testimony or other evidence presented during any hearing. However, the complainant and the accused in a sexual misconduct complaint hearing should not directly question or cross-examine each other during the hearing.
- viii. The complainant and the accused will be simultaneously informed, in writing, of the outcome of any disciplinary proceeding, the procedures to appeal the results, any change in the results that occurs prior to the results becoming final, and the time at which the results become final.
- ix. The Title IX Coordinator will oversee all investigations, hearings and disciplinary proceedings under this policy to ensure such proceedings comply with University policy and applicable law. All persons assigned to investigate sexual misconduct charges will have received proper training on issues related to sexual assault, sexual harassment, domestic violence, and stalking as well as proper methods for ensuring a prompt, thorough and fair investigation. All persons responsible for final adjudication of charges of sexual misconduct will have received proper annual training on the same issues, as well as proper methods of conducting hearings.
- x. If any party to a disciplinary hearing under this policy believes that any adjudicator or investigator has a conflict of interest that would prevent him or her from handling the matter fairly and impartially, they should communicate that belief to the Title IX Coordinator as early as possible, and in all events prior to any hearing. The Coordinator will review the matter and take remedial action where appropriate, which may include assigning an alternate investigator or adjudicator. In rare cases, the Coordinator may determine that potential conflicts of interest or other factors warrant the appointment of individuals from outside the University community to investigate and/or adjudicate a charge of sexual misconduct.

b. Where the Accused Person is a Student

- i. Where the accused person is a student, adjudication proceedings will be conducted according to the general rules of the Code of Student Conduct, as set forth in Operating Policy 91.100. Where this policy contains additional requirements or conflicts with the Code of Student Conduct, this policy will control.
- ii. Cases involving alleged student-on-student sexual misconduct will be assigned to the Student Conduct Board, and where necessary, to an Empaneled Appeals Board. They will not be referred to organization-specific disciplinary bodies.
- iii. No student shall sit on any Student Conduct Board or other board assigned to hear any charge of sexual misconduct.

- iv. In cases of alleged sexual misconduct, the right of appeal described in the Code of Student Conduct shall apply to both the complainant and the accused. Petitions for appeal will be reviewed by the Dean of Students Office in consultation with the Title IX Coordinator.
- c. **Where the Accused Person is an Employee**
 - i. Where the accused person is an employee, proceedings will be conducted according to the general rules of the Complaint Resolution Procedure set forth in the University's Non-Discrimination and Anti-Harassment Policy (OP 03.03).
 - ii. In cases where the accused person is an employee and the complainant is a student and/or a minor, review by the President or his designee of the outcome and any disciplinary or other remedial action, as described in Paragraph 5 of Operating Policy 03.03, shall be automatic and mandatory.
- d. **Where the Accused Person is neither a Student nor an Employee**
 - i. In some cases, a person accused of sexual misconduct may be someone other than a University student or employee. In these cases, the University normally will not have the ability to impose discipline directly under this policy. However, the University will take appropriate steps to ensure the safety of the complainant and others, which may include without limitation steps to bar the accused person from campus, exclusion from university programs or activities, and/or referral to appropriate law enforcement agencies.
 - ii. Nothing in this policy shall be construed as granting any accused person who is not a University student or employee any procedural or substantive rights in relation to the University's response to alleged sexual misconduct.
4. Possible Sanctions

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

- Expulsion: Separation of the student from the University whereby the student is never eligible for readmission to this university.
- Termination of Employment: Removal of an employee from his or her position with the University whereby the employee is not eligible for re-employment.
- Suspension: Separation of the student from the University, or temporary removal of an employee with or without pay, for a period of time.
- Conduct Probation: An official warning that the student's conduct is in violation of the Code of Student Conduct, but is not sufficiently serious to warrant expulsion or suspension. A student on conduct probation may face expulsion or suspension if found responsible for another violation. A student may also be ineligible to represent the university, and additional restrictions or conditions may be imposed depending on the nature and seriousness of the misconduct as specified in the sanction.

- Loss of campus housing: Removal from University housing for disciplinary reasons.
- Community service: An individual may have to complete a specified number of community service hours.
- Restrictions: The withdrawal of specified privileges for a defined period of time.
- Reassignment: Alteration of an employee's duties, work schedule, work location, or other terms of employment, which may or may not involve demotion or reduction of compensation.
- Restitution: A payment for financial reimbursement in cases involving loss of or destruction of property or deception.
- Warning: Formal reprimand of a student for actions violating the Code of Student Conduct, or a formal warning of an employee to be maintained in his or her employee records.
- Educational Requirements: A stipulation to complete a specific educational or training requirement related to the specific infraction. The provision will be clearly defined. Educational requirements may include, but are not limited to, completion of an alcohol or drug education course, an integrity course, remedial training on sexual misconduct issues, essays, reports, etc.

5. Informal Resolution

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

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

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

X. Assistance and Support

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

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

Student Counseling Services

Students who have experienced sexual assault or other misconduct can receive both immediate assistance and longer-term counseling through Student Counseling Services. Information shared with Student Counseling Services staff is confidential, and will be relayed to University officials only with the express permission of the student. Counselors are trained to help students experiencing trauma related to sexual assault, domestic violence, harassment, and other misconduct.

To contact Student Counseling Services between 8:00 a.m. and 5:00 p.m., Monday through Friday, call 662-325-2091 or come by in person to 115C Hathorn Hall. After hours or on weekends, call the Campus Safe Line at 662-325-3333.

Sexual Assault Advocate

Student Counseling Services employs Sexual Assault Advocates (SAAs) to guide victims through the process of receiving assistance following sexual misconduct. When a person reports sexual assault or other sexual violence to the University via this policy, the SAA will be alerted promptly and placed in contact. The SAA can provide assistance on a wide range of issues, from seeking immediate medical attention and/or a Physical Evidence Recovery Kit (PERK) to seeking housing or academic accommodations.

University Health Services

The Longest Student Health Center provides medical care, including emergency care, to members of the University community. Information shared with Health Center staff, including information pertaining to sexual assault or other misconduct, is confidential. To contact the Student Health Center between 8:00 a.m. and 5:00 p.m. on Monday through Friday, call 662-325-2431. For after-hours medical advice, contact Nurselink at 800-882-6274. For medical emergencies, call 911.

Sexual Assault Response Team (SART)

Mississippi State University's Sexual Assault Response Team (SART) is a team of university professionals who provide support to students who have experienced sexual violence. The SART's mission is to activate a comprehensive response to empower individuals impacted by sexual violence.

SART's members come from a range of departments and offices of the University to ensure that the victim's needs can be met, whatever they may be. These include Student Counseling Services, University Health Services, Housing & Residence Life, the Dean of Students Office, and the University Police Department.

Where a person reports sexual misconduct under this policy, the Title IX Coordinator or a designee can contact the members of SART to formulate an appropriate plan for interim assistance.

XI. Training, Education and Awareness

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

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

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

XII. Recordkeeping, Disclosures and Confidentiality

No information derived from proceedings under this policy shall be released except as permitted or required by law and University policy. As discussed above, in the context of an investigation under this policy, information will be disclosed only to those individuals with a genuine need to know.

Clery Act Records and Notifications

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

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

FERPA Privacy Protections

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

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

Mississippi Public Records Act

Incident reports prepared by the University Police Department may be considered public records under the Mississippi Public Records Act (MPRA) and may not be protected by FERPA. This means the University may be required to make them available for inspection upon request. All such requests must be made pursuant to the University's Public Records Request Procedure (OP 6.04) and reviewed by the Office of General Counsel. To the extent any incident report is subject to disclosure, the University will redact the victim's personally identifying information to the extent permitted by law.

XIII. Coordination with Other Policies

Amorous Relationships (OP 01.28)

- University policy prohibits employees and students from entering into any amorous and/or sexual relationship in which one person is in a position of power over the other, as this creates an inherent conflict of interest. If such a relationship develops, the participant in the position of authority is required to inform his or her immediate supervisor or Human Resources Management of the relationship, so that the positional conflict can be eliminated.
- The University's amorous relationship policy is violated even if an unreported power differential relationship and any accompanying sexual activity are consensual. Conversely, a person's authority over another in an employment, academic, or other setting may be relevant to whether sexual activity involved coercion, which would render any consent ineffective.

Non-Discrimination and Anti-Harassment (OP 03.03)

- As discussed above in Part VI, harassing conduct in the workplace may violate both this policy and the Non-Discrimination and Anti-Harassment Policy.
- When reporting workplace harassment that does not involve sexual assault or other violence, employees should follow the reporting procedures contained in Operating Policy 03.03. Alternatively, if workplace conduct does involve sexual assault or other violence, employees should follow the procedures in this policy. To simplify matters, in either case, reporting to the Title IX Coordinator or the Chief Human Resources Officer is both sufficient and recommended.
- Where this policy differs from Operating Policy 3.03, or imposes additional requirements, this policy will control.

Termination of Employment (OP 60.113)

- Where termination proceedings are based on a violation of this policy, both the procedures herein and in Operating Policy 60.113 will apply. Where the two policies differ, this policy will control.

- Nothing in this policy limits the grounds upon which a person’s employment with the University may be terminated. Under certain circumstances, sexual behavior that does not meet the definition of sexual misconduct under this policy may nonetheless provide cause for termination or other discipline. The procedural steps outlined herein apply only where an employee is charged with a violation of this policy.

Code of Student Conduct (91.100)

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

XIV. Questions About This Policy

Anyone with questions about the provisions of this policy should contact the University’s Title IX Coordinator, Brett Harvey, at titleix@msstate.edu or 662-325-8124.

XV. Review

This policy will be reviewed by the Provost and Executive Vice President every two years or whenever circumstances require immediate review.

REVIEWED BY:

/s/ Jerome A. Gilbert
Provost and Executive Vice President

08/21/2015
Date

/s/ W. Brett Harvey
Director, Title IX and EEO Programs

08/21/2015
Date

/s/ Regina Y. Hyatt
Vice President for Student Affairs

08/20/2015
Date

/s/ Judy A. Spencer
Chief Human Resources Officer

08/20/2015
Date

/s/ Joan Lucas
General Counsel

08/21/2015
Date

/s/ Timothy N. Chamblee
Assistant Vice President and Director,
Office of Institutional Research and Effectiveness

08/21/2015
Date

APPROVED BY:

/s/ Mark Keenum
President

08/25/2015
Date



OP 03.03: DISCRIMINATION, HARASSMENT, AND RETALIATION

POLICY

Mississippi State University is committed to assuring that the University and its programs are free from unlawful discrimination and harassment based upon race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other status protected by state or federal law. The University will not tolerate discrimination, harassment, or retaliation, as defined below, and is committed to preventing or stopping them whenever they may occur at the University or in its programs.

PROHIBITED CONDUCT

Mississippi State University prohibits unlawful discrimination or harassment on the basis of a person's race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other characteristic protected by applicable law.

This policy also prohibits retaliation against a person who has made a report or filed a complaint of discrimination or harassment, is a witness to discrimination or harassment, or has participated in an investigation of a complaint of discrimination or harassment. Further, in certain cases, this and other University policies mandate reporting discrimination or harassment to the University. It is a violation of this policy for a mandatory reporter to disregard or unreasonably delay reporting.

APPLICATION

This policy applies to all Mississippi State employees, students, visitors, volunteers, applicants, vendors, contractors, or program participants. It prohibits discrimination and/or harassment on the basis of any of the protected characteristics listed below in any University program, service, opportunity, or activity, which includes without limitation all academic, educational, research, extracurricular, athletic, housing, and other programs, regardless of where they may occur. This policy also prohibits retaliation, which includes any adverse action that would deter a reasonable person from reporting, testifying, or otherwise cooperating with any investigation or proceeding.

This policy does not govern disputes over offensive conduct, employment decisions, or other matters in which the alleged conduct was not based on one or more protected characteristics. Such disputes may be covered by other applicable policies or procedures, such as the Guidelines for Employee Conduct (OP 60.401), the Code of Student Conduct (OP 91.100), or the Whistleblower Policy (OP 1.07).

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

DEFINITIONS

For purposes of this Policy, the following definitions apply:

- Protected Characteristics: This refers to race, color, ethnicity, sex, pregnancy, religion, national origin, disability, age, sexual orientation, gender identity, genetic information, status as a U.S. veteran, or any other characteristic protected by applicable law.
- Discrimination: As used in this policy, discrimination refers to intentional differential or negative treatment of an individual on the basis of a protected characteristic, where such treatment would deny or limit a reasonable person's ability to participate in or benefit from University programs, services, opportunities, or activities. With respect to membership in University organizations, the University Policy on Student and Other University Organizations (OP 91.200) shall control.
- Harassment: Harassment is conduct that is (1) unwelcome; (2) based on a protected status; and (3) directed at a specific individual or individuals. Sexual harassment is a type of harassment consisting of unwelcome conduct of a sexual nature. Harassment violates University policy when it is sufficiently severe, pervasive, or persistent that it denies or limits, or is likely to deny or limit, a reasonable person's ability to participate in or benefit from University programs, services, opportunities, or activities.

Harassment can include but is not limited to verbal or non-verbal communication, written or graphic communication, electronic communication, and/or physical conduct. Examples of prohibited harassment may include, but are not limited to (a) repeated and unwanted sexual or romantic solicitations, displaying sexual images in the workplace, or conditioning favorable treatment in connection with a University program upon sexual favors; (b) physical harassment, such as touching, pinching, grabbing, or brushing against another person without their consent; and (c) severe, pervasive, or persistent insults, jokes or derisive comments relating to a person's protected characteristic.

- Sexual Misconduct: This term refers broadly to unwelcome behavior of a sexual nature committed without effective consent. Sexual misconduct can vary in its nature and severity. For purposes of this policy, sexual misconduct is a form of sex discrimination. It includes sexual harassment, sexual assault, sexual exploitation, stalking, and domestic or dating violence. For definitions of these terms, please see the University's Operating Policy 3.04 on Sexual Misconduct.
- Retaliation: Retaliation refers to any adverse action that would deter a reasonable person from reporting, testifying, or otherwise cooperating with an investigation or proceeding concerning alleged violation of this policy. Retaliation against individuals who report possible violations of this policy, or who cooperate with an investigation by the University or any law enforcement agency, is strictly prohibited. Retaliation is an independent basis for disciplinary action, regardless of the outcome of the underlying complaint.

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

REPORTING

The University strongly encourages—and in some cases, mandates—reporting of discrimination, harassment, and/or retaliation. To that end, the University has adopted specific procedures through which an individual can make his or her complaint known.

The proper recipient of a report of discrimination, harassment, or retaliation depends on the nature of the incident and the parties involved.

1. **Workplace Discrimination, Harassment, or Retaliation:**

Where a University employee experiences discrimination, harassment, or retaliation in a University workplace or in connection with his or her employment, the report should be submitted to the Department of Human Resources Management, which is located at 150 McArthur Hall and can be reached at 662-325-3713 or to the Director of Title IX/EEO Programs (the “Title IX/EEO Director”) in the Office of Compliance and Integrity, who can be reached at 662-325-5839 or at titleix@msstate.edu.

2. **Non-employment-related Discrimination, Harassment, or Retaliation:**

Where a complaint of discrimination, harassment, or retaliation is not related to the complainant’s University employment, the report should be made to the Title IX/EEO Director in the Office of Compliance and Integrity, who can be reached at 662-325-5839 or at titleix@msstate.edu.

This category includes, but is not limited to, unlawful discrimination, harassment, or retaliation in connection with admissions, recruitment, financial aid, student services, counseling or guidance, student discipline, classroom assignments, grading, extracurricular or recreational activities, athletics, or university housing.

3. **Sexual Misconduct:**

Sexual misconduct is a form of sex discrimination that includes sexual assault, sexual harassment, sexual exploitation, stalking, and dating or domestic violence. These offenses are governed by the University’s Sexual Misconduct Policy (OP 3.04) and should be reported to the Title IX/EEO Director at 662-325-5839 or at titleix@msstate.edu.

Additionally, the University offers confidential options for assistance in cases of sexual misconduct. If you would prefer to speak to a confidential resource, please review Part VI of the Sexual Misconduct Policy (OP 3.04) for further information.

4. **Mandatory Reporting:**

In certain circumstances, a University employee who receives a complaint of discrimination, harassment, or retaliation is required to relay that complaint to the appropriate authority. In such instances, the employee must report the complaint, regardless of his or her opinion of its seriousness or its merits. Failure to report in these instances is grounds for disciplinary action.

a. *Workplace violations reported to supervisors*

In some instances, an employee experiencing discrimination, harassment, or retaliation may wish to report it to his or her supervisor. This is permissible, but is not required. Employees always are free to report directly to Human Resources Management or the Title IX/EEO Director. Where a supervisor or other superior receives a report of discrimination, harassment, or retaliation from a subordinate employee, he or she must report it promptly to Human Resources Management or to the Title IX/EEO Director.

b. *Sexual misconduct reported to Responsible Employees*

Most University employees are considered “Responsible Employees” for purposes of federal law and university policy. Responsible Employees have a mandatory duty to report to the University any sexual misconduct about which they become aware. For additional information on the reporting requirements of Responsible Employees, please see the University’s Sexual Misconduct Policy (OP 3.04).

When a Responsible Employee receives a complaint of sexual misconduct, he or she must report it only to the Title IX/EEO Director, who can be reached at 662-325-5839 or at titleix@msstate.edu. If your supervisor or department head expects to be informed of such matters, you should tell him or her that you have reported an incident of sexual misconduct to the University and that any questions about the matter should be directed to the Office of Compliance and Integrity.

ANONYMOUS REPORTING

Anonymous complaints of harassment, discrimination, or retaliation can be made through the MSU Ethics Line, a confidential online reporting tool. An online report can be completed via the Ethics Line web page, a link to which is located on the University’s main home page. To submit a report by telephone, dial 877-310-0424.

The University will take appropriate steps to address problems identified by anonymous disclosures. However, the University’s ability to respond, impose discipline, and/or assist the complainant will be significantly limited if he or she chooses to remain anonymous. Members of the community are therefore strongly encouraged to consider the other options for reporting listed in this policy.

COMPLAINT RESOLUTION PROCEDURE

1. Initial Assessment

Where a complaint references any protected status as a potential motivating factor in any conduct by a member of the University community, it will be referred first to the Title IX/EEO Director. The Director will make the initial determination whether there is cause to proceed with an investigation of potential discrimination, harassment, or retaliation.

If cause is found, the Director and/or his or her designee will conduct the investigation. If cause is not found, the Director may refer the matter to other appropriate university officials to determine whether other University policies may have been violated.

Where a complaint references potential discrimination, harassment, or retaliation in connection with University employment, the Title IX/EEO Director will inform the Chief Human Resources Officer or his or her designee. Where appropriate, the matter may be investigated jointly by the Title IX/EEO Director or his/her designee and the Department of Human Resources Management.

2. Applicable Procedures

The procedures for resolving complaints of discrimination, harassment, or sexual misconduct depend upon factors including the conduct alleged and the identity of the parties. The Title IX/EEO Director retains discretion to determine the University policies or procedures most appropriate for investigating, adjudicating, or otherwise resolving a complaint, and to vary procedures when circumstances require.

a. *Sexual Misconduct*

Complaints of sexual misconduct are investigated and adjudicated pursuant to the procedures set forth in the Operating Policy 3.04 (Sexual Misconduct). In all such cases, the procedures for Initial Investigation and the General Rules for Investigation and Adjudication will govern. Where the accused party is a student or a visitor, the respective provisions for those groups will apply.

Where the party accused of sexual misconduct is a University employee, determinations concerning disciplinary and/or employment actions will be made by the appropriate supervisory personnel pursuant to applicable University policies following an investigation and report by the Title IX/EEO Director or his or her designee. While an investigation is pending, the University may take interim steps to ensure safety, which may include but are not limited to placing the accused party on administrative leave and/or placing other limitations on privileges or access to University facilities or resources.

Where termination of employment is considered, the University will follow the procedures in Operating Policy 60.113 (Termination of Employment) and/or 60.405 (Separation from Employment). Where a hearing is required under Operating Policy 60.113, or where any conflict arises between the procedural rules in OP 60.113 or 60.405 and the procedural rules in OP 3.04, the procedural rules of OP 3.04 will govern.

b. *All Other Matters*

Where a complaint alleges any violation of this policy other than sexual misconduct, the following procedures are used.

Investigation. Each investigation necessarily will be different depending on the facts, circumstances, and witnesses. Generally, an investigation will include interviews of the complainant, the accused party, and anyone else having

information deemed relevant, as well as a review of any evidence provided or identified by witnesses.

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

Timeframe. The amount of time needed to conduct the investigation will depend in part on the nature of the allegations and the evidence to be investigated. However, absent extenuating circumstances, the investigator will endeavor to complete the investigation within sixty calendar days.

Interim Assistance. While an investigation is proceeding, the University will make available reasonable interim measures to protect complainants or other affected parties. This includes but is not limited to orders prohibiting contact between the complainant, the accused, and/or any other member of the University community. If you require interim assistance, you should make that request to the Title IX/EEO Director.

Findings and Recommendations. Once an investigation is completed, the Title IX/EEO Director will provide findings and recommendations to the appropriate Vice Presidents, Deans and/or Department Heads, as well as to General Counsel and the Chief Human Resources Officer for matters involving employees.

Adjudication or Resolution. The appropriate procedure for adjudication or resolution of a complaint of discrimination, harassment, or retaliation depends on the identity of the accused party.

Where the accused party is a student, disciplinary action will be pursuant to the procedures in Operating Policy 91.100 (Code of Student Conduct). Where the accused party is a University employee, determinations concerning disciplinary and/or employment actions will be made by the appropriate supervisory personnel pursuant to applicable University policies, after consultation with the Title IX/EEO Director and the Department of Human Resources Management. Where termination of employment is considered, the University will follow the procedures in Operating Policy 60.113 and/or 60.405, as applicable.

Where the accused party is neither a student nor an employee, the University may take appropriate steps to ensure the security of its campus and programs and to prevent further violations of its policies. These steps may include without limitation barring the accused from campus, exclusion from University programs or activities, and/or referral to appropriate law enforcement agencies. Nothing in this policy shall be construed as granting any accused person who is not a University student or employee any procedural or substantive rights in relation to such actions.

3. Review and Appeal

Where the accused party is a student, any appellate review of disciplinary action will be pursuant to the procedures in Operating Policy 91.100 (Code of Student Conduct) and, where applicable, the additional provisions in Operating Policy 3.04 (Sexual Misconduct).

Where the accused party is an employee and Operating Policy 60.113 confers a right to review and/or appeal, the procedures in that policy will govern said review and/or appeal.

Where the accused party is an employee and no other right of appeal is conferred by University policy, he or she may appeal to the Office of the President. A written appeal must be received by the Office of the President within ten working days after the date of the written notification of the decision being appealed. The President or designee should be given a copy of the investigator's report and may request additional information if it is believed such information would aid in consideration of the appeal. A decision by the President or designee will be made within a reasonable time and the complainant and accused will be notified in writing of the decision of the appeal. During the time of appeal and review, disciplinary action, if any, may be implemented and enforced.

4. Informal Resolution

In some instances, a complainant may prefer to address discrimination or harassment through informal means, such as mediation. Persons interested in informal resolution should communicate that request to the investigator or the Title IX/EEO Director. If the complainant requests informal resolution, the Director will review the request to ensure informal resolution is appropriate.

If the Director finds that informal resolution is appropriate, the University will make reasonable efforts to facilitate it. Informal resolution is strictly voluntary. No one, whether complainant or accused, will be compelled to participate in any mediation or other informal resolution. Further, informal resolution efforts always will be supervised by a properly-trained person. Informal resolution is never permitted in cases of sexual assault or physical violence.

If at any point either party wishes to end informal resolution efforts, they should communicate that fact to the Title IX/EEO Director and the process of formal investigation and recommendations will begin. If after informal efforts have concluded, either party is not satisfied with the result, they should promptly communicate the same to the Title IX/EEO Director and formal proceedings will resume.

5. Privacy

The University will endeavor to respect the privacy of parties and others involved in investigations to the greatest extent possible, but cannot guarantee that all information it receives will be kept confidential. Once a report of discrimination, harassment, or retaliation is received, the University has a duty to investigate. In some instances, this means that certain information must be provided to individuals involved or identified in an investigation.

In cases of alleged discrimination, harassment, or retaliation, the University reserves the right to investigate, resolve and/or report to the appropriate law enforcement authorities a

complaint regardless of whether the complainant ultimately desires the University to pursue the complaint. In cases of alleged sexual misconduct, the provisions of Operating Policy 3.04 (Sexual Misconduct) will govern matters of privacy, confidentiality and disclosure.

6. Reporting to Law Enforcement

The reporting procedures in this policy are not intended to replace procedures for reporting discrimination, harassment, retaliation, or sexual misconduct to law enforcement agencies. Members of the University community always retain the right to report misconduct to the police or to agencies such as the Equal Employment Opportunity Commission or the U.S. Department of Education's Office of Civil Rights. However, reporting to law enforcement is never required under this policy.

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

In cases involving sexual misconduct, please refer to Part VI(5) of the University's Sexual Misconduct Policy (OP 3.04) for additional information on reporting to law enforcement.

PROHIBITION ON RETALIATION

Retaliation against individuals who report discrimination, harassment, retaliation, or sexual misconduct, or who cooperate with an investigation of alleged misconduct, whether conducted by the University or any law enforcement agency, is strictly prohibited.

Retaliation is an independent basis for disciplinary action, regardless of the outcome of the underlying complaint. For purposes of this policy, retaliation includes any adverse action that would deter a reasonable person from reporting, testifying, or otherwise cooperating with any investigation or proceeding. Any such retaliation should be reported immediately to the Title IX/EEO Director.

FALSE REPORTING

While the University recognizes the rarity of intentionally false reports, submitting (1) a deliberately false report of discrimination, harassment, retaliation, or sexual misconduct, or (2) other false information in bad faith and in connection with any proceeding under this policy, is prohibited and is grounds for disciplinary action. A report is made in bad faith when the person making it actually knew it was false or made it with reckless disregard for the truth. A report is not made in bad faith merely because an adjudicator finds an accused party not responsible.

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

COORDINATION WITH OTHER POLICIES

Sexual Misconduct (OP 03.04)

Certain conduct such as workplace sexual harassment may violate both this policy and the Sexual Misconduct Policy. In such cases, Part VII of this policy will determine what procedures and other requirements govern the investigation and disposition of the matter.

Termination of Employment (OP 60.113) and Separation from Employment (OP 60.405)

Where termination proceedings are based on a violation of this policy, the requirements of the Termination of Employment Policy (OP 60.113) and/or Separation from Employment Policy (OP 60.405) will apply. To the extent this policy and/or the Sexual Misconduct Policy (OP 3.04) contain additional or conflicting requirements, these policies will control.

Code of Student Conduct (91.100)

To the extent the provisions of this policy differ from those of the Code of Student Conduct (OP 91.100), this policy will control in cases of discrimination, harassment or sexual misconduct.

QUESTIONS ABOUT THIS POLICY

Anyone with questions about the provisions of this policy should contact the University's Director of Title IX/EEO Programs, Brett Harvey, at titleix@msstate.edu or 662-325-5839.

REVIEW

This policy will be reviewed by the Provost and Executive Vice President every two years or whenever circumstances require immediate review.

REVIEWED BY:

/s/ Judy Bonner
Provost and Executive Vice President

10/17/2016
Date

/s/ W. Brett Harvey
Director, Title IX and EEO Programs

10/19/2016
Date

/s/ Judy Spencer
Chief Human Resources Officer

10/24/2016
Date

/s/ Joan Lucas
General Counsel

10/24/2016
Date

/s/ Timothy N. Chamblee
Assistant Vice President and Director,
Office of Institutional Research and Effectiveness

10/25/2016
Date

APPROVED BY:

/s/ Mark Keenum
President

11/03/2016
Date



OP 91.123: Service & Assistance Animals

PURPOSE

To provide guidelines for Service & Assistance Animals as outlined under Section 504 of the Rehabilitation Act of 1973 (“Rehabilitation Act”) and the Americans with Disabilities Act as amended (ADA).

POLICY/PROCEDURE

In compliance with applicable law, Mississippi State University generally allows service animals in its buildings, classrooms, residence halls, meetings, dining areas, recreational facilities, activities and events when the animal is accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability. (For policies regarding assistance animals – including emotional support animals - that do not meet the definition of a "service animal," please see the section below entitled Policy on Assistance Animals.)

Mississippi State University may not permit service animals when the animal poses a direct threat to the life, health, safety or welfare of the University community or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. Mississippi State University will make those determinations on a case-by-case basis.

DEFINITIONS

Handler: A person with a disability that a service animal assists or personal care attendant who handles the animal for a person with a disability

Service Animal: Any dog* individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability and meets the definition of “service animal” under ADA regulations at 28 CFR 35.104. The work or tasks performed must be directly related to the individual’s disability.

Examples include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

*Under particular circumstances set forth in the ADA regulations at 28 CFR 35.136(i), a miniature horse may qualify as a service animal.

Assistance Animal: An assistance animal is one that is necessary to afford the person with a disability an equal opportunity to use and enjoy University housing. An assistance animal may provide physical assistance, emotional support, calming, stability and other kinds of assistance. Assistance Animals do not perform work or tasks that would qualify them as “service animals” under the ADA. Assistance animals that are not service animals under the ADA may still be permitted, in certain circumstances, in University Housing pursuant to the Fair Housing Act.

I. SERVICE ANIMALS

A. Inquiries Regarding Service Animals

In general, Mississippi State University will not ask about the nature or extent of a person’s disability, but may make two inquiries to determine whether an animal qualifies as a service animal. Mississippi State University may ask:

- (1) If the animal is required because of a disability and;
- (2) What work or task the animal has been trained to perform.

Mississippi State University cannot require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal. Generally, Mississippi State University may not make any inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

Specific questions related to the use of service animals on the Mississippi State University campus by visitors can be directed to the ADA Coordinator in the Office of Disability Support Services, (662) 325-3335.

B. Responsibilities of Handlers

Students who wish to bring a service animal to campus are strongly encouraged to partner with Disability Support Services, especially if other academic accommodations are required. Additionally, students who plan to live in on-campus housing are strongly encouraged to inform Housing & Residence Life that they plan to have a service animal with them in student housing. Advance notice of a service animal for on-campus housing may allow more flexibility in meeting student’s specific requests for housing. Staff and faculty with service animals are strongly encouraged to contact the Office of Disability Support Services.

Handlers are responsible for any damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury. The cost of care, arrangements and responsibilities for the well-being of a service animal are the sole responsibility of the handler at all times.

1. Service Animal Control Requirements:

- a. The animal should be on a leash when not providing a needed service to the partner.

- b. The animal should respond to voice or hand commands at all times, and be in full control of the handler.
- c. To the extent possible, the animal should be unobtrusive to other individuals and the learning, living, and working environment.
- d. Identification – It is recommended that the animal wear some type of commonly recognized identification symbol, identifying the animal as a working animal, but not disclosing disability.

2. Animal Etiquette

To the extent possible, the handler should ensure that the animal does not:

- a. Sniff people, restaurant tables or the personal belongings of others.
- b. Display any behaviors or noises that are disruptive to others, unless part of the service being provided the handler.
- c. Block an aisle or passageway for fire egress.

3. Waste Cleanup Rule

Cleaning up after the animal is the sole responsibility of the handler. In the event that the handler is not physically able to clean up after the animal, it is then the responsibility of the handler to hire someone capable of cleaning up after the animal. The person cleaning up after the animal should abide by the following guidelines:

- a. Always carry equipment sufficient to clean up the animal's feces whenever the animal is on campus.
- b. Properly dispose of waste and/or litter in appropriate containers.
- c. Contact staff if arrangements are needed to assist with cleanup. Any cost incurred for doing so is the sole responsibility of the handler.

C. Removal of Service Animals

Service Animals may be ordered removed by the Mississippi State University for the following reasons:

1. Out of Control Animal:

A handler may be directed to remove an animal that is out of control and the handler does not take effective action to control it. If the improper animal behavior happens repeatedly, the handler may be prohibited from bringing the animal into any university facility until the handler can demonstrate that s/he has taken significant steps to mitigate the behavior.

2. Non-housebroken Animal:

A handler may be directed to remove an animal that is not housebroken.

3. Direct Threat:

A handler may be directed to remove an animal that Mississippi State University determines to be a direct threat to the life, health, safety or welfare of the University community. This may occur as a result of a very ill animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area like a medical facility, certain laboratories or mechanical or industrial areas.

Where a service animal is properly removed pursuant to this policy, Mississippi State University will work with the handler to determine reasonable alternative opportunities to participate in the service, program, or activity without having the service animal on the premises.

D. Conflicting Disabilities

Some people may have allergic reactions to animals that are substantial enough to qualify as disabilities. Mississippi State University will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Students, faculty or staff requesting allergy accommodations should contact Disability Support Services.

E. Emergency Response

Emergency Situations - In the event of an emergency, the emergency response team (ERT) that responds should be trained to recognize service animals and be aware that the animal may be trying to communicate the need for help. The animal may become disoriented from the smell of smoke in a fire or laboratory emergency, from sirens or wind noise, or from shaking and moving ground. The handler or animal may be confused from the stressful situation. The ERT should be aware that the animal is trying to be protective and, in its confusion, is not to automatically be considered harmful. The ERT should make every effort to keep the animal with its handler. However, the ERT's first effort should be toward the handler; this may necessitate leaving the animal behind in certain emergency evacuation situations.

F. Service Dogs in Training

A dog being trained has the same rights as a fully trained dog when accompanied by a trainer and identified as such in any place of public accommodation. Handlers of service dogs in training must also adhere to the requirements for service animals and are subject to the removal policies as outlined in this policy.

II. Assistance Animals (including Emotional Support Animals) in Housing and Residence Life

Housing & Residence Life will allow an assistance animal if certain conditions are met. The animal must be necessary for the resident with a disability to afford the resident with an equal opportunity to use the residence and there is an identifiable relationship between the resident's disability and the assistance the animal provides. An accommodation is unreasonable if it presents an undue financial or administrative

burden on the University, poses a direct threat to the life, health, safety or welfare of the university community or constitutes a fundamental alteration of the nature of the service or program.

Requests for assistance animals in Housing & Residence Life should be made by:

- a. Submitting medical/reasonable documentation from a licensed medical professional to Disability Support Services.
- b. Making an accommodation request by completing the online housing application through the MyState portal upon being admitted to the University. (This is listed as item #3 in the Housing Preferences Menu.)

There must be a link between the animal and the resident's disability, emotional distress resulting from having to give up an animal because a "no pets" policy does not qualify a person for an accommodation under federal law. Any student approved an assistance animal in UHDS facilities must also meet HUDs requirements/policies for animal health and behavior as well as their University Housing & Dining Contract.

COMPLAINTS

If an individual is dissatisfied by a decision concerning a service animal or assistance animal, or if a student feels he or she has suffered discrimination or harassment based on his or her disability, the student is encouraged to make a complaint under the University's Non-Discrimination and Anti-Harassment Policy (OP 03.03). The student can also contact the Director of Title IX and Equity Opportunity Programs at 662-325-3713.

REVIEW

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

RECOMMENDED BY:

/s/ Bill Broyles
Interim Vice President for Student Affairs

06/26/2015
Date

REVIEWED BY:

/s/ Timothy N. Chamblee
Assistant Vice President and Director
Institutional Research & Effectiveness

06/29/2015
Date

/s/ Joan Lucas
General Counsel

07/02/2015
Date

APPROVED BY:

/s/ Mark Keenum
President

07/27/2015
Date



**OP 91.120: Possession of Firearms, Explosives,
or Other Devices, Substances, or Weapons**

Purpose

To provide regulations and guidelines for the safety and welfare of the members and guests of the university community and to comply with university regulations, Institutions of Higher Learning policies and state law.

Policy and Procedure

GENERAL BAN

In accordance with university regulations, Institutions of Higher Learning policies, and state law, the university prohibits:

1. The possession of any weapon, including firearms, on Mississippi State University property, including University vehicles. For the purpose of this policy, firearms include any small arms weapon from which a projectile is fired by gunpowder.
2. The possession of any type of explosive, fireworks, or the like on university-controlled property. Exceptions may be permitted for fireworks displays planned in advance for celebrations.

EXCEPTION

The university permits duly authorized law enforcement officials to carry firearms and other weapons.

Additionally, certain individuals may be authorized by applicable law, by the President, or by the possession of an unexpired state firearms permits with the IC sticker on the back or the equivalent permit issued by a state with a reciprocity agreement with Mississippi to possess firearms in the following locations:

Colvard Student Union; University Dining Facilities (including, but not limited to, Perry Cafeteria, Fresh Food Company, Moe's Southwest Grill, Subway, Burger King, Templeton Cafeteria); outdoor locations including the Drill Field and the Junction; The Chapel of Memories; University Florist; Barnes & Noble Bookstore and the MAFES Store.

Authorized persons, excluding authorized law enforcement officials, may not possess a firearm in the following locations:

Academic buildings; Administrative offices and buildings; Athletic facilities including, but not limited to, Humphrey Coliseum and Davis Wade Stadium; Residence Halls; Fraternity & Sorority Housing; Sanderson Recreation Center including outdoor recreational space/fields (RecPlex); Longest Student Health Center; College of Veterinary Medicine Animal Health Center; Child Development Center; Mitchell Memorial Library; Aikin Village Preschool; University Television Center; and any research centers.

UNIVERSITY EMPLOYEES AND STUDENTS

No University student or employee, unless a duly authorized law enforcement official or authorized by the President, may possess firearms on University property, including University vehicles, regardless of the possession of any kind of firearms permit.

University employees residing in faculty/staff housing (except those located in residence halls) who possess a valid, unexpired state firearms permit with the IC sticker on the back, or the equivalent permit issued by a state with a reciprocity agreement with Mississippi, may be permitted by the Chief of Police, as the designee of the President, to possess a firearm in their faculty/staff housing in accordance with the restrictions associated with an enhanced concealed carry permit. Any university employee who wishes to possess a firearm in their faculty/staff housing, must provide the Chief of Police with notification of the firearm, including a description of the weapon, along with a copy of the enhanced concealed carry permit of the owner/resident.

ENFORCEMENT

Anyone found violating this policy will be required to remove the weapon from campus immediately. Additionally, individuals may face criminal charges.

In addition to the above, students violating this policy may be suspended immediately pending a disciplinary hearing and employees may be suspended immediately pending a review by Human Resources Management.

Review

The Vice President for Student Affairs and the Provost & Executive Vice President are responsible for the review of this operating policy every four years or as needed.

REVIEWED BY:

/s/ Regina Y. Hyatt
Vice President for Student Affairs

06/27/2016
Date

/s/ Julia Hodges
Interim Provost & Executive Vice President

06/27/2016
Date

/s/ Timothy N. Chamblee
Assistant Vice President & Director
Institutional Research and Effectiveness

06/27/2016
Date

/s/ Joan Lucas
General Counsel

06/27/2016
Date

APPROVED BY:

/s/ Mark Keenum
President

06/27/2016
Date



OP 91.304: FREE SPEECH AND ASSEMBLY

POLICY

Mississippi State University recognizes that in the community of scholars there are certain indisputable rights to freedom of inquiry, freedom of thought, and freedom of expression. The university encourages the search for truth and knowledge and does not abridge searchers' rights to reveal their findings, by both spoken and written word, even if in so doing they might find themselves at variance with their peers as well as the lay community. To dissent, to disagree with generally accepted truth and knowledge is acceptable. The university also stands for the right of all the university community to pursue their legitimate activities without interference, intimidation, coercion, or disruption. The university will protect the rights of freedom of speech, expression, petition, and peaceful assembly and affirms all rights and freedoms guaranteed under the Constitution of the United States.

PROCEDURE

Reasonable time, place, and manner restrictions will be enforced. However, the enforcement will not depend, in any way, on the subject matter involved in an expressive activity. It is strongly suggested that all activities be registered with the Dean of Students' office 48 hours in advance in order to make adequate arrangements for safety and security and to insure the space desired is available. Registration information can be obtained at the Dean of Students' office located in 608 Allen Hall.

Mississippi State University provides forums for the expression of ideas and opinions, such as the following:

1. Traditional public forums include the university's public streets, sidewalks, parks, and similar common areas such as the Drill Field and Junction. These areas are generally available for non-amplified expressive activity, planned or spontaneous, for the individual or small group at any time without the need for reservation or prior approval, unless the space is already scheduled.
2. Designated public forums include other parts of the campus that may become temporarily available for non-amplified expressive activity as designated by the university. Examples of designated forums include parking lots and athletic fields.
3. Non-public forums are areas that are not traditional public forums or designated public forums. These locations will be restricted to use for their intended purpose and are typically not available for public expressive activity. Examples include, but are not limited to, classrooms, residence halls, faculty and staff offices, academic buildings, administration buildings, medical treatment facilities, libraries, research and computer labs, and private residential housing on campus.

4. Additionally, security considerations may affect the availability of spaces that would otherwise be available.

Disruptive activities will not be allowed. The university has defined a disruptive activity as any action by an individual, group, or organization to impede, interrupt, interfere with or disturb the holding of classes, the conduct of the university business, or the authorized scheduled events and activities of any and all segments of the university. Furthermore, any activity that incites imminent lawless action or that triggers an automatic violent response will be considered disruptive. In addition to any potential criminal penalties, students engaging in disruptive activities will be referred to the Dean of Students' office, and employees will be referred to Human Resources.

GUIDELINES

1. Registered university organizations and university departments may display signs and banners at designated locations on campus. For information regarding these designated locations, contact the Dean of Students' office located in 608 Allen.
2. Literature can be distributed in public forums. However, the party distributing the literature is responsible for cleaning up any discarded paper and restoring the campus to its previous condition. Literature may not be distributed in non-public forums.
3. No amplification equipment may be used.
4. Use of campus land is on a temporary basis.
5. Flyers may be placed on open bulletin boards inside or outside university buildings.
6. No activity will be permitted that blocks access to university buildings, streets, sidewalks, or facilities, defaces property, injures individuals, unreasonably interferes with regular or authorized university activities or functions, or disrupts the free flow of pedestrian or vehicular traffic.
7. Private business or commercial solicitation on campus is generally prohibited. (Refer to OP 91.110: Campus Solicitation.)

REVIEW

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

REVIEWED BY:

/s/ Regina Hyatt
Vice President for Student Affairs

08/28/2017
Date

/s/ Timothy N. Chamblee
Assistant Vice President & Director
Institutional Research and Effectiveness

08/28/2017
Date

/s/ Joan Lucas
General Counsel

08/28/2017
Date

APPROVED BY:

/s/ Mark Keenum
President

08/30/2017
Date

MISSISSIPPI STATE UNIVERSITY™

Policy and Procedure

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: April 17, 1989
Revised: March 5, 2001
Revised: May 30, 2007

SUBJECT: AOP 12.07 Student Honor Code Policy

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish the procedures concerning enforcement of the Mississippi State University Student Honor Code and to promote understanding of these procedures.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the [Associate Provost for Academic Affairs](#) (APAA) with recommendations for revision presented to the [Provost and Executive Vice President](#) and the [Vice President for Student Affairs](#).

POLICY

Mississippi State University is dedicated to the discovery, development, communication, and application of knowledge in a wide range of academic and professional fields and assumes as its historic trust the maintenance of freedom of inquiry and an intellectual environment nurturing the human mind and spirit. Ethical and honorable conduct in academic and research pursuits is critical to these ideals, to the goal of assuming a place of preeminence in higher education, and to the development of the whole student. The Mississippi State University Student Honor Code has the purpose of articulating these ideals, defining expectations of conduct, and formalizing protocols for applying sanctions for academic misconduct.

PROCEDURE

- I. The [Student Honor Code Operational Procedures Manual](#) reflects the basis for policy and procedures related to academic integrity at Mississippi State University. The specific infrastructure for maintenance of the Student Honor Code is as follows:
 - a. The [Student Honor Code Office](#) shall be the central office for maintaining records of reported cases of academic misconduct, providing assistance and investigative capabilities in cases of alleged academic misconduct, and promoting academic integrity at Mississippi State University.

- b. Oversight of the Student Honor Code Office shall be the joint responsibility of the Provost and Executive Vice President and the Vice President for Student Affairs.
 - c. The Director of the Student Honor Code Office shall be appointed jointly by the Provost/ Executive Vice President and the Vice President for Student Affairs and shall report directly to the VP for Student Affairs.
 - d. The Student Honor Code Council shall be made up of both students and faculty and will be actively involved in developing and enforcing standards of academic integrity. The Student Honor Code Operational Procedures Manual shall specify the composition and method of selecting the council.
 - e. The Student Honor Code Council aids the Student Honor Code Office in communicating the Honor Code to the Mississippi State University community, provides panel members during hearings of alleged misconduct, and fulfills other duties as may be necessary for the implementation of the Honor Code.
- II. Specific details related to the procedures for handling of alleged cases of academic misconduct are specified in the [Student Honor Code Operational Procedures Manual](#). Some core principles of this document include:
- a. Individual faculty shall have the authority to handle cases of academic misconduct on their own if it is a student's first offense, or they may elect to have the Student Honor Code Council adjudicate the case and assign appropriate sanctions. Faculty electing to handle cases of academic misconduct on their own shall still report the outcome to the Student Honor Code Office.
 - b. Faculty choosing to handle cases of academic misconduct on their own may assign grade penalties that include reduced grades on individual assignments or exams or a reduced grade for the course; they may assign a disciplinary sanction of an "XF" in a course; and they may assign an educational sanction requiring completion of the Academic Integrity Intervention Program (AIIP). Note that the AIIP may be required in addition to either of the previous sanctions or in lieu of any other sanctions.
 - c. The Student Honor Code Council hearing panels have the authority to adjudicate cases when cases are brought to the council and to assign sanctions for those found responsible for violations of the Student Honor Code.
 - d. Students may appeal a decision by a faculty member to the Student Honor Code Council, within the time limits specified in the Student Honor Code Operational Procedures Manual.
 - e. Cases not handled by faculty members or not resolved in consultation with staff from the Student Honor Code Office shall be adjudicated by a Hearing Panel of the Student Honor Code Council. Hearing panels shall consist of three faculty members and two student members of the Council, plus a non-voting Chair. Where the case involves a graduate student, faculty members on the panel must be members of the MSU Graduate Faculty, and students must be graduate students. If the case involves a College of Veterinary Medicine student, then a voting majority of the hearing panel shall consist of faculty and students from the College of Veterinary Medicine.
 - f. Student Honor Code Council hearing panels may assign sanctions including suspension or permanent expulsion from the university.
 - g. Students may appeal a decision made by a Student Honor Code Council hearing panel. The request for an appeal must be made in writing to the Director of the Student Honor Code

Office within the time limits specified in the Student Honor Code Operational Procedures Document. An appeal hearing panel shall be made up of Student Honor Code Council members (not to include any of the original hearing panel members). The decision of the appeal hearing panel is final and cannot be appealed.

- h. A student receiving an “XF” sanction may petition the Director of the Student Honor Code Office to have the “X” removed from the transcript following completion of the AIIP if the student has not previously completed the AIIP for an earlier violation. If the petition is granted, the “F” remains on the student’s transcript and cannot be removed or replaced by retaking the course or through a forgiveness policy.
- i. With the recommendation of the reporting faculty member and the Student Honor Code Office, graduate students or DVM students found responsible for a violation of the Student Honor Code may, in addition to any other sanctions received, be placed on academic misconduct probation immediately upon a finding of responsibility and may remain on probation until the end of the subsequent fall or spring semester. It should also be determined whether, during this probationary period, the graduate student will be allowed to take preliminary/comprehensive examinations or defend/submit a thesis or dissertation. For a DVM student, it should be determined by the Honor Code Board whether the student will be eligible for externships, off-campus advanced clinical rotations, or any other off-campus activities for academic credit during the probationary period.
- j. Graduate students or DVM students found responsible for a second violation of the Student Honor Code shall be expelled from the university except under rare extenuating circumstances that must be justified in writing by a Student Honor Code Council hearing panel.
- k. Mississippi State University has the right to revoke the degree of a former student if a finding of academic misconduct is determined after the student has graduated, and if the sanction assigned for the misconduct would have caused the student to be ineligible to receive the degree at that time.

III. Revision of the Student Honor Code

- a. Minor changes to the Student Honor Code that do not substantively change or place the document in conflict with this Academic Operating Policy may be recommended by the [Director of the Student Honor Code Office](#) to the [Associate Provost for Academic Affairs](#) and the [Vice President for Student Affairs](#).
- b. If the [Associate Provost for Academic Affairs](#) and the [Vice President for Student Affairs](#) deem that the changes do not substantively change the Student Honor Code or place the document in conflict with this AOP, the recommended changes may be incorporated into the Student Honor Code document.

AUTHORIZATION

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2018

APPROVED BY:

/s/ Bill Kibler
Vice President for Student Affairs

05/08/2014
Date

/s/ Peter L. Ryan
Associate Provost for Academic Affairs

05/09/2014
Date

/s/ Jerome A. Gilbert
Provost and Executive Vice President

05/13/2014
Date

/s/ Gerald Emison
President, Robert Holland Faculty Senate

05/19/2014
Date

REVIEWED BY:

/s/ Lesia Ervin
Director, Internal Audit

05/30/2014
Date

/s/ Joan Lucas
General Counsel

06/03/2014
Date

APPROVED BY:

/s/ Mark Keenum
President

06/09/2014
Date



OP 91.110: Campus Advertising, Sponsorship, and Solicitation

Purpose

To provide rules and regulations pertaining to campus advertising, sponsorship, and solicitation in accordance with the By-Laws and Policies of the Board of Trustees of State Institutions of Higher Learning. Mississippi State University has made a commitment to control the time, place, and manner, and to prohibit where appropriate, advertising, sales, and solicitation activity which is not specifically authorized by the University.

Policy

Under Section 709 of the By-Laws and Policies of the Board of Trustees of the State Institutions of Higher Learning, policies governing sales and solicitation are to be adopted. The Campus Advertising, Sponsorship, and Solicitation Policy shall apply to all campus personnel, faculty, staff, students, organizations, and visitors, and to all University facilities, including all buildings, land and open spaces and air above that space, streets, walkways, and parking facilities. The Policy shall apply to all non-university entities and/or commercial businesses which desire to engage in advertising, sponsorship, and/or solicitation on the campus of Mississippi State University.

Advertising and Sponsorship

In general, commercial businesses and all non-institutional entities are prohibited from advertising on the campus of Mississippi State University.

The University has determined that there are certain acceptable campus media in which advertising may appear. Such media shall include:

1. Advertising related to athletics events.
2. Promotional materials related to university auxiliary services units and their products.
3. Official publications of the University.
4. The student newspaper.

Distribution of non-university publications which contain commercial advertising are limited to those campus locations established for the distribution of newspapers and similar publications.

For the purposes of this policy, advertising is distinct from sponsorship. For the purposes of this policy, advertising shall be defined as the activity of attracting public attention to a program, event, product, or business. Sponsorship shall be defined as one that finances a project or an

event carried out by another person or group. A sponsorship involves the acknowledgement only of the sponsor's identity. Advertising and sponsorship on the campus must be reviewed and approved by the appropriate University Vice President.

The University shall have the right to refuse or revoke any advertiser and/or advertisement content.

Guidelines for University Departments Which Receive Permission to Utilize Advertising

Departments which receive permission to utilize advertising must directly control, manage, and supervise the methodology employed to display advertising (i.e., publications, message boards, scoreboards).

Departments must adhere to the guidelines which outline the proper use of the university logo and trademarks. (OP 06.03 Policy on Trademark Licensing and University Visual Identity standards - available at www.msstate.edu/web/visualid)

Departments must work with the Office of the Controller to ensure proper recording of the activity surrounding the advertising for Unrelated Business Income Tax (UBIT) purposes (revenue, expenditures associated with the revenue, etc.). Departments selling advertising are responsible for the accurate and timely reporting of such information to the Office of the Controller. Failure to provide the proper documentation to the Office of the Controller may result in revocation of the authorization to utilize advertising.

Solicitation

Solicitation shall include any undertaking of an individual or group which attempts to promote the sale or use of a particular product or service.

Requests for solicitation approval must be directed to the Event Services Office and the Dean of Students or to the Game Day Committee for athletic event- related game day activities, and must meet the following conditions:

1. Activities do not conflict with the educational purposes of the University.
2. No door-to-door solicitation is permitted in administrative buildings, academic buildings, residence halls, and fraternity or sorority houses.
3. No disruption of traffic, either vehicular or pedestrian, is allowed.
4. Funds derived from activities must be used for purposes consistent with the goals of the organization conducting the solicitation.
5. Campus mail may not be used for fund raising or solicitation, unless specifically authorized by the appropriate University Vice President.
6. Requests must be submitted at least forty-eight business hours in advance of the activity.
7. Policies governing solicitation in academic and non-academic areas (e.g. residence hall regulations) must be followed.

8. Activities held outside on campus grounds/premises must be restricted to a specified and acceptable area as designated by Event Services and the Dean of Students Office or the Game Day Committee for athletic event- related game day activities.
9. The following guidelines governing on-campus political activities must be followed:
 - a. General posting on campus or in campus buildings of handbills, cards, banners, or similar notices is limited to approved bulletin boards with approval by the appropriate office;
 - b. General handouts on campus grounds adjacent to buildings or in buildings are not permitted;
 - c. The use of mobile or stationary amplified sound systems for political purposes on campus grounds and streets is prohibited; and
 - d. Political activities including speakers must follow general university policies governing speakers, rallies, parades, or similar activities, as outlined in OP 91.304: Free Speech and Assembly Policy.

The University recognizes that there are activities associated with the performance of one's official duties as an employee of the institution which involve solicitation related activities (e.g. United Way). Nothing herein shall be construed as prohibiting activities which are inherent to the execution of one's duties and which are performed in an official capacity for the University.

Review

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

REVIEWED BY:

/s/ Regina Hyatt
Vice President for Student Affairs

04/07/2016
Date

/s/ Timothy N. Chamblee
Assistant Vice President & Director
Institutional Research and Effectiveness

04/08/2016
Date

/s/ Joan Lucas
General Counsel

04/12/2016
Date

APPROVED BY:

/s/ Mark Keenum
President

04/21/2016
Date