July 15, 2013

Dear Parent/Guardian:

As the faculty and staff of Southeast Missouri State University prepare to welcome a new freshmen class this fall, I want you to know that we are committed to maintaining a safe and secure campus where your son or daughter can succeed. Campus lighting, call boxes, emergency procedures, and a professional Department of Public Safety all contribute to campus safety; and this has been recognized by StateUniversity.com, which has designated Southeast as the safest university in Missouri. Also important is the support we provide to ensure that students behave as responsible members of the University community.

To that end, we publish a Code of Student Conduct which outlines the University’s expectations for student behavior and provides a peer system of judicial review in cases where those expectations may have been violated. Under certain circumstances, we do notify parents or legal guardians by mail when such violations occur. Parents or guardians may also be notified by telephone if the health of the student is compromised. Please see the enclosed Parental Notification Policy and Family Education Rights and Privacy Act information.

The University also offers a comprehensive, extracurricular wellness program for students. In addition to numerous educational and recreational opportunities, this program includes an online suite of health and wellness instructional modules called MyStudentBody.com. Alcohol and illegal drugs are not permitted on campus, but sometimes, students decide to test these rules.

Before classes begin we are asking all entering freshmen to complete the “Essentials Course”, which includes instructional modules on alcohol, drugs, and sexual violence. The “Essentials Course” is a requirement in UI100, the First Year Seminar. If you would like to know more about this online program, feel free to go to www.mystudentbody.com. Please refer to the MyStudentBody enclosure for details and share this information with your student.

We are excited to welcome your son or daughter and all of our new students into the Southeast family this fall. We understand that students will encounter issues from time to time and they may not know how to ask for help. If your student contacts you with a concern related to their health or safety or other personal matters, please have them contact my office at (573) 651-2264 and we will do our best to connect them with the resources they need.

Sincerely Yours,

Deborah Below, PhD

Vice President for Enrollment Management and Student Success/Dean of Students
FERPA Statement

The Family Educational Rights and Privacy Act (FERPA), allows the university to inform parents/guardians of students under the age of 21, when those students have been found in violation of university’s alcohol and other drug rules. Should your student be in this situation, you will receive a letter from the Dean of Students Office indicating that your student has committed a violation and has been issued a disciplinary sanction. As part of the disciplinary sanction, your student may be enrolled in an alcohol or other drug education program presented by staff in the Substance Abuse Prevention and Education (SAPE) program. Serious violations of alcohol rules may result in assessment and basic intervention by the SAPE coordinator and/or referral for counseling and treatment by an agency or professional outside the University. Repeated violation of this policy can result in suspension. Please log on to Ed.gov for additional information related to FERPA.

Parental Notification Policy

The following protocol delineates circumstances when the Dean of Students or his/her designee will notify a parent or legal guardian about underage alcohol or other drug violation by a Southeast student:

1) The parent or guardian will be notified if an underage student has been found to have a second or subsequent violation of Section 6 of the Code of Student Conduct (Unauthorized possession and/or consumption of alcoholic beverages on University premises or at University functions) or when a first violation results in a sanction of disciplinary probation.

2) Parent or guardian will be notified if an underage student has been found to have a violation of Section 7 of the Code of Student Conduct (Disruptive behavior attributable to the use of alcohol or other controlled substance including, but not limited to, physical violence, aggression, refusal to cooperate with any University staff member performing his or her duties, destruction of property, or violation of any other section of the Code of Student Conduct).

3) Parent or guardian will be notified if an underage student has been found to have a violation of Section 8 of the Code of Student Conduct (Manufacture, sale, delivery, possession, or use, in any amount, of any controlled substance, drug, chemical, product, or material for the purpose of use as an intoxicant, except as permitted by law; or possession of drug paraphernalia).

4) The Dean of Students or designee reserves the right to contact a parent or guardian if it is indicated that the student poses a danger to him/herself or to the University community.

Statement of Student Rights and Code of Student Conduct

To access the Southeast Missouri State University Statement of Student Rights and Code of Student Conduct, please visit: www6.semo.edu/stuconduct.
Dear Parents and Families,

Southeast Missouri State University has partnered with MyStudentBody, a comprehensive program that delivers reliable college health information to students in the college environment. MyStudentBody tackles the most relevant health issues on college campuses today, including alcohol, drugs, sexual health, nutrition, stress, and tobacco. The program aims to increase students’ knowledge and decrease harmful behaviors. MyStudentBody features online courses about alcohol and drugs that are used in schools nationwide as a requirement for first year students. The program was developed with $6 million in grants from the National Institutes of Health.

What does this mean for your student? Southeast requires ALL first year students to complete the MyStudentBody “Essentials Course” about alcohol, drugs, and sexual violence. We are asking your student to complete the course prior to moving in to the residence halls or to coming to campus as a commuter student. An email was sent to your student’s Southeast email account with the following instructions.

Log-in instructions for students:

1. Go to [www.mystudentbody.com](http://www.mystudentbody.com) and click “REGISTER HERE” to create your account.

2. Please complete these fields on the Registration page:
   a. Email address (Use your school e-mail address)  
      Example:  jsmith2s@semo.edu
   b. Create a password  
      ********
   c. Retype your password  
      ********
   d. School code  
      redhawks
   e. Choose and answer two security questions.
   f. Provide the last four digits of your Social Security Number and your date of birth.
   g. Click on the button that says “I accept. Continue.” to agree with the Terms and Conditions.
   h. Answer the demographic questions.

3. You will be taken to the MyStudentBody “My Stuff” page.

4. To complete the Essentials Course, select Take Now under the Essentials Course header.

5. Once you complete the course, you will be asked to complete a survey, and then you can claim your certificate of completion. You will then be taken to the My Stuff page. Students can go back and print an additional certificate for their UI 100 professor when necessary.

6. If you are not currently taking a course, you can use the My Stuff page to access material on the Student Center and Advice pages, or check out the MyStudentBody Stress, Nutrition, Sexual Health, or Tobacco sites.

What does this mean for parents? Students rely on their parents for support and guidance throughout their college career. MyStudentBody-Parent gives you information about how you can help your student face challenges related to alcohol and drugs head on. We encourage you to visit MyStudentBody-Parent for practical suggestions and strategies to ease the transition to school. Video conversations, interactive tools, and institution specific information will help you feel more confident while talking with your student. You can access the program by going to [www.mystudentbody.com](http://www.mystudentbody.com) and creating an account using [redhawksparents] as the school code.

Please feel free to share any questions, comments, or concerns that you may have with regard to this educational initiative by sending an email to deanofstudents@semo.edu.

Best Wishes!
The Division of Enrollment Management & Student Success