



YOUR GUIDE TO THE OFFICE OF STUDENT CONDUCT

CONTACT US:

Office of Student Conduct
Plaster Student Union, Room 405
901 S. National Ave. Springfield,
MO 65897 **417-836-5527**

✉ StudentConduct@MissouriState.edu
🌐 MissouriState.edu/StudentConduct
f @MSU_Conduct
🐦 @MSUConduct

MAKE YOUR MISSOURI STATEMENT

Missouri State University is an equal opportunity/affirmative action/minority/female/veterans/disability/sexual orientation/gender identity employer and institution. We encourage applications from all interested minorities, females, veterans, individuals with disabilities, and sexual orientation/gender identity.

**Missouri
State**

OFFICE of
STUDENT CONDUCT

OUR MISSION

The mission of the Office of Student Conduct is to educate and empower students concerning their rights, privileges, and responsibilities. Our approach utilizes The Code of Student Rights and Responsibilities, and University policies as educational tools designed to promote inquiry, engagement, and personal development. We are committed to repairing harm, facilitating constructive dialogue, and promoting accountability and personal growth. We strive to uphold the values of fairness, inclusivity, and educational development. This is achieved through an equitable and participatory process where enforcing University policies, mediation, and conflict resolution promotes community engagement, and reflective learning.

STUDENTS' RIGHTS

- The student will be notified of the alleged violation(s), including the date, time, location and summary of the allegation.
- The student will be notified of the date, time and location of their conduct meeting.
- The meeting will be fair and impartial.
- The student has the right to bring an advisor or support person who can only advise the student. The student may appeal the conduct decision.

CODE OF STUDENT RIGHTS AND RESPONSIBILITIES

The Code of Student Rights and Responsibilities is an educational tool designed to assist students in their endeavors to educate themselves and become active, involved and responsible citizens. Essentially, it is the expectation the university has for student behavior.

Learn more at: https://www.MissouriState.edu/Policy/G5_01_StudentRightsAndResponsibilities.htm

HOW TO REPORT AN INCIDENT

For individuals who have witnessed an incident or would like to report a student/person of concern, please follow the directions below on where the form can be accessed. Our office does not take these concerns lightly and will follow up appropriately to address any/all concerns. Please make sure to provide as much information as possible so such concerns can be addressed swiftly.

The Incident Reporting Form can be found here: <https://cm.maxient.com/reporting.php?MissouriStateUniv>

EXAMPLES OF MISCONDUCT

• Alcohol violations • Drug violations • Residence Life Violations • Theft • Failure to Comply • Harassment • Assault

FERPA

FERPA is the Family Educational Rights and Privacy Act and is a federal law that was enacted in 1974. FERPA protects the privacy of student education records, including disciplinary records. All educational institutions that receive federal funding must comply with FERPA. In primary and secondary educational institutions (i.e. K-12), all FERPA rights belong to the parent. However, when the student reaches the age of 18 or begins to attend a post-secondary institutions, regardless of age, all FERPA rights transfer to the student. Missouri State University adheres to a policy of compliance with FERPA. 20 U.S.C. 1232g.

Eligible students have four primary rights under FERPA including the right to:

- 1) Inspect their educational records.
- 2) Consent to the 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.
- 4) File a complaint with the U.S. Department of Education if they feel their rights are being violated.

GOOD CITIZEN POLICY

The health and welfare of our students is the highest importance to Missouri State University. In the event that a student is in need of assistance from medical or professional personnel, certain safeguards are granted for students that seek help. While policy violations cannot be overlooked, the Office of Student Conduct will consider the positive impact of reporting an incident on the welfare of students when determining the appropriate response for policy violations by the reporter of the incident.

Students also have the ability to anonymously report matters to our office. Incidents can be reported anonymously by contacting the Office of Student Contact, or using the incident reporting form found on our webpage. There you will also find more information on the Good Citizen Policy.

Cultivating Community

The Office of Student Conduct empowers students to make choices and engage in ways that nourish our campus community. Our goal is to ensure students have a clear understanding of their rights and responsibilities, the three public affairs pillars, and will actively apply that knowledge to strengthen these themes within their community. We encourage all students to reflect on and act in accordance with their personal values and goals. By striving for personal growth students help cultivate a positive community at MSU.

