



# YOUR GUIDE TO STUDENT ORGANIZATION CONDUCT

## CONTACT US:

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

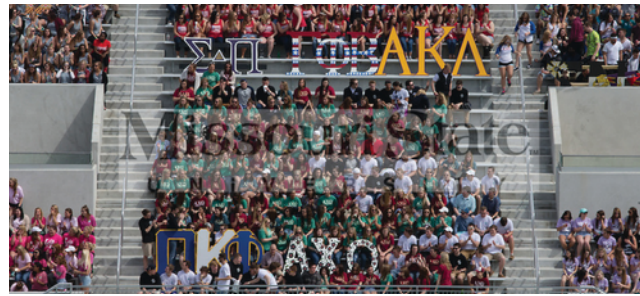
✉ [studentconduct@MissouriState.edu](mailto:studentconduct@MissouriState.edu)  
🌐 [missouristate.edu/studentconduct](http://missouristate.edu/studentconduct)  
f @MSUConduct @MSUConduct  
📱

## 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 student organizations concerning their rights, privileges, and corresponding duties and responsibilities. We recognize that every facet of student life is an opportunity for learning and inquiry. The Code of Student Rights and Responsibilities, along with other University policies, are educational tools designed to assist student organizations in their development.

## 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>

## THE CODE

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

### LEARN MORE AT:

<https://www.missouristate.edu/StudentConduct/code-of-student-rights-and-responsibilities.htm>

## YOUR RIGHTS

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

## WHAT IS THE CONDUCT PROCESS?

- An incident report is received by the Office of Student Conduct regarding the alleged violation/s.
- The Office of Student Conduct staff will send a notice of investigation to the organization's president and will copy the Office of Student Engagement staff or designee.
- The Office of Student Conduct staff will begin their initial investigation by interviewing any known parties.
- The Office of Student Conduct staff and the faculty/staff advisor will consult with each other once the investigation has concluded.
- The Office of Student Conduct staff will determine whether or not charges will be brought forth.
- If appropriate, the Office of Student Conduct staff will work with the president of the student organization to schedule a conduct meeting.
- A charge letter is sent that lists the alleged policy violation, a list of witnesses, and the date time, and location for the student organization president to meet with the conduct officer.
- The organization's president will have the opportunity to respond to the alleged violation/s.
- The organization's president can accept responsibility for the alleged violation and proposed consequences, as outlined by the Office of Student Conduct staff. The organization's president may also bring proposed consequences on behalf of their organization.

