

University Policies

In fulfilling its mission, the University adheres to a set of educational and administrative policies which is essential to the maintenance of a learning environment and which fosters a sense of community and public accountability. While it is impossible to specify all relevant University policies, the more salient ones are herein identified.

Student Disability Accommodation Policy and Procedures

Within the guidelines set forth in this policy, Missouri State University is committed to providing an accessible and supportive environment for students with disabilities. Equal access for qualified students with disabilities is an obligation of the University under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Missouri State University does not discriminate on the basis of disability against otherwise-qualified individuals in any program, service or activity offered by the University. The University is committed to insuring that no otherwise-qualified individual with a disability is excluded, denied services, segregated or otherwise treated differently than other individuals because of the absence of auxiliary aids or other appropriate services; however, accommodations cannot result in an undue burden to the University or fundamentally alter the requirements essential to a program of instruction.

Notifying Disability Services of a Request for Accommodation

Students requesting academic accommodations for a disability are responsible for notifying the University of their disability and their request for accommodations. To initiate a request for academic accommodations, students must contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 (voice) or (417) 836-6792 (TTY), <http://www.missouristate.edu/disability>. On the West Plains Campus, students must contact the Coordinator of Disability Services, Academic Support Center (ASC), 128 Garfield, (417) 255-7940 (voice) or (417) 255-7981 (TTY). The student should notify the aforementioned offices as soon as the need for the academic accommodation becomes evident. In order to receive accommodations, students must provide disability documentation that meets University guidelines. Accommodations will not be provided for undocumented disabilities, except that accommodations may be provided on a provisional basis pending receipt of documentation for disabilities that are readily apparent. Only persons interested in disability-related accommodations or services need provide disability information. Accommodations must have a legitimate educational purpose, and cannot be based simply on applicants' preferences. Students must initiate a request for every semester in which accommodations are sought. If eligibility for services and the request for academic accommodations are approved, Disability Services (Academic Support Center at the West Plains Campus) or the Learning Diagnostic Clinic will provide the student a letter to be shared with instructors outlining the approved recommended accommodations.

DS Referrals to the Learning Diagnostic Clinic (LDC)

Students seeking accommodation for any type of disability should direct the initial request for accommodation to Disability Services. DS refers students seeking accommodations for psychological or learning disabilities to Missouri State University Learning Diagnostic Clinic. The West Plains Disability Services Coordinator will oversee the administration of DS and/or LDC recommended accommodations at the West Plains Campus.

Learning Diagnostic Clinic Testing Services

The LDC provides assessments of learning and psychological disabilities. Students who simply wish to inquire about LDC's diagnostic or testing services do not need to seek referral through Disability Services, but may instead directly contact the Learning Diagnostic Clinic, Alumni Building, Suite 502. To inquire about testing services, contact the Director, LDC, <http://www.missouristate.edu/contrib/ldc/>, (417) 836-4787. The LDC charges a sliding-scale fee for its testing services.

Appeal Processes

If the student's eligibility for services and/or request for academic accommodations is denied, Disability Services or the Learning Diagnostic Clinic will provide to the student written notification of denial, including the basis for denial as well as information on the appeal process. Student appeals related to eligibility for services or the request for academic accommodations shall be directed to the Equal Opportunity Officer, Office For Equity and Diversity, Park Central Office Building, Suite 111, 901 South National, Springfield, Missouri 65897, (417) 836-4252 (voice) or (417) 836-6874 (TTY).

At the West Plains Campus, appeals are initiated with the Affirmative Action Liaison, West Plains Civic Center, 128 Garfield, (417) 255-7966. The student has the right to file a disability-related grievance at any time.

A faculty member who believes that accommodations recommended by Disability Services or LDC can be shown to alter or compromise fundamental course or program goals has the right to appeal the provision of those accommodations; however, recommended accommodations should be provided until the appeal is resolved. A faculty member should first address his/her concerns through discussions with Disability Services or the Learning Diagnostic Clinic, and may initiate a formal appeal of a recommended academic accommodation by submitting a written statement to the Provost, clearly documenting the fundamental academic goals and demonstrating that the recommended accommodation necessarily compromises those goals. At the West Plains Campus the formal appeal would be initiated with the dean of the appropriate school. A faculty member who is not satisfied with the decision may file a grievance with the Equal Opportunity Officer at the Springfield Campus, or with the Affirmative Action Liaison at the West Plains Campus.

For the complete policy statement and rights and responsibilities of the University and its faculty as well as the rights and responsibilities of students with disabilities, please refer to: <http://www.missouristate.edu/disability>.

Family Educational Rights and Privacy Act (FERPA)

Missouri State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g. Eligible students have four primary rights under FERPA including the right to: (1) inspect their education records, (2) consent to disclosure of personally identifiable information except to the extent that FERPA authorizes disclosure without consent, (3) seek correction of their records, to prevent inaccurate or misleading information, and (4) file a complaint with the U.S. Department of Education if they feel their rights are being violated.

Directory information may appear in public documents and may otherwise be disclosed by the University for any purpose in its discretion, without the student's consent. The following categories of information have been designated as directory information at Missouri State University:

- Name
- Address
- Telephone number*
- Campus email address
- Field of study, including majors, minors, certifications, and pre-professional areas of study
- Classification (e.g. sophomore)
- Enrollment status (full-time, part-time, or less than part-time)
- Participation in officially recognized activities and sports, including photographs of athletes
- Dates of attendance, including matriculation, drop, and withdrawal dates
- Degrees and certificates received including date awarded
- Awards received, including Dean's list, scholastic honors, departmental honors, memberships in national honor societies, athletic letters, and University-funded scholarships (excluding those that are need-based)
- Previous education institutions attended

*All non-University contact information provided for purposes of the emergency notification system is not considered directory information.

Right to Limit Disclosure of Directory Information

The University will give annual public notice to students of the categories of information designated as directory information. Currently enrolled students have the right to suppress disclosure of their directory information (FERPA Hold). This hold do not apply retroactively to previous releases of directory information and will remain applicable until the student submits a written request specifying otherwise. To request a FERPA Hold, students must submit a written request to the Office of the Registrar, Carrington Hall, room 320. Students who do not wish for their information to appear in the printed directory must notify the Office of the Registrar by no later than the second week of classes during the fall semester. Requests made after the second week of the fall semester will result in the student information being removed from the web directory only.

Consent To Disclosure of Personally Identifiable Information

The University will not release personally identifiable information in education records or allow access to those records except to the extent that FERPA authorizes disclosure without consent, including but not limited to the following:

- The individual student
- Whomever the student authorizes by providing the institution with a written release (release must be written, signed and dated and must specify the records to be disclosed and the identity of the recipient)
- Any party requesting directory information (unless the student has a Privacy or FERPA hold)
- University officials of Missouri State University who have a legitimate educational interest
- Officials of other schools in which a student seeks or intends to enroll or is enrolled
- Parents if parents claim the student as a dependent for tax purposes. The University will exercise this option only on the condition that evidence of such dependency is furnished to the Office of the Registrar and all requests for disclosures are referred to that office
- Persons in connection with a health or safety emergency
- An alleged victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense in connection with a Disciplinary Proceeding
- Parents regarding alcohol and drug violations of a student under 21 years of age
- As otherwise provided in 20 U.S.C. 1232g(b) and 34 CFR Sec. 99.31

Additional Information

For additional information regarding FERPA, please visit www.missouristate.edu/registrar/ferpa.html. If you have any questions regarding this policy or if you feel that your rights under FERPA are being violated, please contact the Office of the Registrar at 320 Carrington Hall, 901 South National Avenue, Springfield, MO 65897 or call (417) 836-5520. Students have the right to file a complaint with the U.S. Department of Education if they believe that the University has failed to comply with the requirements of FERPA. The complaint should be in writing and sent to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Email Communications Policy

Email is an official means of communication of Missouri State University. Unless law, contract, or other university policy prohibits email or requires another form of communication, Missouri State University may send communications to faculty, staff, and students by email to their Missouri State University email address. It is expected that the email will be received and read by the recipient within a reasonable amount of time, as email communications may be time-sensitive. Students, faculty and staff are expected to maintain their email boxes, which includes deleting old email so that the box remains open and within size limits. The entire email communications policy is available online at www.missouristate.edu/ais/email.htm.

Equal Employment Opportunity

The University is committed to nondiscrimination and equal employment opportunities and to affirmative action programs designed to strengthen this commitment. The University takes affirmative action to provide equal opportunity in all personnel related activities administered by the institution. This commitment includes the intent to maintain an environment free from discrimination, including harassment, as authorized in the University's Nondiscrimination Policy. Inquiries regarding the University's affirmative action program or compliance with Title VI, Title IX, Section 504, the Age Discrimination Act, and the Americans with Disabilities Act may be addressed to Jana Estergard, Equal Opportunity Officer, Park Central Office Building, Suite 111, 901 S. National Ave, Springfield, Missouri 65897, (417) 836-4252.

Liability Protection

Because only officers or employees of the University are generally covered by the legal expense fund, students involved in internships or cooperative employments with other organizations are advised to provide for their own liability insurance through their cooperative employer/internship sponsor, through professional organizations, or personally.

Nondiscrimination Policy

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees.

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

The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Jana Estergard, Equal Opportunity Officer, Park Central Office Building, Suite 111, 901 South National Avenue, Springfield, Missouri 65897, (417) 836-4252.

Student Conduct

When students enroll at the University, they do so voluntarily and implicitly accept certain obligations of performance and behavior established by the University, as defined in the Code of Student Rights and Responsibilities and other official University publications. The development of self-discipline is a goal of education and the disciplinary process is intended to be educational in nature. The judicial system is designed to further the educational process; therefore, it is not comparable to, or a substitute for, jurisprudence under a criminal code. The procedures are designed to balance the rights and responsibilities of the student accused of a University policy violation with the rights of the accuser, other students, members of the academic community, and the public. A student alleged to have violated a University policy will be afforded a fair opportunity for hearing of the student's position, explanations, and evidence.

Any member of the University community may file a complaint against any student for misconduct. Generally, jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University Community and/or the pursuit of its objectives. Charges shall be prepared in writing and directed to the Office of Judicial Programs, Plaster Student Union, room 405, which is the office responsible for the administration of the University judicial system. Any charge should be submitted as soon as is reasonably possible after the event takes place, but in any case, no longer than one calendar year from the date the person knew or should have known the facts.

Acts of dishonesty can be perceived to be related to a student's academic performance or a student's conduct. When the matter is related to a student's academic performance, the policies of the Office of the Provost, listed in the "Academic Integrity" section of this catalog, are in effect. When the matter is related to a student's conduct, the policies of the Code are in effect. The course instructor has original jurisdiction over his/her class and may deny a student who is unduly disruptive the right to attend class. The student is expected to comply with all reasonable directives of the course instructor.

Once the hearing authority has determined that a violation of the Code has taken place, the hearing authority will determine a recommendation for a sanction appropriate to the violation. In determining its recommendation, the hearing authority will hear recommendations from the accused student and the Judicial Advisor, who is a representative from the Office of Judicial Programs. The Judicial Advisor may introduce evidence of past violations by the accused student in order to establish why a recommended sanction is appropriate. Disciplinary sanctions other than dismissal and expulsion shall not be made a part of the student's permanent academic record,

but shall become part of the student's confidential disciplinary record, which will be maintained in a specified area of the Dean of Students Office and shall be subject to the restrictions of the Family Educational Right to Privacy Act (FERPA).

The complete Code of Student Rights and Responsibilities is available at www.missouristate.edu/judicial/Code.html or from the Office of Judicial Programs, Plaster Student Union, room 405, (417) 836-6937. It is also recommended that each student become familiar with the Current Students and Campus Services web pages at www.missouristate.edu to learn about other University policies and procedures.

University Rules for Speakers and Facilities Usage

- A. The use of University facilities for speakers is intended to support the academic mission and is therefore viewed as educational programs. The University retains the exclusive right, through authorized persons and organizations, to determine the appropriateness of speakers scheduled for University facilities. If a speaker is not allowed access to University facilities, that speaker will still have access to the Bear Paw, in accordance with the University's Expressive Activity Policy.
- B. The University retains the exclusive right to determine the appropriateness of all arrangements required for a speaker appearing in a University facility.
- C. Each University facility (e.g., Juanita K. Hammons Hall for the Performing Arts, Hammons Student Center, Cogger Theater, Plaster Student Union, etc.) will have separate regulations and procedures for the use of the facility which must be followed for any scheduled event.
- D. Any speaker appearing in a University facility must be sponsored by a registered student organization, University organization, or University department. The sponsoring organization is responsible for insuring that procedures for event scheduling are followed.
- E. Press conferences on University-owned property must be arranged for in advance through the University Communications Office.
- F. Orderly picketing and demonstrations are permitted in accordance with the Expressive Activity Policy.
- G. Individuals entertaining guests on campus, in any University facility, are responsible for the proper identification and conformance to rules of the University by such guests.
- H. All buildings or facilities other than residence halls shall be off limits to students after closing hours with the following exceptions:
 - 1. Students possessing an "after hours" permit, signed by his/her instructor and department head, stating the building, room number, student name, and the times for which the student is cleared.
 - 2. University student employees who are required to enter the locked buildings in the performance of their duties. The students must be able to validate their employment to Public Safety Officers who encounter them in the closed buildings.
 - 3. Students who are accompanied by Department of Public Safety personnel, University staff members, or faculty members.
- I. Arrangements for the use of University facilities, including both buildings and grounds, must be made in advance through the Conference Services Office. Meeting rooms and facilities may be reserved by only those student organizations who are properly registered by the University.
- J. Registered student organizations conducting University-related activities off-campus must register them no less than one week in advance with the Office of Student Activities.
- K. University-funded student travel must be registered in advance with the University office sponsoring the activity. Participating students are subject to the same parameters of the *Code of Student Rights and Responsibilities* that are in effect at the University.
- L. The indoor pool at Hammons Student Center is operated during the hours and under the rules published annually by the Director of Hammons Student Center. Students are not permitted inside the pool area when the pool is closed.

Academic Regulations

Academic Integrity Policies and Procedures

The community of scholars that is Missouri State University is committed to developing educated persons. Educated persons accept the responsibility to practice personal and academic integrity. Each participant of the University community refrains from and discourages behavior that threatens the freedom and respect each member deserves. The policies and procedures described in the Student Academic Integrity Policy specifically address student academic integrity, but recognize that student academic integrity is only part of the entirety of academic integrity in a community of scholars, and that all members of the community share the responsibility for fostering academic integrity.

The *Faculty Handbook* states that course policy statements must include a statement of the instructor's policies concerning cheating and plagiarism, including consequences. An instructor's policies on academic integrity issues, while they may reflect the instructor's personal views, should also be consistent with the University policy on student academic integrity. **The instructor must allow a student who has been charged with academic dishonesty to continue attending class until all appeals are resolved. If an academic integrity matter is pending at the end of a semester, the instructor will issue an Incomplete (I) grade to the student until the appeal process is completed.**

The complete Student Academic Integrity Policies and Procedures document, including information on the Academic Integrity Proceeding, is available on the Office of the Provost's web site.

Definitions

Academic Integrity Council (AIC): The 23-member Academic Integrity Council (AIC) consists of ten voting student members and ten voting faculty members, plus the Provost or designee, who is the non-voting Chair of the Council. In addition, the Dean of Students (or designee) and the SGA Legislative Director for Academic Affairs serve as ex officio members (without voting privileges). The Council is