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Responsible Redhawks Guide 2015-2017
ACADEMIC CALENDAR
2015-2016

Fall Semester
August 25–December 19

August
7 Graduation Applications Due in Registrar’s Office
17 Textbook Services Begins Distributing Books
24 Classes Begin
26 Last Day to Add First 8-Wk Class
28 Last Day to Add a Full Semester Class

September
4 Last Day to Audit/Take as Pass/Fail a First 8-Wk Class
7 Labor Day–University Closed
19 Last Day to Withdraw With Partial Refund (Full Semester Courses)
25 Last Day to Drop a First 8-Wk Class
25 Last Day to Audit/Take as Pass/Fail a Full Semester Class

October
9 Last Day to Return Graduation Papers
10 Midterm Grade Reporting Begins
12 Textbook Rental Sale Begins
15 Second Half of Semester Begins
16 Textbook Rental Sale Ends
17 Homecoming
19 Midterm Grade Reporting Ends
19 Last Day to Add Second 8-Wk Class
20 Mid-Term Grades Posted to Web
30 Last Day to Audit/Take as Pass/Fail a Second 8-Wk Class

November
2 Wintersession Registration Begins
20 Last Day to Drop a Second 8-Wk Class

December
14 Final Exams Begin
14 Textbook Rental Begins Distributing Books for Wintersession
Final Exams End
18 Last Day to Apply for Spring Graduation
19 Honors Ceremony 10:30 a.m.
21 Commencement 2 p.m.
22 Last Day to Return Textbooks By 4 p.m.
Final Grades Posted to Web

Wintersession
December 21–January 15
21 Wintersession Begins
22 Last Day to Add Wintersession Class

January
4 Last Day to Audit/Take Wintersession Pass/Fail Class
5 Last Day to Drop a Wintersession Class
11 Textbook Rental Begins Distributing Books for Spring Semester
15 Wintersession Final Exams
18 Last Day to Return Wintersession Textbooks (Textbook Services Open 10 a.m. to 5 p.m.)
18 M. L. King Birthday–No Classes

Spring Semester
January 19–May 13
19 Regular Session/ First 8-Wk Classes Begin
21 Last Day to Add First 8-Wk Class
22 Last Day to Add a Full Semester Class
29 Last Day to Audit/Take as Pass/Fail a First 8-Wk Class

February
19 Last Day to Audit/Take as Pass/Fail a Full Semester Class
19 Last Day to Drop a First 8-Wk Class

March
4 Graduating Seniors Must Submit Final Paperwork
4 Midterm Grade Reporting Begins
7 Textbook Rental Discontinued Book Sale Begins
10 Second Half of Semester Begins
11 Textbook Rental Book Sale Ends
14 Midterm Grade Reporting Ends
14 Spring Recess Begins at Close of Classes
15 Mid-Term Grades Posted
18 Classes Resume 8 a.m.
21 Last Day to Add Second 8-Wk Class
25 Designated Holiday

April
4 Last Day to Audit/Take as Pass/Fail a Second 8-Wk Class
21 Last Day to Drop a Second 8-Wk Class
21 Last Day to Drop a Full Semester Class/Withdraw From the University

May
9 Final Exams Begin
13 Final Exams End
14 Honors Ceremony 10:30 a.m.
14 Commencement 2 p.m.
16 Last Day to Return Textbooks by 4 p.m.
17 Final Grades Posted

Responsible Redhawks Guide 2015-2017
MISSION STATEMENT

Southeast Missouri State University provides student-centered education and experiential learning with a foundation of liberal arts and sciences, embracing a tradition of access, exceptional teaching, and commitment to student success that significantly contributes to the development of the region and beyond.

STRATEGIC VISION

Southeast Missouri State University strives to be one of the nation’s most academically competitive regional comprehensive universities, recognized for excellence in education, research, engagement, and creativity.

STRATEGIC VALUES

Values
Student Success – Southeast Missouri State University values student-centered education and experiential learning through engaged and adaptive modes in and beyond the classroom in a safe, friendly, supportive environment that offers academic and career achievement for our students.

Excellence – Southeast Missouri State University values sustained commitment to quality teaching, service, research, and creative activities integrated into impactful academic and cocurricular programs that offer students a transformative educational experience.

Access and Diversity – Southeast Missouri State University values access to high quality, affordable education with a broadly representative student body, faculty, and staff that respects and celebrates a diverse learning community in a global society.

Community – Southeast Missouri State University values an engaged campus learning community committed through shared purposes and service; sustained by respect, accountability, and adaptability; and strengthened through collaborative partnerships that extend the expertise and accomplishments of faculty, staff, students, and alumni beyond the campus.

UNIVERSITY’S RESPONSIBILITIES AND DISCLOSURES TO STUDENTS

Southeast Missouri State University is committed to the advancement of the knowledge and values common to all educated persons. Excellence in instruction, research, public service, and student life is encouraged. The University strives to offer learning experiences and opportunities designed to help students think effectively, develop the capacity to communicate, discriminate among values, and make relevant judgments.

The responsibility for providing and maintaining an environment conducive to the educational development of the students at Southeast Missouri State University is shared by all members of the University community. The University, through its established governance process, creates policies and procedures that help maintain this environment. These policies and procedures are established under the authority granted by law to the Board of Regents to establish policies and procedures for the government and management of the University.

Every student at Southeast is obligated at all times to assume responsibility for his/her actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property. In their academic activities, students are expected to maintain high standards of honesty and integrity and abide by the University’s Policy on Academic Honesty. Alleged violations of the Code of Student Conduct are adjudicated in accordance with the established procedures of the judicial system.

By formulating a general code of conduct, the University does not absolve students from accepting responsibility for their behavior. Rather, it reiterates the principle of student freedom that is coupled with an acceptance of full responsibility for individual actions and the consequences of such actions.

Statement of Students’ Rights
Students retain those rights common to all U. S. citizens under our federal and state constitutions, and through pertinent laws. These rights include, but are not limited to, the following: privacy, equal opportunity, non-discrimination, and freedoms of speech, assembly, and association. Examples of the application of these rights in the University setting include the students’ right to organize and join associations to promote their common interests; the right to engage in discussions to exchange thoughts and opinions; and the right to speak, write, or publish on any subject in accordance with established law. In addition to their citizenship rights, students gain certain rights through membership in the University community.

Examples of these include:
1. The right to accurate and plainly stated information, including that relating to the maintenance of acceptable academic standing, graduation requirements, and behavior expectations;
2. The right to fair and impartial treatment;
3. The right to participate in the formulation of policy directly affecting students through membership in appropriate committees as determined by the President and his/her representative;
4. The right to protection afforded under specific policies authorizing inspections, searches, and seizures on University property such as in residence halls; and
5. The right to use University facilities in accordance with the guidelines established for the use of those facilities.

To protect the rights of everyone, and to preserve common order, the University must reserve the right to determine the time, place, and manner in which individuals may exercise their rights. For example, in order to function on campus, all student organizations must be registered with the appropriate authority and are subject to University policies, regulations, and procedures that pertain to such organizations. The University has established areas where speech and posting are not restricted.

Consumer Information
The University is required to provide current and prospective students with information on the institution, financial assistance, scholarship fraud, graduation rates, athletic participation, campus security, student rights and responsibilities, and the Family Educational Rights and Privacy. Some of this information is included in this guide. The remaining information is available online at semo.edu/consumer.

In accordance with federal regulations set forth by The Higher Education Act of 1965, as amended, the consumer information website contains a summary of consumer information that must be made available to all students at the University. Each topic listed gives a brief description of the information that must be disclosed and explains how it can be obtained. If you need assistance obtaining information, contact the Assistant to the President, Southeast Missouri State University, Cape Girardeau, MO 63701.
NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, employees' sources of referral of applicants for admission and employment, and all union or professional organizations holding collective bargaining or professional agreements with Southeast Missouri State University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission or access to, or treatment of employment in, its programs and activities. Any person having inquiries concerning the University’s compliance with the regulations implementing ADA, Title VI, Title IX, or Section 504 is directed to contact the Coordinator for Institutional Equity and Diversity, One University Plaza, (573) 651-2524. The Coordinator for Institutional Equity and Diversity has been designated by the University to coordinate the institution’s efforts to comply with the regulations implementing ADA, Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education regarding the institution’s compliance with the regulations implementing Title VI, Title IX, or Section 504 and the Office on Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice; Equal Employment Opportunity Commission; or state human rights agency regarding issues related to the ADA.

The Americans with Disabilities Act (ADA)
The Americans with Disabilities Act (ADA) is designed to grant full citizenship to Americans with disabilities and to entitle them to equal opportunity and access to mainstream America. The ADA addresses access to employment, public accommodations, commercial facilities, state and local government services, transportation and telecommunications. A disability is a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment. Major life activities are those basic activities that the average person in the general population can perform with little or no difficulty. All entities supported fully or partially by state funds, including educational institutions, must comply by assuring that their services, programs, policies, etc., do not discriminate against or exclude from full participation individuals with disabilities. The University must reasonably accommodate known disabilities of qualified applicants, employees and students. Reasonable accommodation is a modification or an adjustment to a job, work environment, learning environment or learning activity that will enable a qualified individual with a disability to perform essential job or learning functions. The purpose of providing accommodations in learning environments and activities is to enable the individual to develop and demonstrate mastery of the subject to a degree that reflects his/her abilities and efforts and not the disability. Although alternative methods of delivery and evaluation may be required, academic standards should not be compromised.

In postsecondary education, requests for accommodation and support services must originate with the student. Students who enter the University with a documented disability may self-identify to Disability Services. Students who think they may have a disability may contact Disability Services for information on obtaining diagnostic services and proper documentation. Information about a student’s disability is confidential. Disability Services will, upon the student’s request, notify appropriate faculty of the student’s disability and suggest reasonable accommodations. Methods to implement these accommodations should be jointly decided by the faculty member and student involved in the learning activity. In cases where agreement cannot be reached, Disability Services will act as a consultant. Disability Services will provide faculty and students with information on the availability and use of auxiliary aids, such as special computers, calculators, Braille, and communication devices, and the procedures for obtaining special materials, such as Braille or “Talking” books. Disability Services will also assist students in finding individuals to serve as readers, scribes, note takers, sign language interpreters, etc.

Southeast Missouri State University’s Accessibility Plan
Although certain facilities are not fully physically accessible to people with disabilities, the University will take such means as are necessary to ensure that no qualified person with a disability is denied the benefits of, excluded from participation in, or otherwise subject to discrimination because the University’s facilities are physically inaccessible to or unusable by persons with disabilities. The accessibility standards required by federal law for “existing facilities” are that the recipient’s programs or activities when viewed in their entirety must be readily accessible to persons with disabilities and that a qualified individual with a disability shall not be excluded from participation in or be denied the benefits of services, programs, or activities because a facility is not accessible.

The University may meet these standards through such means as reassignment of classes or other services to accessible locations, redesign of equipment, assignment of aides, alterations of existing facilities, and construction of new accessible facilities. The University is not required to take structural changes in existing facilities where other methods are sufficient to comply with the accessibility standards described above.

Because scheduling classes and arranging housing in accessible facilities may require reasonable advance planning, students with disabilities accepted for admission who desire support services and/or accommodations should identify themselves within five (5) days of the start of the semester of enrollment and indicate the nature of the accommodation needed. Students should contact Counseling & Disability Services.

FREEDOM OF EXPRESSION GUIDELINES

Expressing Yourself as a Student at Southeast
Southeast Missouri State University is committed to creating a learning environment that facilitates an open exchange of ideas and respects the rights of students, faculty and staff. While the University encourages First Amendment rights of free speech and other forms of expression, it is also required in certain situations to restrict time, place, and manner of expression to protect the rights of all members of the University community and to serve its educational mission.

Five free speech areas are designated on the University campus to provide unregulated free expression for students and other demonstrators (For these purposes, “demonstrators” means any person who is participating in legally protected expression). These areas are on the terraces outside Academic Hall, the fountain area and green space in front of Kent Library, outside Scully (to the south), in the Johnson/Rhodes/Magill quadrangle, and the hillside on the southeast corner of the Seminary building at River Campus.

Demonstrators may not impede the flow of pedestrian or automobile traffic, nor use amplification devices that disturb the peace. Non-student demonstrators shall limit their activities to these public places, unless they are sponsored and accompanied by a registered student organization or University department. For public safety reasons, the University requests that demonstrators
notify the Department of Public Safety and/or the Dean of Students of their intentions.

Legally prohibited forms of expression (e.g., obscenity, fighting words, harassment, littering, vandalism, verbal assault, and disturbance of the peace) are not permitted in these or other areas on campus. Offenders will be charged accordingly within the University’s Judicial system and/or the local, state, and federal criminal justice system.

Students are encouraged to exercise their rights of Freedom of Expression as part of their educational experience at Southeast. In places outside of free speech areas, however, students must use greater discretion to ensure that they do not create a hostile learning/working environment or otherwise impede the mission of the University. The Campus Life & Event Services staff will (without regard to issue, purpose, or content) advise and assist students in planning safe, respectful, and effective demonstrations that do not interfere with the rights of others in the University Community. For more information, call 573-651-2280.

Students wishing to demonstrate off the University campus are encouraged to contact the City of Cape Girardeau to obtain information about any necessary permits needed for organized protests or marches. All protests and marches must be confined to city sidewalks and may not take place on city streets.

Additional Resources:
University Center Facilities Policy
semo.edu/pdf/old/CLES_UCFacilityPolicies

University Public Expression and Posting Procedures
semo.edu/pdf/clp-posting-brochure

Office of Student Conduct (Report a student related incident)
(Statement of Student Rights and Code of Student Conduct)
semo.edu/stuconduct or 573-651-2264

Dean of Students (Non-emergency complaint procedures)
Appeal & Complaint Procedures or 573-986-6888

Department of Public Safety (University Police)
semo.edu/dps or 573-651-2215 (Emergency or Non-emergency number)

Cape Girardeau, MO. Offenses Against Public Order and Safety
(Chapter 17: 146, 147, 148, and 149)
library.municode.com/index.aspx?clntId=10505&statelId=25
&stateName=Missouri
Also see Licenses and Business Regulations (Chapter 15): Special Event Permit Information

COURSE REGISTRATION

Enrollment
Students enrolled in 12 hours of credit per semester are designated as full time students. Students enrolled in 11 hours or less per semester are designated as part time students. Only officially enrolled students may attend classes. Specific instructions for enrollment can be accessed on the Registrar’s website.

Maximum Enrollment
Normally, the maximum number of hours that a student may schedule in the fall or spring semester is 18. However, students with at least a 3.0 grade point average in the preceding semester, or at least a 3.0 cumulative GPA, may request permission from their advisor to carry a maximum of 21 hours. Such requests are considered on an individual basis. The maximum number of hours that a student may schedule during a summer semester is determined by the length of the session.

Late Registration
Students are expected to enroll prior to the start of classes. They may enroll during the first week of the fall or spring semester. Late enrollment dates for the summer semester can be accessed on the Registrar’s website. A fee may be charged for late enrollment.

Adding/Dropping a Course
Student may add or drop classes until the deadlines listed on the Semester Calendar which can be accessed on the Registrar’s website.

Withdrawing from a Term
1. Prior to the start of classes: by using the web registration system to drop all classes or by notifying the Office of the Registrar in writing. Such notification must be RECEIVED by the first day of the semester.

2. Students can withdraw from the University until the “Last Day to Drop a Class/Withdraw from the University,” listed on the Registrar’s website, semo.edu/registrar, using the web registration system or by notifying the Office of the Registrar in writing.

**All financial obligations to the University must be fulfilled. Grades of “F” are recorded for students who do not withdraw officially from the University.**

Refunds
Students who cancel enrollment before the semester begins are eligible for a refund of 100% of any incidental fees that they have paid. Students who withdraw from classes after the semester begins are eligible for a refund of incidental fees based on the sliding scale available through Student Financial Services.

Repeating a Course
Students who have received a grade below an ‘A’ in a course may repeat the course, provided they have not completed a course for which the repeated course is a prerequisite. When a course is repeated, the first grade remains on the permanent record, but only the last grade is used in computing the grade point average. Students must have the permission of the Registrar to repeat a course. Students who repeat coursework should consult with Student Financial Services to determine what, if any, financial impact the repeat will have on their financial aid eligibility.

Incomplete Grades
A grade of incomplete (‘I’) may be given when a student is doing passing work, but is unable to complete all of the requirements because of unusual circumstances acceptable to the instructor. In no case may an ‘I’ be agreed to prior to the last day to “drop” the class. An ‘I’ may not be used to permit a student to repeat a course or to improve a grade. Both the student and the instructor must complete the Application for Incomplete Grade form and file it with the departmental office. Normally, this is done prior to submission of final grades. Requirements for completing the course are specified by the instructor on the application. An incomplete must be removed
during the next semester, exclusive of the summer semester, or a grade of ‘F’ will be recorded. Students should not reenroll in courses in which they have received an ‘I’ grade.

**Pass/Fail**

This option may be chosen by students who meet the following criteria: (1) 45 semester hours of credit completed; (2) a cumulative GPA of at least 2.25; (3) all the prerequisites for the course completed. A course taken on the pass/fail option will be counted only as a general elective. Courses needed to fulfill University Studies, major, minor or other degree requirements cannot be taken on a pass/fail basis.

The pass/fail grade refers only to the final grade recorded on the student’s transcript. Performance is evaluated on the same standard as if the student were being graded on the A, B, C, D, F scale.

A grade of ‘P’ does not affect the GPA. However, a grade of ‘F’ is computed into the GPA. A course taken on the pass/fail option may be repeated only on the pass/fail option, and only if it was failed initially. Students are limited to 6 hours of pass/fail credit per academic period, and a total of 18 semester hours. A request for pass/fail credit must be approved by the student’s advisor and the Office of the Registrar, and must be on file in the Office of the Registrar prior to the date stated on the Registrar’s website, schedule of classes section.

**Active Military Duty**

The Office of the Registrar counsels students one-on-one who are mobilized for active military duty. Depending upon the length of your deployment, you may be able to continue your enrollment or you may need to withdraw from classes. Provide the Office of the Registrar with official paperwork of your deployment. For assistance, call (573) 651-2250 or email registrar@semo.edu.

**ACADEMIC POLICIES**

This section represents a partial list of the academic policies of the university. Refer to the undergraduate bulletin for a comprehensive list of academic policies.

**Absence from Class**

Students are expected to attend all classes and to complete all assignments for courses in which they are enrolled. An absence does not relieve the student of the responsibility to complete all assignments. If an absence is associated with a university-sanctioned activity, the instructor will provide an opportunity for assignment make-up. However, it is the instructor’s decision to provide, or not to provide, make-up work related to absences for any other reason. A student not present for class during the entire initial week of a scheduled course may be removed from the course roster unless the student notifies the instructor by the end of the first week of an intention to attend the class. Questions regarding the removal process should be directed to the Registrar. Attendance is required at all class meetings of developmental courses.

**Academic Honesty**

Academic honesty is one of the most important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with membership in an academic community and cannot be accepted. Violations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the University. Academic dishonesty is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one’s scholastic record. Knowingly or actively assisting any person in the commission of an above-mentioned act is also academic dishonesty. Students are responsible for upholding the principles of academic honesty in accordance with the “University Statement of Student Rights” found in the Code of Student Conduct. The University requires that all assignments submitted to faculty members by students be the work of the individual student submitting the work. An exception would be group projects assigned by the instructor. In this situation, the work must be that of the group. Academic dishonesty includes:

Plagiarism: In speaking or writing, plagiarism is the act of passing someone else’s work off as one’s own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one’s own. If there is any doubt, the student should consult his/her instructor or any manual of term paper or report writing. Violations of academic honesty include:

1. Presenting the exact words of a source without quotation marks;
2. Using another student’s computer source code or algorithm or copying a laboratory report; or
3. Presenting information, judgments, ideas, or facts summarized from a source without giving credit.

Cheating: Cheating includes using or relying on the work of someone else in an inappropriate manner. It includes, but is not limited to, those activities where a student:

1. Obtains or attempts to obtain unauthorized knowledge of an examination’s contents prior to the time of that examination;
2. Copies another student’s work or intentionally allows others to copy assignments, examinations, source codes or designs;
3. Works in a group when she/he has been told to work individually;
4. Uses unauthorized reference material during an examination; or
5. Have someone else take an examination or takes the examination for another.

The “Protocol for Adjudicating Alleged Violations of Academic Honesty” and for appealing the results of a formal hearing are outlined in the Undergraduate Bulletin.

**Academic Fresh Start**

The Academic Fresh Start policy is an appeals procedure which allows a student returning to Southeast Missouri State University after a prolonged absence to request academic forgiveness of prior cumulative grade point average. The policy is designed for undergraduate students who have gained maturity outside higher education and have demonstrated acceptable academic performance following their return. The granting of an Academic Fresh Start is subject to specific conditions that are outlined in the undergraduate bulletin.

**Academic Standing**

Any time a student’s cumulative grade point average (GPA) is below 2.0, the student will be placed on academic probation and
enrollment will be limited to 12 hours per semester. The student will remain on academic probation and must earn a semester GPA of 2.0 in each subsequent semester until the cumulative GPA is at least 2.0. A student on probation who earns a semester GPA of less than 2.0 will be subject to suspension. Students who are subject to suspension will have their records reviewed. The following actions may be taken:

1. Conditions will be specified for the student’s continued probation; or
2. The suspension of the student will be confirmed.

A student who has been suspended may appeal in writing to the University Student Affairs Committee. The appeal must be made by the date stated in the student’s notification of suspension. Notification of suspension will be sent to the student’s permanent address. Students are obligated to have a current permanent address on file with the Office of the Registrar. The Committee may take the following actions:

1. Specify conditions for the student’s continued probation; or
2. Confirm the suspension of the student.

Students suspended at the end of a spring semester will not be allowed to enroll until the next spring semester; students suspended at the end of a fall semester will not be allowed to enroll until the next summer semester; students suspended at the end of a summer semester will not be allowed to enroll until the next spring semester. Students who have been academically suspended more than once will be disqualified from attending the University for at least one semester. They may petition the Committee for readmission to the University after a minimum one-semester absence. The Committee may take the following actions:

1. Specify conditions for the readmission of the student; or
2. Deny readmission of the student to the University. In order to enroll, students who have been suspended must inform the Office of the Registrar of their intention to return.

**MAINTAINING FEDERAL FINANCIAL AID ELIGIBILITY**

**Satisfactory Academic Progress (SAP)**
Federal regulations require institutions of higher education to establish Satisfactory Academic Progress standards toward completion of a degree program.

Do not risk losing your financial aid eligibility because you do not know the SAP policy. SAP is evaluated at the end of each semester including summer. Three criteria are used:

- **Grade Point Average - GPA**
  - 1.75 Cumulative GPA for each of the first three semester/terms
  - 2.00 cumulative GPA for all terms thereafter.
  - Transfer students who are admitted with less than a 2.00 cumulative GPA and/or less than 67% completion rate must refer to the online SAP policy.

- **Completion Rate - Pace**
  - 67% of cumulative hours attempted must be earned/completed.

- Hours withdrawn from after the end of the first week of the semester (first week of the 8 week summer session) count as attempted hours

**Maximum Timeframe**
- Must complete program within 150% of credit hours required for degree (120 credit hour degree program must be completed within 180 attempted credit hours).
- Transfer hours accepted count in determining PACE, cumulative GPA and MAXIMUM TIMEFRAME.

If you are not meeting the minimum requirements once grades are posted, you will be given a warning semester. A letter will be sent to you regarding the warning. The notice will inform you that you have until the end of the following semester to meet the minimum standards. If you are not meeting satisfactory academic progress standards by that time, you will be ineligible for any future financial aid. You will be sent a warning notice and a financial aid hold will be placed on your account.

You will not be eligible for any future financial aid until you are again making satisfactory academic progress at Southeast Missouri State University or you submit a successful appeal. To reestablish satisfactory academic progress, you will need to attend Southeast at your own expense and make up deficiencies. If you feel you have mitigating circumstances, you may submit a personal letter of appeal using the Unsatisfactory Academic Progress Appeal Form found on the Student Financial Services website (semo.edu/appeal), stating the reason(s) why you have not met the minimum requirements and any supporting documentation. All appeals will be reviewed by a committee.

The full policy can be found online or a paper copy is available upon request. semo.edu/sfs/financialaid/progress

For more information contact Student Financial Services at sfs@semo.edu, (573) 651-2253 or visit Academic Hall Rm. 019.

**PAYMENT OF FEES**

Students are required to pay their account balances by published deadlines using one of the following payment options:
- Payment in full
- Installment Payment Plan
- Confirmed financial aid greater than account balance

Students must pay all outstanding balances before being eligible to:
- Add/Drop Classes
- Receive transcripts
- Participate in other University services

All students are obligated to pay promptly all charges owed on their account, including all attorney fees, collection agency referral fees, and other reasonable collection costs to collect unpaid balances. A statement of account is mailed monthly to each actively enrolled student who has a balance due the University. Please note, due to
timing factors with enrollment, it may not be possible to send a bill-
ing statement prior to the due date. It is your responsibility to check
your account and make timely payments whether or not you receive
a billing statement via mail. Southeast Missouri State University
offers an Installment Payment Plan (IPP) for our students who wish
to pay their semester charges on a monthly basis or do not pay the
semester’s charges in full by the payment due date. For further
information regarding payment of accounts, please visit the Student
Financial Services website at semo.edu/sfs.

Student Financial Responsibilities
You are expected to attend all classes in which you are enrolled. If
you do not attend or stop attending classes and fail to personally
drop your class(es) by the deadline to drop with a partial refund,
you will still be responsible for all fees charged to your student
account at the University. You are responsible to pay all charges on
your account by the payment due dates, even if you do not receive a
billing statement or your account is being covered by another party.
If you do not pay your account immediately at the time of registra-
tion, you understand you are entering into a student loan agreement
with the University and that this agreement means that the charges
on your record for the cost of attendance are non-dischargeable
Furthermore, this agreement shall be governed and construed in
accordance with the laws of the State of Missouri. Additionally, you
are responsible for keeping the University informed of any address
or telephone changes and must keep your information current at all
times. If your account becomes delinquent, you may be subject to
class cancellation and may not receive credit for your enrollment
activity although your charges are still due to the University. If your
account is referred for collection, you agree to pay all collection
costs (not to exceed 40% of your total account balance) plus any
reasonable attorney fees, including anything incurred at trial and/or
on appeal. For further information regarding payment of accounts,
please visit the Student Financial Services website at semo.edu/sfs.

If you are unable to attend, please remember to drop your class
schedule (including any wait listed courses) by the published dead-
lines to drop classes and/or withdrawal (semo.edu/registrar/).

If you completed a Housing Contract to live on campus, you are
responsible for all housing and meal charges associated with on
campus living. It is your responsibility to contact the Office of Res-
idence Life if you withdraw from the University or wish to make a
change to your housing arrangements. Moving out of the residence
halls, without written approval from the Office of Residence Life,
does not void your housing charges and you will continue to be
responsible for any housing and meal charges until approved by the
Office of Residence Life. Refunds for housing and meal are only
permitted for approved reasons as detailed on the University Office
of Residence Life website at semo.edu/residencylife/policies. All
changes to a student’s housing or meal contracts must be done in
writing.

STUDENT EMPLOYMENT

Student employment is supervised by Student Financial Services.

Working on campus will connect you with a large network of
faculty, staff and students interested in your academic success. Nu-
merous national studies have indicated that working on campus has
been linked to higher grades and improved chances of graduating
from college.

Your University employer will put your student needs before their
work needs. You are a student first and will never be asked to
choose between your job and your class attendance. It is against
federal regulations for a Federal Work Study student to work when
they are scheduled to be in class. To be eligible to participate in
the student employment programs at Southeast Missouri State
University, students must be enrolled in a degree-seeking program
and must be enrolled in a minimum number of hours. Special, high
school, provisionally admitted students, and students enrolled in the
Intensive English Program are not eligible to work on campus.

- Citizens - 6 hours
- International Undergraduate - 12 hours
- International Graduate - 9 hours
- International Graduate Assistant - 6 hours

Additional requirements concerning student employment can be
found in the Student Employment/Referral Handbook. All students
interested in student employment must complete the New Hire
Packet.

There are two types of student employment at Southeast: Federal
Work Study and Regular Institutional Work. Federal Work Study
(FWS) is a federally funded program established to provide jobs
for students who have financial need as demonstrated by their
completion of a Free Application for Federal Student Aid (FAFSA).
Students may be limited in earnings for this program. Students on
Federal Work Study have two advantages over our Regular Institu-
tional Work students.

When completing the FAFSA for the next academic school year,
you can exclude your FWS earnings thus reducing your expected
student contribution. Since supervisors do not pay the full salary
from their budgets for Federal Work Study students, they usually
prefer to hire a student who is eligible for Federal Work Study.
For students interested in student employment, please visit Career
Services for a list of job openings.

Disclosing a civil conviction or disciplinary action on the Student
Employment Work Referral will not automatically prevent employ-
ment. Students may be hired, commence employment and receive
payment for work during the review of this information. The Office
of Student Conduct will determine if the disclosed information may
affect eligibility to work on campus, location of employment or
attendance at the University. The office will notify all appropriate
parties regarding the outcome of this review. For questions regard-
ing this review, call (573) 651-2264.
SOUTHEAST MISSOURI STATE UNIVERSITY STATEMENT OF STUDENT RIGHTS AND CODE OF STUDENT CONDUCT

Preamble
The Preamble of the Student Code of Conduct can be found in the section titled “University’s Responsibility to Students” located in Section 3.

Mission Statement
The mission of the Office of Student Conduct is to promote concepts of fairness and due process in judicial settings throughout the University community, while striking a balance between community standards and individual behavior through the educational development of students.

Definitions
Academic dishonesty - is defined to include those acts which would deceive, cheat, or defraud so as to promote or enhance one’s scholastic record. Knowingly or actively assisting any person in the commission of the above-mentioned act is also academic dishonesty. For additional information, consult the Undergraduate or Graduate Bulletin.

Cheating - includes using or relying on the work of someone else in an inappropriate manner. Please see the definition for plagiarism below.

Distribution - means any form of exchange, gift, transfer or sale.

Judicial body - means any person or persons authorized by the Dean of Students to determine whether a student has violated the Code of Student Conduct, to recommend imposition of sanctions, and to hear appeals.

May - is used in the permissive sense.

Member of the University Community - includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Dean of Students.

More likely than not - is the standard by which an accused student is judged “in violation” or “not in violation” of a section of the Code of Student Conduct; the term describes a totality of evidence that persuades the hearing officer or panel to lean to one side as opposed to the other. Please note that this is a different standard from “beyond a reasonable doubt”, which is used in criminal cases.

Plagiarism - is the act of passing someone else’s work off as one’s own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one’s own.

Policy - is defined as the written regulations of the University as found in, but not limited to, the Day Planner published by Student Government, the Office of Residence Life Handbook, Graduate/Undergraduate Bulletins and other documents pertaining to student life.

Sexual Misconduct - is defined as any unwanted sexual exploitation, which may include but is not limited to, nonconsensual sexual intercourse and nonconsensual sexual contact. Refer to the Office of Student Conduct’s Sexual Assault Guidelines for more information.

Shall - is used in the imperative sense.

Student - includes all persons taking courses at the University, both full-time and part time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students.”

Student Organization - includes groups of students recognized as a student organization by Student Government; registered with Campus Life and Event Services as a student organization; or acting in a manner similar to such student organizations even if not formally recognized.

University - refers to Southeast Missouri State University.

University Official - includes any persons employed by the University, performing assigned administrative or professional responsibilities.

University Premises - includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the University (including adjacent streets and sidewalks).

Statement of Student Rights
A Statement of Student Rights can be found in the sections titled “University’s Responsibility to Students.”

Judicial Philosophy
In all conduct proceedings it is recognized that Southeast Missouri State University is an educational institution and not a court of law. Therefore, the concept of fair play will take precedence in all settings and the judicial philosophy shall be one of an educational approach. It is hoped that most judicial incidents can be settled early in the process. If a student is found to be violating the behavioral expectations of the University, we work with the student to (a) assist the student in confronting value questions surrounding the behavior, (b) assist the student in understanding the causes for the behavior, and (c) help the student understand the importance of considering the consequences of the behavior, in advance, so that the student will make more sound decisions in the future.

In all conduct proceedings regarding a student’s behavior, the student must be treated fairly. To assure this, the student has the following rights:

• To be notified of the charges;
• To know the identity of those who filed a complaint;
• To be heard (and/or to speak on his/her own behalf);
• To be notified of sanctions (if any) in writing; and
• To be notified of the appeals process.

Code of Student Conduct
All students and student organizations are expected to maintain a high standard of conduct both on and off-campus. Student behavior which adversely affects the University community and the pursuit of its objectives is subject to the student conduct process whether the behavior occurs on University premises or in the surrounding
communities. The student is expected to be responsible for his/her actions/activities whether acting individually or in a group. The following behaviors represent violations of the responsibilities students have toward the community of scholars and may subject a student or a student organization to disciplinary action, up to and including dismissal from the University. This list is representative and not intended to be exhaustive.

Safety and Environmental Health:
Section 1: Initiation or circulation of report or warning of crime, emergency, impending disaster or catastrophe knowing that the report is false; or transmission of such a report to an official or official agency.

Section 2: Interference with or obstruction of any University sponsored function or activity, including sports events and the functions of registered organizations; or engaging in behavior which disrupts the educational process/learning environment in the classroom or in other areas on campus.

Section 3: Engaging in disorderly conduct on or off University premises or at University functions.

Section 4: Physical abuse, sexual misconduct, verbal abuse, threats, intimidation, stalking, harassment, sexual harassment, coercion and/or other conduct which (a) submits any person to pain, discomfort or indignity or (b) threatens or endangers the physical or mental health or safety of any person. This can include threats, harassment, and other forms of misconduct through electronic forms of communication and social media. Refer to the Office of Student Conduct’s Sexual Assault Guidelines for more information for cases involving sexual misconduct (available on the Office of Student Conduct).

Section 5: Hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization, or team. Hazing is defined as any intentional, knowing or reckless act, whether on or off campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy. Hazing includes, but is not limited to (a) any physical brutality such as whipping, beating, striking, paddling, branding, placing of a harmful substance on the body, or similar activity; (b) any physical activity such as sleep deprivation, exposure to the elements, confinement, calisthenics, or other activity that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student; (c) any activity involving consumption of food, liquid, alcoholic beverage, drug, or substance that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student; (d) any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above; and (e) any activity in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident.

Section 6: Unauthorized possession and/or consumption of alcoholic beverages on University premises or at University functions. (Alcohol is not authorized on campus unless specifically authorized by the President or designee).

Section 7: 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, disturbances for others within the University community, the mobilization of staff/first responders, or violation of any other section of the Code of Student Conduct.

Section 8: 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.

Section 9: Unauthorized possession and/or use of fireworks, firearms, explosives, other dangerous weapons, dangerous chemicals, or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury on University premises or at University functions.

Academic Honesty:
Section 10: Engaging or knowingly assisting in academic dishonesty; including plagiarism, cheating, and those acts which would deceive, cheat, or defraud so as to promote or enhance one’s scholastic record. Refer to the Faculty Handbook for a complete explanation of the policy (available on the Office of Student Conduct website).

Section 11: Knowingly furnishing false information, including false testimony at judicial hearings, to the University or to any member of the University community in conjunction with University related activities.

Section 12: Alteration or misuse of University identification cards, records, documents or computer data.

Care of Property:
Section 13: Theft, attempted theft, and/or unauthorized possession or use of property/services belonging to the University or a member of the University community.

Section 14: Littering or unauthorized posting of written material on University property.

Section 15: Vandalism, arson, and/or reckless behavior that endangers or leads to damage or destruction of property of the University or a member of the University community.

Section 16: Abuse, misuse, or theft of electronically transmitted information including, but not limited to, (a) unauthorized entry into, alteration of, or transfer of a file; (b) unauthorized use of, access to, or control of computing resources; (c) attempted or actual use of another individual’s account, identification, or password; (d) attempted or actual unauthorized copying, transfer, modification, or destruction of University-owned software, programs, records, or data; and (e) attempted or actual interference with the normal operation of the University’s computing system.

Section 17: Trespassing or unauthorized entry on or in University owned or controlled property.
Civil Conduct:
Section 18: Violation of published University policies, rules or regulations including the Undergraduate and Graduate Bulletins and all publications pertaining to student life.

Section 19: Failure to comply with a proper request of a University official acting in performance of his/her duties or to identify oneself to the official when asked.

Section 20: Encouraging or knowingly assisting in the violation of any of the provisions of this Code.

Section 21: Violation of federal, state or local law, on or off campus, which adversely affects the campus community.

Violation of Law and University Discipline: If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the educational process or the health, safety, and well-being of members of the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or “no contendere”).

University disciplinary proceedings may be instituted against a student charged with violation of law that is also a violation of this Code of Student Conduct (that is, both violations result from the same factual situation), without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code of Student Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

When a student is charged by federal, state or local authorities with a violation of law the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Code of Student Conduct, however, the University may advise off-campus authorities of the existence of the Code of Student Conduct and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

Individual students, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate. The University’s disciplinary action will not be subject to challenge on the grounds that civil or criminal litigation involving the same conduct has been resolved in favor of the student.

Judicial Procedures
NOTE: The term “student” is used in the following narrative to represent one or more students or a student organization.

Judicial Authority: The Dean of Students is designated by the University President to be responsible for the administration of the Code of Student Conduct. The Assistant Dean of Students is the University official authorized by the Dean of Students to supervise the student conduct system, including the imposition of sanctions upon students found to have violated the Code of Student Conduct.

The Assistant Dean, Coordinator of Student Conduct, and/or OSC Graduate Assistant(s) also serve as an administrative hearing officer and advisor to the All University Judicial Board (AUB). The Dean of Students or designee is responsible for hearing student appeals that result from student conduct proceedings.

The Assistant Dean shall determine the composition of judicial bodies and determine which judicial body shall be designated to hear each case. The Assistant Dean shall develop (1) policies for the administration of the judicial program and (2) procedural rules for the conduct of hearings that are consistent with provisions of the Code of Student Conduct. Students shall be notified of any substantive changes in the Code of Student Conduct through the student newspaper, The Arrow, or similar distribution.

The All University Judicial Board may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Code of Student Conduct. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

Filing Complaints
The judicial system strives to maintain an educational environment protecting the rights of others while holding individual students accountable for their actions. It is also important that members of the University community be willing to confront violations and the infringement of another individual’s rights personally or by filing a complaint.

Any member of the University community may file a written complaint against any student for possible violation of the Code of Student Conduct. This initial filing generally should be made to the Department of Public Safety (DPS), the Office of Residence Life, or the Office of Student Conduct within a reasonable period of time.

While actions on a complaint of violation of University regulation are pending, the status of the student shall not be altered except for reasons outlined below in the emergency suspension section.

Preliminary Review: When the Assistant Dean of Students receives information that a student has possibly violated University regulations, he/she shall review the information related to the complaint. After completing a preliminary review, the Assistant Dean may:
1. Find no basis and dismiss the complaint as unfounded, or
2. Determine appropriate charges and summon the student for an informal conference between the student and a judicial hearing officer. (DPS also sets conference appointments.)

The Assistant Dean, at his/her discretion, will decide whether to assign the judicial case to him/herself or to another hearing officer.

Summons to a Conference: A letter summoning the student (or student organization) to a conference will be mailed (through campus or U. S. Mail to the local address appearing in the University database (or in the case of a student organization, to the president of the organization listed with the Student Government Office at the address appearing in the University database) and/or to the student’s official University e-mail account. The permanent address will be used if mailed during an academic break. The letter will include the name of the referral agent or referral office; a brief description of the accusation; the specific part(s) of the Code possibly violated;
the judicial conference appointment time, and information about the judicial process. A Notice to Appear (NTA) by the Department of Public Safety also serves as a summons to a conference. Students summoned by NTA will be given judicial process information immediately prior to the conference.

Should a student choose to withdraw from the University while a judicial matter is pending, a Dean of Students Office Hold will be placed on the student’s enrollment and/or transcript by the Assistant Dean (or designee). In such a case, the student must first complete the judicial process in order to re-enroll.

The judicial conference is a private, informal opportunity for the accused student to discuss the charge(s) with a hearing officer. No one else is allowed in the conference. The hearing officer may dismiss the charge(s), proceed administratively or refer the case to a formal hearing. At the conference, a student may admit to being in violation of the charge. If this occurs, the student waives the right to appeal on the basis of substantial procedural error or new evidence which was not available at the time of the hearing, but retains the right to appeal on excessive sanctioning when compared with previous sanctions for similar violations under similar circumstances.

Should a student not appear when requested by an NTA or the Assistant Dean, he/she will be issued a Second Summons and a Dean of Students Office Hold will be placed on the student’s account with the Registrar to prevent future enrollment changes.

Failure of a student to respond to the Second Summons will not forestall administrative action.

Student Organizations: Student organizations or groups may be charged with violations of the Code of Student Conduct. The organization and its officers may be held responsible collectively and/or individually when violations of the Code of Conduct are associated with a group activity of the organization (whether formally or informally organized). Officers or leaders do not have to be present for an event to be considered a group activity. Faculty, staff, students, or other community members (including the surrounding community) may make complaints against student organizations. The Office of Student Conduct will review the complaint and determine if Code of Conduct charges are warranted. If so, the president of the organization will be notified of the charges and the day and time of the judicial conference.

A student organization is subject to the Code of Conduct if any of the following conditions are met:

1. Incident occurs on University premises;
2. Incident occurs at any location during activities or events arranged or sponsored by the University or by a student, student organization(s), or by an officer or a student acting on behalf of, or at the request of an organization(s);
3. Incident occurs at any location if such conduct presents a danger or threat to the health or safety of members, guests, or others;
4. Incident occurs at any location if such conduct is so grievous that it could seriously and adversely affect the reputation of the University, its community, and/or the pursuit of the University’s objectives;
5. If the organization(s) fails to report an incident, chooses to cover up an incident, or shields one or more individual offenders who are members, alumni or guests of the organization(s) (including non-affiliated guests at the activity);
6. The offense, by its nature or after a review of facts and circumstances, is deemed an organizational violation since the organization, its officers, and/or leadership failed to exercise reasonable supervision of its member(s) and/or guest(s); and/or
7. When, after hearing a complaint, the Office of Student Conduct deems that the offense, by its nature, was an organizational violation and not the actions of an individual member.

In such cases, the University will consider the following criteria to determine the extent of responsibility:

- Number of members in attendance;
- National association definition of “events”;
- Location of an event (e.g., chapter house, organization rented property, etc.);
- Participation of an organization leader in the planning of the event;
- Use of organization funds to finance the event;
- Promotion or endorsement of the event by the organization to members and/or non-affiliated guests;
- Patterns of individual violations found to exist without proper and appropriate group control, remedy, or sanction; and/or the
- Importance of an organization’s participation in relation to the event’s purpose (e.g., would the event still exist without the organization’s participation?).

A formal judicial hearing, following the same procedures outlined for individual students, will be conducted when there are allegations of Code of Conduct violations against a student organization. This process also includes the same appeal procedures. Sanctions for the student organizations found to have violated the Code of Student Conduct may include revocation or denial of registration, as well as other appropriate sanctions, pursuant to the Code of Conduct.

Student organizations which are charged with violations of the Code of Conduct are required to meet with representatives from the Office of Student Conduct and/or All University Judicial Board to facilitate the resolution of the case.

Student organizations have the same rights to the written notice of charges and meeting times as individual students. As with individual students, the results of the disciplinary proceedings will be provided in writing via letter and/or e-mail.

Student organizations have the right to expect that all disciplinary proceedings will be handled fairly and to have their complaint heard by an unbiased student conduct officer or body.

Student organizations have the right to have up to five representatives present at all student conduct meetings or hearings, including three advisors. Advisors serve as consultants to the student representatives and may not actively participate in any proceedings. The president of the student organization or another designated student officer speaks on behalf of the group during all proceedings.
Generally, a two-year time frame will be utilized when considering sanctions for a student organization. However, a longer time frame may be considered when evaluating sanctions for serious violations of the Code (e.g., patterns of organizational behavior that include alcohol and drug related misconduct, abusive affiliation, life safety issues, etc.). Please see the information on judicial fines for more information.

Procedural Standards for the Formal Hearing: Any decisions as to whether or not a student is found in violation or not in violation are based on a criteria of "more likely than not." Formal rules of evidence do not apply in judicial hearings. All decisions regarding violations must be based upon evidence introduced during the hearing proceedings, and all decisions are based on a criteria of more likely than not. All evidence will be admitted except that which is irrelevant, repetitive, hearsay, character-related, or obtained in violation of the search and entry provision of the Office of Residence Life Handbook.

BEGINNING SPRING OF 2015, FOR OFFICE OF STUDENT CONDUCT CASES INVOLVING SEXUAL ASSAULT AND SEXUAL MISCONDUCT, THE ACCUSED STUDENT WILL HAVE A HEARING WITH AN ADMINISTRATIVE HEARING PANEL. THE PANEL WILL BE MADE UP OF SOUTHEAST FACULTY, STAFF, AND/OR STUDENTS FROM THE ALL UNIVERSITY JUDICIAL BOARD.

In all judicial hearings where formal charges are brought against an accused student (or student organization), the student (or student organization) must be treated fairly. To assure this, the student (or student organization) has the following rights for a formal hearing: (1) to be notified of the charges; (2) to know the identity of the referral agent/office; (3) to have a closed hearing unless all student parties involved (not including witnesses) agree to an open hearing; (4) to appear in person, alone or with an advisor from the University community (however, if the student (or student organization) fails to appear at the hearing, the hearing may be held without his/her/their presence or testimony); (5) to challenge the impartiality of persons hearing the charges; (6) to be present when all evidence is introduced and to dispute, examine or review any evidence; (7) to summon witnesses and introduce evidence; (8) to be notified in writing of decisions, including sanctions, if any; and, (9) to be informed of the appeals process. In addition, victims of possible violations will be treated with respect and sensitivity.

It is the responsibility of the accused student and referral agent to notify their witnesses of the hearing and have them present. If a witness gives indication that he/she will not attend, the Office of Student Conduct must be notified immediately, and a summons may be issued. Failure to appear after a summons has been issued is a violation of the Code of Student Conduct.

Hearing Procedures: No member of the judicial body who has a personal interest in the case may sit in judgment during the proceeding. The presiding justice is responsible for decisions in this regard. The judicial body will rule on the admissibility of evidence and objections to procedures; render a decision regarding whether the accused student is in violation or not in violation; determine the sanction(s), if any; and, give the accused student a copy of the case Disposition Form, the Appeal Form, and any other applicable forms.

The hearing shall be closed to the public unless all student/parties involved (other than witnesses) agree for it to be open. The presiding justice will read the charges and review the rights of the accused student. The judicial body, accused student and referral agent may ask questions for clarification. After all the evidence has been examined, the judicial body will decide if the accused student was in violation of the Code of Student Conduct. If a student is found in violation, the judicial body will review the student's judicial file and determine appropriate sanctions. The judicial body will inform the student of its decision and sanction (if any) and procedures for appeal. A copy of the case Disposition Form (the Appeal Form and any other applicable forms) will be given to the accused student.

In AUIB hearings, a minimum of three justices constitutes a quorum. Members of the Board and their advisor(s) will be involved in the hearing deliberation; however, only the students on the Board have a vote in the decision and sanctions.

Advisors to referral agents and accused students may not participate in the hearing; instead they are present to provide consultation to the students they are advising. Students involved in civil/criminal proceedings for the same factual situation may request permission for their attorney to be their advisor. Students who face a likely sanction of Suspension for more than one semester or Dismissal also may request permission for their attorney to be their advisor.

Furnishing false testimony at a hearing is a violation of the Code of Student Conduct and any student found to knowingly provide false information will be charged with Section 11 of the Code of Student Conduct and/or other applicable sections of the Code.

Judicial Sanctions
The following judicial sanctions may be imposed upon any student found to have violated the Student Code.

Warning: Written notification from the University that the student has been involved in a violation of University policies and that repetition of this or any other violation may be expected to result in a more serious sanction.

Loss of Privileges: Denial of a designated privilege for a specified period of time.

Restitution: Compensation for loss, damage or injury in the form of appropriate service and/or monetary or material replacement. Restitution will be limited to replacement to original state. Punitive charges will not be added to the cost of restitution.

Discretionary Sanctions: Community service, service to the University, or other related educational assignments.

Probation: A written reprimand for violation of specified regulations. Probation indicates that the student is no longer in good standing with the University. If during the length of the probation the student is found in any further violation of the University Code of Student Conduct, a more severe disciplinary sanction may be imposed, including suspension or dismissal.

Suspension from Residence Life: Separation from Residence Life indefinitely or until certain conditions are met. The student is not in good standing with the University.
Suspension from the University Held in Abeyance (with a University Behavioral Contract): A Behavioral Contract indicates that the student has been Suspended from the University; however, the Suspension has been held in abeyance (or put aside temporarily) as long as the student abides by the specific details of his/her signed contract. The student is not in good standing with the University while on the contract. Suspension is invoked immediately if further violations of the Code of Student Conduct occur.

**Suspension from the University:** Suspension involves separation from the University for a specified period of time or until certain conditions are met. Suspension involves denial of enrollment, attendance of classes, and other student privileges; the student must leave the campus. Suspension is noted on official University transcripts for the specified length of the Suspension.

Dismissal from the University: Separation from the University for an indefinite period of time. Readmission is possible but not guaranteed, based on meeting all readmission criteria and obtaining clearance from the Dean of Students or designee. Dismissal is noted on official University transcripts.

Expulsion from the University: Separation from the University without the possibility of readmission. Expulsion is noted on official University transcripts.

Notice Against Trespass (NAT): Notice that the student will be arrested if he/she is found on specified University premises. Student is no longer in good standing with the University. Suspensions, Dismissals, and Expulsions carry an automatic NAT for all University premises or as specified.

Revocation of Recognition/Registration of a Student Organization: Notice that an organization’s standing as a registered student organization with the University is terminated for a set period of time or permanently.

Completion of Sanctions: Students (or student organizations) are expected to complete all sanctions prescribed in the disposition of judicial proceedings prior to the specified date. Failure to complete any portion of the sanction(s) will result in the filing of additional charges against the student under Section 19 of the Code of Student Conduct (Failure to comply with a proper request of a University official in performance of his/her duties or to identify oneself to the official when asked). Such violation will result in the escalation and/or issuance of additional sanctions, and the assessment of additional judicial fines. Section 19 case hearings related to incomplete sanctions will be conducted by the Assistant Dean or designee. Additionally, a Dean of Students Office Hold limiting the student’s ability to register for courses will be placed on the student’s enrollment until such a time that all sanctions are completed.

Judicial Fines and Fees
Decisions made by a judicial body shall be final, pending the normal appeal process. A $50 judicial fine will be assessed to students found “in violation” of one or more non-alcohol/drug-related sections of the Code of Student Conduct in the same judicial case. A $100 judicial fine will be assessed for a student’s first case involving violation of alcohol/drug-related sections of the Code. A second case involving violation of alcohol/drug-related sections will result in an assessed fine of $175. Third and subsequent cases involving violation of alcohol/drug-related sections of the Code will result in an assessed fine of $350 and judicial sanctions up to and including Suspension from the University. All fines are charged to the student’s University account.

The fine for a student organization found in violation of one or more non-alcohol/drug related sections of the Code of Student Conduct in the same case will be $200. Fines for violations of alcohol/drug-related sections for a student organization will be $300 for the first case and $600 for a second case within a two-year period. Third and subsequent cases involving violation of alcohol/drug-related sections of the Code within a two-year period will result in an assessed fine of $1200 and judicial sanctions up to and including Suspension from the University.

Chemical Use and Abuse: Some students violate the Code of Student Conduct when they are under the influence of alcohol or drugs or when in a setting in which abuse is taking place. Behavior while under the influence of any drug, including alcohol, will not be accepted as an excuse or an explanation for a violation of the standards for student conduct. Any violation of this Code that occurs under such circumstances will be treated as any other violation. Individuals found to have violated any provisions of this Code while under the influence of alcohol or other drugs may be required to participate in a chemical awareness program in addition to any other sanction applied. This may include additional costs and/or fees.

**Parental Notification**
The following protocol delineates when a parent or legal guardian will be notified of underage alcohol or other drug violation by the Dean of Students or his/her designee:

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.

Responsible Redhawks Guide 2015-2017
Appeals
Each accused student has the right to appeal sanctions. A student initiating a referral may appeal a hearing decision if he/she is a party to the complaint and not representing the University in the case. Appeals may be made on the following grounds:

1. Substantial procedural error regarding the student’s right during a hearing;
2. Significant new information relative to the case that was not available through diligence at the hearing; and,
3. An excessive sanction when compared with previous sanctions for similar violations under similar circumstances.
4. In specified cases, the alleged victim may also appeal if he/she feels the outcome of the hearing was arrived at improperly.

A written request on an appeal form must be received in the Office of the Dean of Students by 4:00 p.m. of the fifth school day from the announcement of the judicial decision. An Appeal Form is available in the Office of Student Conduct and/or on the office website.

Interim Suspension Procedures: Pending action on University charges, criminal charges or in emergency situations, the Dean of Students or designee may immediately suspend the right of a student to attend classes and be present on the campus or otherwise alter the status of the student under the following conditions:

a. For reasons relating to the student’s physical or emotional safety or wellbeing;
b. For reasons relating to the safety of any member of the University community or University property; and/or
c. For engaging either singly or in concert with others in a disruptive activity on University premises as defined in Sections 3, 4, 7, or 9 of the Code of Student Conduct.

The Dean of Students or designee may also immediately suspend all activities for a student organization if when the conditions listed in items a, b, and/or c above are present or if a future activity is expected to result in one, two, or all of the three conditions.

The interim suspension procedure does not nullify the accused student’s (or student organization’s) right to be notified, heard, notified of the identity of referral agent(s), notified of sanctions (if any), and notified of the appeals process. Every effort will be made to conduct a judicial conference, usually within three school days. A Notice Against Trespass is issued for a student(s) placed on interim suspension.

Mental Health Concerns: Occasionally, students experience a mental or emotional health condition that interferes with their ability to function responsibly in the University community. Such situations may be handled through a process parallel to, or sometimes separate from, the University student conduct system. Evaluations of the student may be required.

Judicial Files and Records: A disciplinary file is established for each student referred for disciplinary action. This file is maintained for seven years from the last date of activity as a means of tracking the student’s disciplinary status. In cases resulting in Probation, Suspension held in abeyance (with University Behavioral Contract), Suspension, Dismissal, Expulsion, and Suspension from Residence Life, the disciplinary file will be maintained as a discipline record for at least seven years and indefinitely for specified cases. Information from the record will be released upon the student’s authorization. Suspension, Dismissal or Expulsion will be indicated on the academic transcript when the student authorizes the transcript release. Student conduct records may be kept longer due to special circumstances, as deemed necessary by the Dean of Students. Conduct records of student organizations will be kept permanently for historical and archival purposes. Information from a record of a student organization will be released upon the president of the organization’s authorization. Results of student organization hearings may be released at the discretion of the Dean of Students or Director of Campus Life and Event Services.

For more information: Contact the Office of Student Conduct at (573) 651-2264 for the most up-to-date version of the Code of Student Conduct. semo.edu/pdf/stuconduct-code-conduct

Responsible Intervention & Good Samaritan Guidelines
Southeast Missouri State University promotes healthy choices, civility, and respect for all. The university strives to protect students, staff and visitors from harm and assist them when they are in need. Most risky and problematic behaviors on college campuses involve bystanders (people watching or in the area). There may be times when you may need to stop being an observer (Bystander) and step up or act in some way (INTERVENTION).

Students are expected to alert appropriate officials, including Resident Assistants (RA), Hall Directors (HD), Department of Public Safety (DPS), other staff and/or faculty when they observe a health or safety emergency especially ones that includes the abuse of alcohol or drugs — even if these actions are in violation of the Southeast Missouri State University Student Rights and Code of Student Conduct (Code).

Some students may not want to report things they observe due to fear of getting in trouble (disciplinary action), so the University has adopted these guidelines to ease those concerns and promote bystander intervention even when Code violations are occurring. For example, two underage students have been consuming alcohol and one is extremely intoxicated, we want the other student to notify a University official so they can determine if the student needs medical attention.

In a situation involving a serious threat to the health or safety of any student(s), we expect a bystander to do the following:

1. Contact emergency officials by calling 911 off-campus or (573) 651-2215 on-campus or contact and member of the staff, faculty, or an RA/HD who is nearby;
2. Remain with the individual(s) needing emergency treatment and cooperate with emergency officials if it is safe to do so; and
3. Meet with appropriate University officials after the incident and cooperate with any University review.

The University will consider the positive impact of taking responsibility to act (bystander intervention) in the emergency situation when dealing with the incident. This means that in most circumstances, no formal University disciplinary actions or sanctions will be imposed for alcohol or drug infractions. However, the incident will be documented, and alcohol and/or drug education may be
required as a condition of deferring disciplinary actions or sanctions. These guidelines do not protect against repeated, flagrant, or serious violations of the Code (including physical or sexual assault, violence, hazing, harassment, theft, or vandalism or instances where multiple individuals need medical attention), nor does it prevent action by University Police or other law enforcement agencies.

Student organizations and student groups are also expected to follow these guidelines in emergency situations as well through their officers and members. A student organization or group’s compliance with these guidelines will be considered when determining the outcome or sanction of an incident that would usually lead to disciplinary charges/action against the organization. Failure of students or student organizations to take responsible actions in an emergency situation where action is clearly warranted, however, may void all protections under these guidelines; may constitute an aggravating factor for purposes of sanctioning; and may lead to further disciplinary actions for the student or the student organization(s).

Student and student organizations should also keep in mind the following:

- There is no limit to the number of times that the Responsible Intervention and Good Samaritan Guidelines can be used as long as it is followed appropriately. We always encourage students to STEP UP and look after their friends and peers.
- It is possible that parents will be notified. The University reserves the right under its Parental Notification Policy to contact parents or guardians when students are under the age of 21 and have violated University rules regarding alcohol or drugs and/or when there is a health or safety emergency. For more information, see the Code at the following link: semen.edu/stuconduct/.
- Student organizations and groups are held to a higher standard because of their numerous officers and members; the existence of additional University policies governing student organizations; and the need for established risk management efforts at group activities. Student organizations and groups are expected to incorporate these guidelines in to their risk management plans and notify all members and affiliates. Individual members or officers who follow these guidelines would also be eligible for possible protection under the Responsible Intervention and Good Samaritan Guidelines for any individual violations he/she may have committed.

Responding to Alcohol Emergencies: What is alcohol poisoning? A person who has lost consciousness and cannot be roused is in danger of dying. Help is needed immediately.

Alcohol poisoning is another term for an alcohol overdose, when individuals consume so much alcohol that their bodies can no longer process it quickly enough. Alcohol poisoning and overdoses are potentially lethal; the human body simply cannot tolerate or process excessive amounts of alcohol.

The signs of alcohol poisoning and overdose include (not all of these conditions need to be present):

- Confusion or stupor
- Vomiting
- Seizures
- Slow, irregular or abnormal breathing
- Cold, clammy, pale or bluish skin
- Loss of consciousness: Inability to rouse a person with shouts or shaking (unconscious) or inability of a person to remain awake for more than a few minutes or to carry on a coherent conversation when awake (semi-conscious)
- DO: Turn the person on his/her side to prevent choking if the person vomits.
- DO: Contact a campus official (Hall Director, Resident Assistant, University Police, etc.).
- DO: Be prepared to tell emergency personnel as much information as possible, including the amount and type of alcohol or substances consumed.
- DO NOT: Leave the person alone.
- DO NOT: Leave the person on his/her back.
- DO NOT: Try to make the person vomit.
- DO NOT: Try to get the person to eat or drink anything, even water. (The stomach is severely irritated and cannot handle anything else.)
- DO NOT: Put the person in a cold shower. (This will not lower a person’s blood alcohol content and could cause shock.)

SEXUAL HARASSMENT POLICY & SEXUAL ASSAULT GUIDELINES

Sexual Harassment Policy: The primary goal of Southeast Missouri State University’s policy prohibiting sexual harassment is to prevent the objectionable behavior or stop it whenever it occurs. The policy is consistent with federal statutes that prohibit sex discrimination against employees and that require equal and fair treatment of students. Thus, the policy presented here applies to students as well as to employees. All employees, including faculty, staff, graduate assistants, and administrators are expected to comply with this policy.

Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment most often exploits a relationship between individuals of unequal power and authority (as, for example, between an employee and supervisor or between a student and teacher), but may also occur between student peers or employees of equal rank. Sexual harassment also may occur between individuals of the same sex. Sexual harassment constitutes unprofessional conduct which compromises the University’s commitment to the pursuit of learning; in short, sexual harassment compromises institutional integrity and corrupts academic values. Southeast Missouri State University will not tolerate sexual harassment in any form. Furthermore, this institution is committed to providing training to educate the staff, faculty, and students about sexual harassment issues.

Guidelines for Defining and Adjudicating Sexual Assault Cases Involving Students (Updated January 20, 2015)
These Guidelines for Defining and Adjudicating Sexual Assault Cases Involving Students provide information related to Section 4 of the Southeast Missouri State University’s Statement of Student Rights and Code of Student Conduct or Code.

Southeast Missouri State University is committed to fostering a learning, living and working environment in which all members of the University community are safe, secure and free from sexual misconduct and sexual violence. University policy therefore prohibits and will not tolerate sexual misconduct/sexual violence in any form by or against students, faculty or staff.

This prohibition encompasses a range of behaviors, including, but not limited to, sexual harassment, sexual assault, nonconsensual and unwelcome sexual contact, stalking, relationship violence, voyeurism, and other forms of sexual misconduct/sexual violence. Such behaviors are not only in violation of this policy, but may also violate applicable state and Federal nondiscrimination laws, including, but not limited to, Title IX of the Educational Amendments Act of 1972. Title IX prohibits discrimination based on sex under any education program or activity receiving federal funds, and requires the University not to discriminate based on sex (including sexual harassment and sexual violence) in any of its education programs and activities. Sexual misconduct/sexual violence may also lead to separate criminal proceedings being initiated against the alleged perpetrator.

This policy, as well as Title IX and other applicable state and federal laws, also prohibits retaliation against anyone who has asserted a claim of sex discrimination, including sexual misconduct/sexual violence.

All members of the Southeast Missouri State University community are strongly encouraged to promptly report all incidents of sexual harassment/sexual misconduct/sexual violence, so they can be effectively addressed and appropriate action can be taken. The following information provides the definitions used by the University in the resolution of these types of cases; the rights and responsibilities of both the accused student and the complainant (sometimes referred to as the victim); reporting and resource options; as well as confidentiality information. These guidelines apply also apply to online behavior and information distributed through social media that may affect the students’ educational experience. These guidelines also apply to all students, regardless of gender identity or sexual orientation. In the absence of a complainant and/or if a complainant decides not to participate in the student conduct process, the University may initiate a complaint against an accused student if that is in the best interest of the health and safety of the University community as a whole. In that type of situation, the complaining student’s (victim’s) information will be maintained as private as long as it does not hinder the University’s ability to intervene in the matter and provide reasonable interim measures.

Sexual Misconduct
Definition: Any unwanted sexual exploitation, which may include, but is not limited to:

1. Nonconsensual sexual intercourse:
   a) Any sexual intercourse
   b) Anal, oral or vaginal
   c) However slight
   d) With any object
   e) By a man or a woman
   f) Upon a man or a woman
   g) Without effective consent

2. Nonconsensual sexual contact:
   a) Any sexual touching
   b) However slight
   c) With any object
   d) By a man or a woman
   e) Upon a man or a woman
   f) Without effective consent

Consent and Incapacitation
1. Effective consent is equal to verbal agreement; both parties have to agree to have sexual contact and/or sexual intercourse.
2. Silence is not effective consent. There must be a definite verbal yes (agreement) for sexual relations to occur.
3. Incapacitation (mutually incapacitated sexual contact) means being in a state where a person:
   a) Lacks the capacity to appreciate the fact that the situation is sexual
   b) Cannot appreciate (rationally or reasonably) the nature and/or extent of that situation

NOTE: A physically incapacitated person is one who is physically incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware, or otherwise physically helpless and incapable of giving consent. One may not engage in sexual activity with another person who one knows or should reasonably have known that person to be physically incapacitated.

Sexual Harassment
According to the Equal Employment Opportunity Commission (EEOC), Federal Government Title VII and IX, sexual harassment is any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made a term or condition of employment (explicitly or implicitly);
- Submission or rejection to such conduct is used as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment

Sexual Exploitation
- When a person takes nonconsensual, unjust or abusive advantage of another for his/her own advantage or benefit;
- Or to benefit or advantage anyone other than the one being exploited; and
- That behavior does not otherwise constitute nonconsensual sexual intercourse, sexual assault or sexual harassment

Statement of Intent
Southeast Missouri State University is a community of trust whose very existence depends on strict adherence to standards of conduct set forth by its members. Sexual misconduct is a crime punishable
by both civil and criminal legal action and a serious violation of Code of Student Conduct. It will not be tolerated within our University community. Students at Southeast Missouri State University are charged with the responsibility of being familiar with and abiding by the standards of conduct outlined in this and all University publications.

University’s Statute of Limitations
As long as the accused student maintains a relationship with Southeast Missouri State University charges may be brought against them under this policy regardless of the date of the incident. If an alleged event is reported after an accused student has left the institution, the University will place a Dean of Students Office Hold on the student’s account with the Registrar. This will prevent future enrollment unless the case is resolved appropriately by the Office of Student Conduct.

The University encourages a student to report the incident quickly in order to maximize the institution’s ability to respond and investigate. There is no time frame for reporting an incident.

Amnesty Clause
A person will have limited immunity if sexual misconduct is reported. Example: Amy reports that she is a victim of a sexual assault and she did not consent. During the investigation, it is learned that Amy had been drinking. Amy would not be charged with violating the University’s alcohol policy.

Also, the student’s immigration or visa status has no bearing on his/her ability to report. This means that any student, regardless of that student’s country of origin may report without fear of repercussions.

Jurisdiction
Reports of sexual misconduct will be considered to have a substantial impact on the campus community and will be investigated fully regardless of whether the incident occurs on or off campus.

Students can report allegations of sexual harassment/sexual misconduct/sexual assault carried out by other students, third parties (non-students), and/or employees. These guidelines are not a substitute for the law or the criminal process. The allegation may also represent a situation that involves a possible violation of criminal law. The University supports the students in reporting criminal activity to the appropriate law enforcement entities.

Reports involving sexual misconduct and sexual assault which are filed with law enforcement entities may involve a criminal proceeding that is separate from the University’s process. They are independent of each other, meaning that even if charges are dropped off-campus or never filed, the University’s case will continue at the discretion of the Office of Student Conduct or Dean of Students.

Information may be shared between the University (Office of Student Conduct/Dean of Students) and the appropriate law enforcement entities. Students are able to make complaints to on-campus and off-campus agencies at the same time.

Student Group or Organization Infraction
A student group or organization may be held responsible for the action(s) of its members. The group or organization may be subject to judicial action under the University’s Code of Student Conduct.

Statement of Complainant’s Rights
Individuals who have filed a complaint (victim) of sexual misconduct have the following rights:

- The right to be treated with respect by University officials
- The right to have others present (in support or advisory roles) during a campus disciplinary hearing
- The right not to be discouraged from reporting sexual misconduct by University officials
- The right to be informed of the outcome and any sanction(s) of a campus disciplinary hearing involving sexual assault
- The right to appeal the outcome of the campus disciplinary hearing involving sexual assault
- The right to be informed of his/her option to notify proper law enforcement authorities, including campus and local police agencies, as well as the option to be assisted by University officials in notifying such authorities, if the victim so chooses
- The right to be notified of available counseling or student services for victims of sexual assault, both on campus and in the community
- The right to notification of, options for, and available assistance in changing academic and living situations after an alleged sexual assault incident, if the victim so chooses and if such changes are reasonably available
- The right not to have prior sexual history admitted during a campus disciplinary hearing
- The right not to have incidents of sexual misconduct mediated by University officials
- The right to make a victim-impact statement to the hearing board and to have that statement considered by the hearing board in determining its sanction(s)
- The right to a campus restraining order or notice against trespass against another individual or individuals who have engaged in or threaten to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the victim who has initiated the allegation
- The right to have a complaint of sexual misconduct responded to quickly and with sensitivity by campus police and members of the Office of Student Conduct

The Rights of the Accused
Persons accused of possible violation of this policy on sexual misconduct have certain rights, which include the following:

- Protection under the Family Educational Rights and Privacy Act (1974) regarding release of information to outside or uninterested parties
- The right to receive written notice of specific charges and procedural information
- The right to contact and call witnesses
- The right to have access to and examine all records of evidence to be used against the accused
- The right to have access to University health services including physical health services and counseling services (while the accused maintains an active, continuing relationship with the University)
- The right to challenge the impartiality of persons hearing the charges
- The right to maintain academic work while charges are pending although special arrangements, including reason-
able accommodations for either the victim or the accused, may be necessary
• The right to refuse to answer self-incriminating questions
• The right to rebut the testimony of adversarial witnesses
• The right to have an advisor present at all administrative proceedings. This may include legal counsel if civil or criminal charges are pending and/or suspension is a likely outcome. Advisors (lay or counsel) are restricted from presenting evidence or otherwise presenting the case but may communicate with the accused during the proceeding by giving advice and counsel
• The right to written notice of the outcome of the proceedings and of all requirements for fulfilling any prescribed sanction(s)
• The right to appeal the outcome of the hearing

*BEGINNING SPRING OF 2015, FOR OFFICE OF STUDENT CONDUCT CASES INVOLVING SEXUAL ASSAULT AND SEXUAL MISCONDUCT, THE ACCUSED STUDENT WILL HAVE A HEARING WITH AN ADMINISTRATIVE HEARING PANEL. THE PANEL WILL BE MADE UP OF SOUTHEAST FACULTY, STAFF, AND/OR STUDENTS FROM THE ALL UNIVERSITY JUDICIAL BOARD.

Sanctions
WARNING – Written notification from the University that the student has been involved in a violation of University policies and that repetition of this or any other violation may be expected to result in a more serious sanction.

PROBATION – A written reprimand for violations of specified regulations. Probation indicates that the student is no longer in good standing with the University. If during the length of the probation the student is found in violation of any further violations of the University’s Code of Student Conduct, a more severe disciplinary sanction may be imposed including suspension or dismissal.

SUSPENSION FROM THE UNIVERSITY (LIKELY SANCTION) – Suspension involves separation from the University for a specified period of time or until certain conditions are met. Suspension involves denial of enrollment, attendance of classes, and other student privileges; the student must leave the campus.

DISMISSAL FROM THE UNIVERSITY – Separation from the University for an indefinite period of time. Readmission is possible but not guaranteed, based on meeting all readmission criteria and obtaining clearance from the Dean of Students or designee.

EXPULSION (AUTOMATIC SANCTION) – This sanction will apply if a student is found to have committed a forcible sexual offense. Expulsion is separation from the University without the possibility of readmission.

Suspension, dismissal and expulsion carry an automatic issuance of a NOTICE AGAINST TRESPASS, which is notice that the student will be arrested if he/she is found on specified University premises.

For a more exhaustive list of possible sanctions, please consult the University’s Code of Student Conduct.

Reporting Options

Campus Violence Prevention Program
semo.edu/ucs/violence-prevention/ 573-986-6191
The Campus Violence Prevention Program (located within Counseling and Disability Services in Dearmont B1 Wing) raises awareness and promotes the primary prevention of interpersonal violence to create a safe campus environment. The Campus Violence Prevention Program Education and Outreach Coordinator plans and coordinates programs (i.e. trainings, workshops) to educate students, faculty, and staff on the realities of violence, sexual assault, and stalking. The Education and Outreach Coordinator participates in a variety of directed activities to provide direct support to students who experience sexual assault and interpersonal violence. The program informs students and employees of their rights regarding reporting instances of violence and ensures access to counseling, victim advocacy, legal assistance, and supportive services available on campus and in the community. The program serves a vital role in promoting bystander intervention and educating the campus to prevent interpersonal violence.

There are a number of places that you can report an incident of dating or domestic violence, sexual assault, and/or stalking, whether the incident occurred on or off campus. The Campus Violence Prevention Program partners with both on and off-campus locations that allow reporting. There is also a third party reporting option available to those who wish to report on someone else’s behalf. Also, a student may report confidentially to a member of the Counseling and Disability Services staff. Other reporting options will be explained to the reporting student. They include the following:

Dean of Students Office.................................(573) 651-2264
Department of Public Safety.........................(573) 651-2215 (911)
Office of Student Conduct...........................(573) 651-2264
Counseling and Disability Services...............(573) 986-6191
Office of Residence Life..............................(573) 651-2274
Towers Front Desk...............................(573) 651-2306

It is important to note that if a student reports an incident involving sexual harassment/sexual misconduct/sexual assault to a University employee, including administrators, faculty, staff, student employees (including Resident Assistants and Graduate Assistants not working in the Counseling and Disability Services office), those individuals are obligated to report information to Dean of Students/Office of Student Conduct/Title IX Coordinator (defined later). As previously noted, confidential reports can be made at Counseling and Disability Services on campus and/or to one of the off-campus agencies listed below. THE UNIVERSITY’S ABILITY TO RESPOND TO AN ALLEGATION MAY BE LIMITED WHEN ANONYMOUS OR THIRD PARTY REPORTS ARE MADE.

Community Resources
Beacon Health Center................................. (573) 332-1900
Sexual Assault and Rape Crisis Hotline...........(877) 820-6278
Safe House for Women, Inc.........................(573) 651-1614
or (573) 335-7745
Safe House 24-hour Crisis Hotline..............(800) 341-1830

Hospitals
Saint Francis Medical Center.....................(573) 331-3000
(331-5110 Emergency Number)
Southeast Health.................................(573) 334-4822
(651-5555 Emergency Number)
Safety
Assess the safety of where you are. Do you feel safe? Is there a chance he/she may return? Is there anyone you could call for support? Is there a safer place that you can think of? (ex: Friend’s room, Neighbor’s home, Safe House for Women, Inc., etc)

Medical Care
Beacon Health Center or the hospital can help with treating injuries, pregnancy and Sexually Transmitted Infecion (STI) assessment, possible prevention if it has been within 72 hours, and evidence collection. An evidence exam is often described like a gynecological visit. This procedure may go on your insurance if you have it, but Beacon Health Center may be able to help if this is not an option.

If possible, do not shower, brush your teeth, or destroy/throw away evidence (such as condoms, underwear, etc.) before the exam. Beacon Health Center recommends placing any clothing items or other evidence in paper rather than plastic bags to help preserve the evidence. You have the right to decide whether you want the evidence collected in a evidence exam to be used for criminal prosecution.

Support
A relative, friend, counselor, or advocate from either the Safe House for Women or Beacon Health Center can accompany you through this.

Legal Options
A police report may be filed. This would be through the Department of Public Safety (DPS) if it happened on campus or through Cape Girardeau Police Department if it happened off campus. Do not be afraid to ask questions before you report the incident or throughout. You may consult with the police officers about pressing charges and continuing forward with a criminal suit.

If the assailant is a student at Southeast, restrictions can be placed upon him/her through the Office of Student Conduct. These include “Letters of No Contact”, moves within the residence halls, Notices Against Trespass, changes in class schedule, Interim Suspension, etc. Adjudication is based on a preponderance of evidence (more likely than not), rather than reasonable doubt. A Letter of No Contact is not the same as an Ex Parte Order that is filed through the legal system. A Letter of No Contact is a University related document that prohibits students from having any contact whatsoever during the time the guideline is in place. Violating that restriction is not a criminal offense, but it is a violation of the Code of Student Conduct. Information can be provided through the Campus Violence Prevention Program for completing a civil order of protection (Ex Parte Order). The violation of a civil order of protection is a criminal offense.

Students who are found “In Violation” of Section 4 of the Code related to the GUIDELINES FOR DEFINING AND ADJUDICATING SEXUAL ASSAULT CASES INVOLVING STUDENTS (formerly called the Sexual Assault Policy Statement) face sanctions up to and including Suspension, Dismissal, or Expulsion from the University. Depending on the severity of the sexual misconduct, the student may receive Probation, Suspension Held in Abeyance, a mental health evaluation and subsequent treatment plan, judicial fines, removal from residence halls, restrictions from entering certain campus areas, parental notification, a no contact order, class schedule changes, etc. Victims in these types of cases (also including cases with domestic/relationship violence) are provided information related to the results of the student conduct hearing from their case and are given the same opportunity to appeal the results.

A civil suit may also be filed. Survivors of sexual assault have successfully sued for emotional distress, hospital fees, etc. Legal representation will need to be found and consulted.

Any option or combination of these legal options may be pursued by you. Again, it is important to know that whatever you decide, you don’t have to do it alone.

Law Enforcement Agencies
Cape Girardeau Police Department............... (573) 335-6621
(911 Emergency Number)
Cape County Sheriff’s Department............... (573) 243-3551
(911 Emergency Number)
University Police (Department of Public Safety)..... (573) 651-2215
(651-2911 Emergency Number)

Reporting to the Office of Student Conduct
The Office of Student Conduct is obligated to investigate all reports of sexual misconduct, assault, or harassment as required by law, and to investigate to the extent that the information is available.

Please know that if the Office of Student Conduct were to become aware of independent corroborating information of the misconduct that is alleged, and/or that there may be a danger to the community, it may be necessary for that office to proceed with the investigation process without involvement of the complainant, or implement other appropriate remedies. Although if a student reports that he/she does not wish to participate in the investigatory process, he/she will be notified if the Office of Student Conduct needs to take such action. In addition, the Office of Student Conduct is required to document any reports (anonymous reports included) for general CLERY Act statistics (semo.edu/dps/statistics). There will be no personally identifiable information about students shared in this report. If an incident is reported which occurs on-campus or adjacent to campus and no perpetrator is identified or arrested, a timely warning may be issues on campus to notify the campus community of the possible risk of another occurrence or further criminal violation. Timely warnings are also issued for other criminal situations like armed robbery, physical assault, and indecent exposure.

If a report is received by the Office of Student Conduct, the following steps will be followed in the process.

1. Complaint is received by the Office of Student Conduct. Title IX Coordinator is notified. DPS is notified.
2. Determine if available resources (mental health/medical) resources have been made available to the reporting party (complainant).
3. Determine if a law enforcement investigation is occurring.
4. If the complainant intends to remain anonymous, then a “Reluctant Witness Letter” is provided to the student (through Counseling and Disability Services or other office if necessary). If the complainant wishes to pursue a University and/or criminal case, explain the process and again make sure that the complainant is briefed on available resources.
5. (When given permission by law enforcement) Contact accused student and initiate “Letter of No Contact” and make any other necessary modifications in his/her living, classroom, or campus circumstances. If a Notice Against Trespass is needed for parts of campus, the accused student will be notified of the requirements at that time. Complete any other interim measures that are necessary and explain
the student conduct process to the accused student.

6. Receive report from law enforcement (if applicable) and interview complainant, accused student, and any other witnesses.

7. Contact Title IX Coordinator via e-mail and provide summary of fact finding – determination is made about Official Charge Letter.

8. (If applicable) Charge letter is sent to accused student(s) and judicial conference is arranged. Case reports and information are read, explained, and/or discussed with accused student and complainant.

9. Hearing is scheduled and completed with the Administrative Panel for sexual assault and sexual misconduct cases. Please refer to the Code of Student Conduct for other types of hearings. Complainant may appear in person, via speaker phone, or he/she may choose not to appear. Complainant may provide a victim impact statement to be read by hearing panel prior to sanctions being given. Results of hearing are given in writing to accused student as hearing concludes – accused student has five school days to appeal to the Dean of Students if he/she chooses. Results of hearing are provided to complainant in writing via e-mail – he/she has five school days to appeal to the Dean of Students. (If sanctions are modified by Dean of Students through appeal by accused student, the complainant is given one other opportunity to appeal.)

10. If necessary, the completion of sanctions and other follow-up is coordinated by the Office of Student Conduct.

It is important to note that direct questioning/cross examination of complainants or accused students is not allowed in student conduct hearings. All questions are asked through the hearing panel. In sexual harassment/sexual assault/sexual misconduct type cases, complainants may appear in person or via speaker phone or other electronic media.

The goal is to complete the process within 30 to 60 working days, although delays may occur if law enforcement investigations or a change in semesters delay the process.

**Title IX Coordinator**

As was noted earlier, sexual harassment/sexual misconduct/sexual assault cases fall under a Title IX of the Educational Amendments Act of 1972. If at any point in the process the complainant (victim) or accused student wants to report a concern about the process please contact our Coordinator of Institutional Equity and Diversity, at (573) 651-2524. The Coordinator of Institutional Equity and Diversity serves as the Title IX Coordinator and ensures that the process is followed appropriately and that both the rights of the complainant and the accused student are protected.

**Reasons for Appeal**

Appeals are possible when one or more of the following circumstances apply:

1. Student received an excessive sanction when compared to previous sanctions for similar violations under similar circumstances.
2. Discovery of significant new information relevant to the case.
3. Procedural error regarding the student’s rights involving error in the administration of judicial procedures by the hearing body/officer or the Office of Student Conduct.
4. The complainant (victim) can also appeal if he/she feels the outcome of the hearing was arrived at improperly.

If an appeal is filed by either party, the other party will be notified in writing (via e-mail) by the Office of Student Conduct. The accused student and the complainant will also be notified in writing of any changes or revisions during the appeal process.

**APPEALS MUST BE SUBMITTED BY 4:00 P.M. ON THE FIFTH SCHOOL DAY AFTER THE INITIAL DECISION IS RENDERED.**

Appeals are to be submitted to the Office of Student Conduct, University Center, 422. If there is a basis for appeal, the Dean of Students will review the case and make recommendations based on his/her findings.

The process of appeal is not for retrying or rehearing a case. Decisions made by the Dean of Students can result in one of the following: to lessen the consequence(s) based on a finding that the decision/sanction(s) were excessive or not in line with past practice; to modify the sanction(s) or decision based on the case review; or in very limited situations to grant a new hearing based on new information or failure to follow the due process.

**Prohibition Against Retaliation**

Reprisal or retaliation against an individual for making a complaint of sexual harassment, for participating in a sexual harassment investigation, or using or participating in the informal or formal complaint process, is prohibited by University policy and law. Any member of the University community has the right to raise good faith concerns about sexual harassment without fear of retaliation. Retaliation is also prohibited against anyone who in good faith opposes, in a reasonable manner, an act believed to constitute a violation of this policy.

Retaliation shall be considered a serious violation of this policy independent of whether a complaint of sexual harassment, formal or informal, is substantiated. Encouraging others to retaliate also violates this policy.

Any person who believes that he or she has been retaliated against because of their involvement in any of the activities referenced above shall have the right to file a complaint under these procedures.

Any person who retaliates against an individual for reporting sexual harassment, filing a sexual harassment complaint, or participating in a sexual harassment investigation is subject to disciplinary action up to and including expulsion or termination by the University.

*Adapted from “Total Sexual Assault Risk Management Strategies for Colleges” by Brett Sokolow and Katherine Koestner, 1998. Information in these guidelines also taken from guidance provided by the Association of Student Conduct Administration in 2014 and the Counseling and Disability Services website at Southeast.*
CAMPUS RESTRICTIONS

Alcohol & Drugs
University Expectations and Sanctions for Students: Students may not possess or consume alcoholic beverages on university premises or at university-sponsored events unless specifically authorized. The University President’s residence and other venues as designated by the University President are authorized to serve alcoholic beverages. Students may not manufacture, sell, deliver, possess, or use on university property or at university sponsored events, in any amount, any drug defined as illegal under municipal, state, or federal law, nor may students possess drug paraphernalia on campus. Every student at Southeast Missouri State University is obligated at all times to assume responsibility for his/her actions. In accordance with the University Code of Student Conduct, the behaviors just described may subject a student to disciplinary action. Alleged violations of the Code of Student Conduct are adjudicated in accordance with the established procedures of the University Judicial System.

Any student found in violation of the Code of Student Conduct which prohibits possession or consumption of alcohol on campus is placed in the university Substance Abuse Prevention and Education Program. Each student also receives a disciplinary sanction. A second violation of the alcohol policy may require the student to complete additional education requirements and/or a substance abuse evaluation. If a student is found in further violation of university policies, he/she should expect more disciplinary action which may include suspension or dismissal.

Upon the first violation of Section 7 of the Code of Student Conduct (“manufacture, sale, delivery, possession, or use, in any amount, of any drug defined as illegal under municipal, state, or federal law, or possession of drug paraphernalia”), a student is suspended. In some cases, a student’s suspension may be held in abeyance so long as the student abides by the terms of a university behavioral contract.

Some students violate the Code of Student Conduct while under the influence of alcohol, drugs, or in a setting in which abuse is taking place. Behavior while under the influence of any drug, including alcohol, will not be accepted as an excuse or explanation for a violation of the standards for student conduct. Any violation of the Code which occurs under such circumstances will be treated as any other violation.

For more information please contact the Office of Student Conduct at (573) 651-2264 or at semo.edu/stuconduct.

Health Risks Associated With Alcohol Abuse: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of violence, including spouse and child abuse. Moderate to high doses of alcohol cause impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol effect or syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics.

Alcoholic Beverages:
Section 6: Unauthorized possession and/or consumption of alcoholic beverages on University premises or at University functions. (Alcohol is not authorized on campus unless specifically authorized by the President or designee).

Section 7: 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, disturbances for others within the University community, the mobilization of staff/first responders, or violation of any other section of the Code of Student Conduct.

Judicial Fines: Decisions made by a judicial body shall be final, pending the normal appeal process. A $50 judicial fine will be assessed to students found “in violation” of one or more non-alcohol/drug-related sections of the Code of Student Conduct in the same judicial case. A $100 judicial fine will be assessed for a student’s first case involving violation of alcohol/drug-related sections of the Code. A second case involving violation of alcohol/drug-related sections will result in an assessed fine of $175. Third and subsequent cases involving violation of alcohol/drug-related sections of the Code will result in an assessed fine of $350 and judicial sanctions up to and including Suspension from the University. All fines are charged to the student’s University account.

The fine for a student organization found in violation of one or more non-alcohol/drug-related sections of the Code of Student Conduct in the same case will be $200. Fines for violations of alcohol/drug-related sections for a student organization will be $300 for the first case and $600 for a second case within a two year period. Third and subsequent cases involving violation of alcohol/drug-related sections of the Code within a two-year period will result in an assessed fine of $1200 and judicial sanctions up to and including Suspension from the University.

Drug Free School & Workplace: It is the University’s intent and obligation to provide a drug-free, healthful, safe and secure work environment. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance on University premises or while conducting University business off campus is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences for the violating employee.

The University recognizes drug and alcohol abuse as a potential health, safety and security problem. Drug and alcohol testing procedures will be established as required by law. Faculty and staff needing help in dealing with alcohol or drug problems are encouraged to use the University’s Center for Health and Counseling, Alcohol/Drug and Education Services. Conscientious efforts to seek alcohol or drug help will not jeopardize an employee’s job, and will not be noted in the official personnel file.

Responsible Redhawks Guide 2015-2017
Training: The University shall develop and present training to both supervisors and employees regarding this program.

1. Employees in covered employment and supervisors of such employees are mandated to attend drug and alcohol training annually.
2. Other employees and supervisors are encouraged, but not mandated to attend training.

The Vice President of Finance and Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.

Substance Use and Abuse: Some students violate the Code of Student Conduct when they are under the influence of alcohol or drugs or when in a setting in which abuse is taking place. Behavior while under the influence of any drug, including alcohol, will not be accepted as an excuse or an explanation for a violation of the standards for student conduct. Any violation of this Code that occurs under such circumstances will be treated as any other violation. Individuals found to have violated any provisions of this Code while under the influence of alcohol or other drugs may be required to participate in a chemical awareness program in addition to any other sanction applied. This may include additional costs and/or fees.

Animal Control
It is the policy of the University to maintain a healthful educational environment. Animals can pose a liability risk and threat to the health and safety of the campus community, as well as to a healthful educational environment through allergy, excessive noise, animal bites, and disease transmission via fleas, ticks, parasites, viruses, bacteria, etc. Animals on campus can also be destructive causing damage to grounds, buildings, and property.

This policy standardizes the university's position on the management of animals on campus. The university prohibits individuals from bringing animals inside any university-controlled buildings, except for those animals that are exempted in the operating procedures. In addition, while on university-controlled property, animals must be attended and appropriately restrained at all times.

Animals under the control of an adult (i.e., 18 years or older) are permitted on university property, but are not permitted within university-controlled buildings or on any athletic field. University-controlled property includes any University Foundation owned or leased property.

Exceptions –
A. Service animals, as defined by the American with Disabilities Act, as amended, while performing their duties to provide ADA accommodations for persons with disabilities.
B. Animals used in university laboratories or classrooms for official research, classroom instruction or observation purposes.
C. Animals used by law enforcement or emergency personnel in the exercise of their official duties.
D. Animals used during a theatrical or touring entertainment performance.
E. Aquatic animals in aquariums of 29 gallons or smaller in residence halls.

Animals (e.g., cats, dogs, monkeys, etc.) must be leashed to be under the control of an adult per Cape Girardeau Ordinances 6-1, 6-26 and 6-36.

Exceptions –
Service animals while performing their duties to provide ADA accommodations for persons with disabilities.

A loose animal trailing a leash, or one tied to a fixed object, is not under the control of an adult.

Animals that are unleashed, or leashed and unattended, on University property are subject to impoundment.

An animal left unattended in a motor vehicle on university property is subject to impoundment if it becomes a nuisance or if the welfare of the animal is threatened.

Any person bringing an animal onto university property shall be responsible for removal of any feces deposited by the animal, as well as the cleanup of any waste products or damages done by the animal to university property.

Any animal found within a University-controlled building may be impounded. Impounded animals may be reclaimed by the owner at the Southeast Missouri Humane Society upon payment in full of all costs incurred as a result of the impoundment, including any veterinary expenses.

Repeated violations of this policy and operating procedures by University members should be reported to the Office of Student Conduct (student violations) or Human Resources (staff and/or faculty violations) for appropriate action. Reported violations will be investigated by the appropriate office and may result in disciplinary action in accordance with the Southeast Student Code of Conduct or faculty/staff handbooks.

Employee requests for exemption under these procedures as accommodation under the Americans with Disabilities Acts (ADA) should contact the Director of Human Resources. Student requests for exemption and accommodation under the ADA should be made to the Director Learning Program and Disability Support Services.

Exceptions include service animals, law enforcement animals, animals used in theater productions or laboratory experiments and aquariums less than 29 gallons in residence halls.

Bicycle Parking
Bicycles shall be parked AND locked in a bicycle parking rack.
Bicycles shall not park:
1. On a sidewalk, at a tree or post, on a lawn, next to a building, in a roadway or locked to a chain bordering a lawn except inside a chained bicycle enclosure.
2. Blocking or obstructing any entrance, exit, ramp or breeze way.
3. In any campus building except in a designated storage area.
4. In a parking area designated for motor vehicles.
5. In other than an upright position.
6. Taking more than one parking space at a bicycle parking rack.
7. In areas other than those permitted or will be subject to removal.

Bicycle Operation and Obedience to Traffic Laws and Safety: Every person operating a bicycle on University property shall do so in obedience to all municipal and state traffic regulations, including:
• Practicing courteous, defensive riding, giving consideration both for pedestrians and for conditions that require traveling at safe speeds and having their bicycles under control at all time.
• Wearing a professionally rated and approved, properly-fitted bicycle helmet.
• Wearing light colored clothing after dark.
• Riding single file.
• Not carrying passengers or heavy, bulky items.
• Always assuming that cars do not see you.
• Using standard and clear hand signals.
• Always locking your wheel and frame to a bicycle rack.
• When riding between sunset and sunrise, bicycles should be equipped with and have an operating front white lamp and a rear red reflector or lamp.
• When riding between sunset and sunrise, each pedal should be equipped with a reflector that can be seen from both the front and the rear of the bicycle for a distance of 200 feet after dark.
• When riding between sunset and sunrise, bicycles should be equipped with side reflectors towards the front and rear, visible at night in reflected light for a distance of 500 feet. The reflector to the rear of the center of the bicycle must be red in color; the reflector to the front of center must be amber or yellow in color.
• Yielding to pedestrians in all situations of conflicting bicycle/pedestrian traffic.

2. If a fee is required to play the game, then NO PRIZE of any value may be awarded to any player. This includes but is not limited to ribbons, certificates, trophies, tokens, tickets, coupons, points, food, travel, vacation expenses or money. You may give the winner a round of applause or a pat on the back.

Is Bingo illegal?: Sometimes. For a student organization to host a bingo game you may NOT charge money and you may NOT give away any prize(s). You may do one or the other, but not both, (i.e. charge money but there are no prizes involved OR you may host the game for free and give away prizes). Under provisions of the bingo law (Chapter 313, RSMMo), a bingo game may be operated by a nonprofit organization (such as a charitable organization or religious, service, or veterans group) or a fraternal organization that has maintained a membership of at least 20 for five years prior to applying for a bingo license through the state

There are several restrictions for bingo game operations. Among them:
• A member of a group cannot receive game proceeds or use any proceeds to pay game workers;
• All workers must be volunteers and members of the group for at least two years;
• The bingo license must be displayed during all games; and
• The group must renew its license yearly.

Gambling
Gambling, with only a few exceptions, is illegal in Missouri. Those exceptions are restricted and highly regulated. Gambling includes, but is not limited to, “promotions that award prizes (and) may be called contests, sweepstakes, lotteries, raffles, drawings or games.”

The following three elements make up an illegal promotion in Missouri:
1. Prize is any benefit, cash or property awarded to a winner.
2. Chance means the winner is chosen by “luck” with little or no skill or ability involved.
3. Consideration is the exchange of something of value for the opportunity to participate in the game.

Are games of skill or “no-purchase necessary” games illegal?: NO – but you have to follow the rules outlined below.

Games of skill include trivia, athletic ability, musical talent, or other defined skill activities. “No-purchase-necessary” games are ones in which individuals can obtain free tickets without a purchase, i.e. the McDonalds Monopoly game pieces can be obtained by visiting the McDonalds website or mailing their headquarters at no cost.

The Missouri Constitution DOES NOT ALLOW Missouri citizens to participate in otherwise unauthorized games of chance or skill if one of these two rules is followed:
1. Players must NOT be required to pay a fee of any kind to play the game or receive a prize. This includes, but is not limited to general entry fees, cover charges, reservation fees, dues, mandatory donations, or registration fees. Suggested donations are okay as long as people can play without donating. Asking for donations for a raffle DOES NOT constitute a no-purchase necessary game or game of skill.

Posting Guidelines
The University restricts posting throughout the campus in different capacities. Please see below for the regulations for posting throughout the campus.

Chalking: is permitted on campus. However, the only permissible places to chalk are on horizontal, uncovered sidewalks and walkways. Chalking is NOT permitted on any vertical surfaces (including stairs) or any surface that is under overhangs or entryways of building.

Guidelines for posting to the Portal:
1. Faculty, staff, or other representatives from campus offices may request to have an event or announcement posted on Portal
2. Registered student organizations may also request to post events and announcements, providing their request is directly related to the mission and purpose of the organization
3. Exceptions may be granted by the Director of Campus Life if the event or announcement:
   • Is educationally beneficial to students
   • Pertains to a not-for-profit (Free) event, particularly if the event takes place on a Thursday, Friday, or Saturday night
   • Supports the Campus Life & Event Services and institution’s missions in some significant way (as determined by Campus Life & Event Services staff members)
4. Event and Announcement posts should pertain to all (or a significantly large group of) University students
5. Requests to post items on Announcements should be sent to campuslife@semo.edu
6. Post items on the Campus Life & Event Services Calendar at semo.edu/campuslife.
7. Requests will be handled on a first-come, first-served basis as soon as staff is available to process them

8. Events [those that occur on a specific date(s), at specified time(s) and location(s)] will be posted on the event calendar, not in the Announcements

9. Requests cannot be posted on both the event calendar and the Portal Announcements, unless prior approval is received from the Director for Campus Life

10. Exceptions may include the following:
    • Press releases for high-profile events
    • Introductions of a new series or classification of events
    • Notification of date changes (not time or location changes)
    • Urgent items or those which require student attention or action for the purposes of University policy or procedure

Announcement Posting Guidelines:

1. Requests for announcements will be posted for up to two weeks from the date of posting

2. Requesters must compose any and all descriptions and explanations of announcements and include them with the original request; Campus Life & Event Services staff will not create descriptions for requested events
    • Descriptions should not exceed 125 words
    • Whenever possible, announcements should contain the web address of a page with additional information; this content will not be included in the announcement
    • When a web page with additional description is unavailable, it is recommended that lengthy descriptions are submitted as a bulleted list
    • Descriptions may be modified to correct errors or formatting. Any other modifications to descriptions will be agreed upon by the requester and Campus Life & Event Services staff
    • Any text posted must be directly descriptive of the event or announcement and may not contain any lewd, harsh, or inappropriate language

3. Campus Life & Event Services staff cannot re-post an item during the two week period in order for it to appear at the top of the announcement list
    • If the requester would like the announcement to be posted for longer than two weeks, she/he may request that it gets posted again following the two week period
    • Approval for extended time requests will be granted on a case-by-case basis

4. Examples of items that cannot be posted as an Announcement include, but are not limited to:
    • employee service recognition;
    • lost and found notifications;
    • sales of items for personal gain;
    • advertisement of a business or service provider;
    • or recruitment for or notification of off-campus activities or organizations not affiliated with or supported by the University

Event Posting Guidelines:

1. All requests for event postings must be submitted online from the Campus Life & Event Services website

2. Requests for event postings will be entered and appear on the calendar upon receipt

3. Requests may be submitted for confirmed events only

4. A description of the event may be included with the request, but is not required

5. Requesters must compose any and all descriptions and explanations of events and announcements and include them with the original request; Campus Life & Event Services staff will not create descriptions for requested events
    • Descriptions should not exceed 125 words
    • Submit lengthy descriptions as a bulleted list
    • Descriptions may be modified to correct errors or formatting. Any other modifications to descriptions will be agreed upon by the requester and Campus Life & Event Services staff
    • Any text posted must be directly descriptive of the event or announcement and may not contain any harsh or inappropriate language

6. Examples of items that cannot be posted an Event include, but are not limited to:
    • advertisement of a business or service provider;
    • recruitment for or notification of off-campus activities or organizations not affiliated with or supported by the University

Changes to an existing event calendar post can be submitted to campuslife@semo.edu. Do not re-send an event request.

Posting and table tent guidelines – Towers Café & University Center: To ensure that the tables in dining and common areas do not become cluttered, the following policy will apply to the placement of all table tents.

1. Only University departments and registered student organizations are allowed to place table tents in the Towers Café & University Center.

2. The purpose of table tents is to advertise campus events and services only. Advertisement of meetings and commercial activities are prohibited. Table tents may not be used for the purpose of advertising outside agencies or commercial activities. Content may not offer information which is in direct competition with the University contracts, products and/or services.

3. Organizations will be responsible for putting out the table tents. They should not be distributed during peak meal times.

4. All table tents must meet the following design requirements:
    • Must be freestanding, computer generated, and may stand no taller than 8 ½" and must not exceed an unfolded size of 8 ½" x 11.
    • Tents must be rolled or folded with ends attached into a cylinder, triangle or square shape.
    • The ends of the table tent must be secured to one another using tape, staples, or glue.
    • The name of the sponsoring department or organization and contact information must be clearly stated on the table tent.
    • Table tents not meeting these requirements will be discarded immediately. Absolutely no postcards or handbills.

5. Table tents can be displayed for up to one week (seven days). All table tents will remain in place until 5 pm on Sunday evenings.

6. Table tents that become worn, defaced, or otherwise unattractive will be removed.
For more information, contact the Campus Life & Event Services Office located in the University Center Room 413 or by phone at (573) 651-2282 or email: unischeduling@semo.edu.

University Information Boards Policy: University Information Boards are reserved for University departments or student organizations ONLY. Postings on these boards must include:

- Name of the sponsoring department/organization
- Contact information
- Expiration date (or date of the final event)

All postings will be removed that:

- Do not have an expiration date or for which the expiration date has passed
- Were not created by a member of a University department or recognized student organization
- Advertise an event which violates University policy (e.g. alcohol on campus)
- At the end of each semester, all University Information Boards will be cleared

NO posters, signs or other articles shall be pasted, nailed, taped, stapled or otherwise attached to any part of glass, wood or painted walls/door frames of University buildings, light posts, telephone poles, trees, trash receptacles, or automobile windshields. Posting may only occur on bulletin boards provided throughout campus.

Posting Policy – Residence Halls: Posting may only be done on bulletin boards or other designated areas. Areas such as painted walls, windows, doors, and ceilings are not approved for posting. Any materials posted in an area not designated for posting will be removed. Any damage done by the improper posting of materials will be the responsibility of the organization responsible for the posting.

Large staples, such as those from a staple gun, may not be used when posting. Any taping or stapling directly to walls may cause damage and is not permitted.

In select residence halls, certain painted walls are used for the publicizing of University events. Check with the Office of Residence Life before posting to any painted wall or any area other than a bulletin board.

Posting of events that are not sponsored by the University or a recognized student organization may only be posted on public posting boards. Postings on other bulletin boards or areas designated for University events will be removed. Posting on bulletin boards or any other surface in the residence halls is subject to Residence Life approval.

Tobacco Use in the Workplace

The Center for Disease Control has confirmed that indirect exposure to tobacco smoke can be harmful to one's health. Therefore, smoking both indoors and outdoors is prohibited on University property and in University vehicles except in designated areas. This policy prohibits not only the smoking of cigarettes but also electronic cigarettes, pipes, cigars, hookahs and water pipes except in designated areas. The use of smokeless tobacco is prohibited inside all University buildings other than student residential housing units. Procedures for implementation of this policy will be developed and maintained by the Vice President for Finance and Administration.

All University-controlled buildings are tobacco-free and smoke-free. University-controlled buildings in this context refer to any University or Foundation-owned building, University residential building, sporting complex and/or arena. An exception will be permitted for the use of smokeless tobacco in student residential housing units.

University vehicles are tobacco-free and smoke-free. This includes any University vehicle utilized for work-related purposes being University-owned vehicles as well as leased vehicles through the University and/or its Foundation.

Smoking outdoors and at outdoor campus events is restricted to designated outdoor areas. These areas are identified on the campus map included within these operating procedures. The River Campus and University regional campuses will be responsible for designating outdoor smoking areas for their sites. Student Greek chapters are permitted to designate smoking areas for their respective residential housing buildings, subject to approval by the Office of Residence Life.

It is the responsibility of all University members to ensure that this policy and operating procedures are followed. Repeated violations should be reported to the Office of Student Conduct (student violations) or Human Resources (staff and/or faculty violations) for appropriate action. Reported violations will be investigated by the appropriate office and may result in disciplinary action in accordance with the Student Code of Conduct or faculty/staff handbooks.

HOUSING POLICIES & PROCEDURES

Residency Requirement

The Board of Regents at Southeast Missouri State University requires that all full-time students live on campus for two years (four semesters, excluding summers). In accordance with the residency requirement, all full-time students must live on campus unless they meet at least one of the criteria for an exemption from the residency requirement:

- Living with parent or legal guardian, and commuting from their residence, within a reasonable distance (50 miles) of Cape Girardeau.
- 21 years of age by the beginning of the semester for which they are enrolled.
- Are a military veteran having served one year of active duty military service, post Initial Entry Training (IET). If so, send in a copy of DD214 (long) if under age 21 by the beginning of the semester for which you are enrolling.
- Completed an Associate’s Degree or at least 57 credit hours, which are accepted by the University towards earning a degree from Southeast. Credit hours must be earned as of the beginning of the semester for which the release is requested. If so, send in copy of your degree.
- Married and/or have dependent children living with the student. Send in copy of marriage license. If impending, a copy of the wedding announcement. If you have a dependent child, send in a copy of the birth certificate or prior year’s tax return with child listed.
- Resided in University housing at Southeast or another college or University for two years (4 semesters, excluding...
summers). Contact the Office of Residence Life.

- Qualify for the Sophomore Exemption. Contact the Office of Residence Life.
- Attending one of the regional campuses or higher education centers and not a student on the main Cape Girardeau campus. Send in copy of classes.

Terms & Limitations of the Release from Residency

- The release from residency remains in effect as long as the student continues to meet the criteria for an exemption from the residency requirement. If the student’s situation changes (i.e., moves out of parent’s home and moves into other off-campus housing) the residency release becomes invalid and the student must meet the University’s residence requirement or be approved for a release from the requirement.
- A residency release obtained due to false, inaccurate, or misleading information being provided to the University will be rescinded. The student will then be required to move on campus and/or reapply for a release from residency and may be referred to the Office of Student Conduct.
- The Office of Residence Life does not use verbal notification for any contract or residency release request decisions. You will receive written notification of the decision regarding your residency request.

Contract Cancellation Guidelines

Students who wish to request a cancellation of their Contract for University Housing must complete a Contract Cancellation form. Contract cancellations are permitted for students who have a change in student status, such as withdrawal from the university, marriage or similar situations as outlined in the University Residency Requirement. The University and Office of Residence Life do not generally allow cancellations of contracts for University housing after the contract has been signed. If you have questions about the contract, residency requirement, or cancellation policy, visit the Office of Residence Life website at semo.edu/residencelife.

Guest Policies

You are responsible for the behavior of your guests at all times and should inform guests of appropriate University and Residence Hall policies:

- Guests must be registered with the Resident Assistant or Hall Director for the purpose of safety and security. If guests are found unregistered, they may be told to leave the building, and/or be escorted by the Department of Public Safety.
- Additionally, any overnight guest must register their vehicle with the Department of Public Safety (DPS).
- Guests must be approved by the host’s roommate(s).
- Guests must abide by all policies of the residence halls and floors, with guests and hosts mutually responsible for the conduct of the guest. Guests not observing University or residential life policies may be escorted from the building and restricted from further access. Residents are subject to disciplinary action for the inappropriate behavior of their guests.
- Each guest should be accompanied by a host at all times. Any person not in the presence of a host may be escorted from the building and restricted from future access.
- The length of stay for any overnight guest may not exceed two consecutive nights in a 30-day period. Overnight guests are permitted only if the guest does not violate the guest policy.
- All guests must use gender appropriate bathroom facilities. Guests may use shower facilities located on floors occupied by the same-sex residents.
- During a fire alarm or other emergency in an adjacent building, Residence Life staff (student and/or professional), the Department of Public Safety, and/or the Cape Girardeau Fire Department may restrict access of guests to adjacent buildings.

Failure to abide by the guest policies may result in suspension of guest privileges.

Alcoholic Beverages

Southeast Missouri State will enforce the ban on alcohol and alcohol containers (full or empty) in all residential buildings and public areas of the residence halls. Empty alcohol containers will be treated by the Office of Residence Life, Student Conduct, and the Department of Public Safety as alcohol violations, as it is presumed that the alcohol was consumed on campus.

Drugs & Drug Paraphernalia

The possession or use of illegal drugs or drug paraphernalia may result in suspension from the University, removal from the residence hall, and suspension of other rights and privileges. Since the possession or use of illegal drugs is a violation of criminal law, it is possible for a violator to be subject to criminal action. This policy includes the misuse of prescription drugs.

Fire Safety Equipment

Tampering with fire safety equipment in any way is both against Residence Life policy as well as state law. False alarms pose a serious risk to the safety of residents and their guests. Disciplinary action will be taken against those found tampering with safety equipment or causing false alarms with sanctions including removal from the residence halls.

Hallway Sports

Playing with sports equipment, playing organized games and/or using equipment better suited for outdoor use in the hallways is prohibited. This is to protect the rights of other residents to sleep, study, and to have access to their rooms as well as prevent damage to University or personal property. Failure to comply with this policy may result in disciplinary action, confiscation of equipment, and/or suspension from the residence hall.

Harassment

No form of bigotry, harassment, intimidation, threat, or abuse – whether verbal or written, physical or psychological–will be tolerated. Any such behavior may be grounds for dismissal. This also includes internet based, phone based, and sexual harassment. For assistance, contact a Residence Life Staff member. In an emergency, call the Department of Public Safety.
Quiet & Courtesy Hours
It is expected that each resident will show courtesy and be sensitive to the needs of other residence hall community members at all times. Televisions, game systems, or stereo devices played at excessive volumes can be particularly disruptive to persons trying to sleep or study. For that reason, residents are expected to be conscious of the volume of their electronic devices. Repeated disruptions may result in a resident being required to remove stereo or other devices as deemed necessary or relocation to a different residence hall.

Room Entry Policy
The expectation of privacy is important and should not be violated. However, entry into or search of student living quarters may be conducted by the following person for the following purposes:

- Law enforcement officers in performance of statutory duties.
- University personnel to perform custodial and maintenance service to ensure that health, fire, and safety regulations are maintained.
- Authorized University personnel in emergency situations to protect the health and welfare of students. Or, at any time that there is cause to believe the health and safety of the residents may be in danger or result in probable destruction to evidence of the violation.
- Authorized University officials when there is reasonable suspicion to believe a violation of University, Residence Life, or civil regulations is being committed.
- Authorized University staff to check the cleanliness and sanitation of a room.

Authorized University personnel indicated above include: members of the residence hall staff, members of Facilities Management staff and University personnel or their agents contracted to perform maintenance or repair services on behalf of the halls. Other members of the University staff may enter under conditions above only when accompanied by authorized personnel or their agents. Observation possible violations of University policy, rules, or regulations will be referred to the hall staff or Office of Residence Life for follow up.

Trespassing
Residence hall premises are for the exclusive use of residents, their guests, and University personnel. Any persons other than residents, their escorted guests, and/or authorized University personnel are prohibited from entering or remaining on these premises. Trespassing violations will be handled through the Office of Student Conduct and the Department for Public Safety.

Vandalism
Students may not damage or deface student rooms or common areas of the residence halls. Any student who destroys or defaces any bulletin board or other materials posted for the benefit of the community will be referred to the Office of Student Conduct and will be responsible for the replacement costs of the vandalized materials, including any time necessary to repair the materials.

Weapons, Ammunition, and Fireworks
The Office of Residence Life adheres to the Code of Student Conduct policy on weapons and fireworks. A violation of this policy is subject to immediate removal from the residence halls.

STUDENT RECORDS ACCESS
Southeast Missouri State University maintains students’ educational records in a manner consistent with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), Missouri statutes R.S.MO. 610.021(6) and 610.010(4), and the implementation of these acts. These acts are designed to protect the privacy of students and parents regarding access to records and release of such records, and to provide opportunity for a hearing to challenge such records should they be inaccurate, misleading, or inappropriate.

Under the University’s Open Meetings and Open Records Policy, adopted by the Board of Regents October 30, 1987, public records are closed to public inspection and copying to the extent that they relate to scholastic probation, expulsion, or graduation of identifiable individuals and personally identifiable student records.

However, such records may be subject to public inspection and copying under the following conditions:
1. Personally identifiable student records shall be open for inspection by the student, or by the parents, guardian or other custodian of the student in the case of a student who is a dependent of the parent, guardian, or other custodian as defined by the Internal Revenue Code, Sec. 152. The burden of establishing dependency shall be upon the parent, guardian, or custodian requesting access to the record.
2. Any personally identifiable student records may be disclosed upon the request or with the consent of the student, in writing, dated, and specifying the records to be disclosed, the purpose of the disclosure, and the parties to whom disclosure may be made.
3. Personally identifiable student records which are required by state or federal law to be disclosed to federal or state agencies, or under court order, or in specific circumstances, may be disclosed at the request of such agency, or in response to court order, or upon showing of the specific circumstances requiring disclosure.
4. Directory information, including the following: Name, address, email address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, full or part time enrollment status, number of hours enrolled in a semester, degrees, awards received, and the most recent previous educational agency or institution attended by the student, may be disclosed without the consent of the student.

A student who objects to the disclosure of any of these specific categories of personally identifiable directory information has the right to refuse to permit the designation of such information as directory information with respect to that student. Such objection must be
made in writing to the Registrar not later than 30 days after the start of the student’s first semester of enrollment at the University. The University will attempt to honor written objections not filed within 30 days after the start of the student’s first semester of enrollment, but in such instances will not be responsible for the inadvertent release of information designated by the University as directory information by an agent who is not aware of the student’s objection to that release.

Operating Procedures - For the purpose of this statement, Southeast Missouri State University has used the following definitions of terms:

Student - any person who attends or has attended the University. When the student reaches the age of 18 or begins to attend a post-secondary institution regardless of age, s/he is considered to be an eligible student under FERPA and all rights transfer from the parent to the student.

Education Records - any record (in handwriting, print, tapes, film, computer, or other medium) maintained by the University or an agent to the University which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records created and maintained by the Southeast Missouri State University Department of Public Safety for law enforcement purposes.
3. An employment record of an individual, whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment and the student does not receive a grade or credit based on the student’s performance as an employee.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional of paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Records which contain information about a student after he or she is no longer in attendance at the University and which do not relate to the person as a student.
6. Records connected with an individual’s application for admission to the University prior to his or her actual attendance as an enrolled student.

Personal Identifier - any data or information that relates to a record to an individual. This includes the individual’s name, the name of the individual’s parent(s), or other family members, the individual’s address, the individual’s social security number, any other number or symbol which identifies the individual, a list of the individual’s personal characteristics, or any other information which would make the individual’s identity known.

Annual Notification - students are notified of their FERPA rights on the Registrar’s website at semo.edu/ferpa. The notification will include, but not be limited to, the following:

1. The right of a student to inspect and review his or her educational record.
2. The intent of the University to limit the disclosure of information contained in a student’s education record unless the student gives prior written consent, the information has been designated directory information, or the information may be disclosed under FERPA without the student’s prior written consent.
3. The right of a student in relation to the amending or correcting of any part of his or her education record.

Procedure to Inspect Education Records: Students may inspect and review their education records upon request to the appropriate records custodian. Students should submit to the records custodian or an appropriate University staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect. The records custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the date of receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

Limitation on Right of Access: the University reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student’s parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were maintained before January 1, 1975.
3. Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies: the University reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of the University.
2. The student has an unpaid financial obligation to the University.
3. The record is from another institution but maintained in University files, e.g. high school transcripts.
4. The record includes the educational records of other students.
5. The education record requested is an exam or set of standardized test questions.
6. There is unresolved disciplinary action or litigation against the student.

Fees for Copies of Records: $.10 per page plus postage costs.

Disclosure of Educational Records: the University will disclose information from a student’s education records only with the written consent of the student, which must be dated and signed, except that records may be disclosed without consent when the disclosure is one or more of the following:

1. To school officials who have a legitimate educational interest in the records.

A school official is:
- A person employed by the University in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
A person appointed as voting member of the Board of Regents. A person employed by or under contract to the University to perform a special task, such as the attorney or auditor.

A person who is employed by Southeast Missouri State University Department of Public Safety.

A student serving on an official committee, such as a disciplinary grievance committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract agreement.
- Performing a task related to a student’s education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.
- Maintaining the safety and security of the campus.

2. Upon student request, to officials of another school in which a student seeks or intends to enroll.

3. To certain officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities, in connection with audit or evaluation of certain State or federally supported education programs.

4. In connection with a student’s request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. To State and local officials or authorities if specifically required by a State law that was adopted before November 19, 1974.

6. To organizations conducting certain studies for or on behalf of the University.

7. To accrediting organizations to carry out their functions.

8. To parent, guardian or other custodian of an eligible student who is claimed as a dependent for income tax purposes. The burden of establishing dependency shall be upon the parent, guardian or custodian requesting access to the record.

9. To comply with a judicial order or a lawfully issued subpoena. The person served with a subpoena will attempt to notify the student of the receipt of the subpoena the information being requested, and that the institution intends to comply on a particular date (realistically ten days from the date the subpoena is received). The notice to the student will be sent to the address listed on file in the Registrar’s Office.

10. To appropriate parties in a health or safety emergency.

11. To individuals requesting directory information so designated by the University.

12. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

The University will not release information contained in a student’s educational record, except directory information, to any third parties except its own officials, unless those parties agree that they will not re-disclose the information without the student’s prior written consent.

STUDENT CONTACT INFORMATION

Contact Consent: By providing my telephone number(s), email address(es), or other contact information, I authorize Southeast Missouri State University and its agents to contact me using the information I have provided by any means of communications including, but not limited to, calls placed to my cellular phone or correspondence to my personal and/or University-assigned email address(es), regarding any past, present, or future financial or academic record (or critical University business) held by the University and its agents. I hereby consent to all forms of contact and understand I may be charged by my service provider(s) for receiving such communications.

Student Addresses: Students are required to have a current address on file with the Office of the Registrar. Students living at a temporary address while attending Southeast must have BOTH a temporary address and a permanent address on file. Students who list a temporary address will receive all mail, including bills, from the University while classes are in session at the temporary address. Students who list only a permanent address will receive all mail, including bills at this address. Students who want bills sent to a different address must make that request with Student Financial Services.

STUDENT ID CARD

Your Southeast ID card serves as identification of Southeast students, faculty, and staff. In addition, the card gives access to a wide-variety of campus services including: dining, textbook rental, the library, bookstore charges to a University account, the Student Recreation Centers, Health and Counseling services, Testing Services, and free or discounted tickets to Athletic, Show Me Center, or River Campus events. In addition, you can “deposit” RedBucks into an account associated with the Southeast ID card to use in any campus meal service location.

No one else may use your card and the misuse or falsification of a Southeast ID card could result in disciplinary action being taken against you. You are required to show your Southeast ID upon request to any University official acting in his/her duties.

Rules Concerning Southeast ID Cards: Southeast ID Cards are the property of the University and are non-transferable. Students are responsible for the accuracy of the information on the Southeast ID Card. Misuse of the Southeast ID Card, falsification or information on, or failure to present your Southeast ID Card upon request to any University official acting in his/her duties will result in confiscation and/or disciplinary action being taken against you.

STUDENT ORGANIZATIONS

How to Start an Organization

Student Organization Registration Process: All student organizations, both new and returning, must register with Campus Life & Events Services each academic year.

If applying to be a registered student organization, please note the following steps:

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Responsible Redhawks Guide 2015-2017
1. Attend a student organization information session and pick up a registration form;

2. Submit a completed registration form and a copy of the organization’s constitution to Campus Life & Event Services, University Center 414;
   - To aid you while completing the registration form, a listing of student organization classifications are available on the next page. A constitution template and sample constitutions are available in the Resource section of the Student Organization website, semo.edu/leadership/studentorgs/resources.

3. All registration applications will be screened by the Campus Life & Event Services staff or designee for completeness of information and minimum standards specifications;
   - Approved files will then be forwarded to Student Government for recognition;
   - An official email confirming or denying recognition will be sent by Student Government to the organization upon the completion of their review. If denied recognition, the letter will outline reasons for the decision. Recognition by Student Government will be approved unless it is found that the organization: submitted incomplete paperwork; seeks to accomplish objectives, goals, and/or activities through violence, discrimination, etc.; engages in activities that interfere with discipline and normal activities of the University or the rights of others; seeks personal gain; engages in activities that present danger to property, personnel, and/or functions of the University; closely duplicated the mission of a previously established registered organization; or, does not meet registered student organization criteria as described on the previous page.

4. Recognition and its associated privileges may be removed at any time for failing to meet the minimum standards established by Student Government and Southeast Missouri State University.

Registered Student Organization Criteria: The student organization registration process and recognition requirements are dictated by Student Government By-Laws Section 409.04 No. 01. To read the official by-law body, please the Student Government website, semo.edu/studentgov. The following criteria must be true of each student organization to register with Southeast Missouri State University.

1. The organization must consist of no fewer than five members who are current students at Southeast Missouri State University, in good academic and disciplinary standing, and maintain a minimum 2.0 GPA.

2. Student organizations may not grant voting membership to community members, parents, or alumni. Only honorary membership is allowed for non-student members.

3. Membership and all membership privileges, including voting and officer positions, must be extended to all students without regard to race, color, creed, religion, sex, sexual orientation, national origin, age, or physical or mental handicap. Title IX of the Educational Amendments of 1971, Section 106.14 makes an exception for social fraternities and sororities in regard to gender for membership criteria.

4. The organization must have a constitution, which is in accordance with the University’s rules, Student Code of Conduct, as well as the Student Constitution of Southeast Missouri State University.
   - Constitutions will be reviewed by a Campus Life & Events Services staff member for compliance with the rules. A constitution template and sample constitutions are available in the Resource section of the Student Organization website, semo.edu/leadership/studentorgs/resources.
   - The student organization constitution must contain an anti-hazing statement. A sample is included in the constitution template available in the Resource section of the Student Organization website, semo.edu/leadership/studentorgs/resources.

5. The organization must identify a faculty, staff, or graduate assistant advisor employed by Southeast Missouri State University. The advisor should be available to consult with the student organization when needed.

6. Each organization must have an executive officer (i.e. president, chair, etc.) and an administrative officer (i.e. secretary, treasurer, etc.) These officers must be in good academic and disciplinary standing with the university. All officers must maintain a minimum 2.0 GPA (student in good standing).

7. Members must maintain active participation in the organization.

8. All sports oriented organizations must first be approved by the Club Sports Council to receive recognition by Student Government.

Anti-Hazing Policy
The University’s policy on hazing can be found in Section 5 of the Student Code of Conduct located on page 5 of this document.

Food and Beverage Policy
Snacks at Meetings: Registered student organizations may bring their own snacks to meetings. Only these items may be brought to any meeting:

- Home-baked snacks (e.g. pastries, cookies, cakes, etc.)
- Purchased packaged snacks (e.g. pretzels, potato chips, dip, cheese, crackers, candy, etc.)
- Beverages (including sodas, punch, iced tea, etc.)

Beyond these, exceptions can be made for other food items, if approved in advance by Campus Life & Event Services, University Center 414, MS 1200, (573) 651-2282, unischeduling@semo.edu. A “Request for Exception to Catering Exclusivity” form must be filed with Campus Life & Event Services at least 10 days in advance. This form is available in the Resource section of the Student Organization website, semo.edu/leadership/studentorgs. Exceptions will be made on a case by case basis.
Meal items such as pizza or sandwiches are typically not approved as they can be provided by Chartwells Dining Services. Campus Life & Event Services will provide a table for refreshments and snacks if requested in advance.

Although Campus Life & Event Services can provide a table for refreshments and snacks, all registered student organizations are responsible for supplying eating utensils, ice, cups, linens, etc.

All registered student organizations are responsible for clean-up of the space used (e.g., removing all food and beverages brought in). If food and set-up are removed by University Center or other University personnel, appropriate costs, at a minimum of $10.00, will be charged to the registered organization. This clean-up cost must be paid prior to any further use of campus facilities.

All registered student organizations are expected to return the space used to its original condition following use.

Funding
Student Government Funding Board: is designed to financially assist organizations with programs, events, activities, special projects, and educational activities. Student Government (SG) seeks to fund activities which are of potential benefit to the entire student body.

Funding Criteria and Guidelines:
1. The organization seeking funding must register with SG.
2. A representative from the organization must attend a funding informational meeting or schedule a meeting with the SG Treasurer.
3. The organization will need to turn in a funding proposal to the Administrative Assistant in Campus Life, University Center 414, by the published deadline. At this time, the organization must also schedule a time to meet with the Funding Board.
4. Present program, budget request, and line items to Funding Board during scheduled time.
5. Immediately following the Funding Board hearing, the organization will be notified whether or not their proposal was approved.
6. Funding request will then go before the SG Senate for final approval. A representative from the organization must be present at the meeting.
7. Organizations will be notified of the final allocation within two weeks. Upon receipt of this notification organizations must schedule a meeting with the Business and Enrollment Analyst for Campus Life.
8. Attend scheduled meeting with the Business and Enrollment Analyst for Campus Life to disperse spending of allocated funds.
9. After the programming event, a representative must meet with the Business Analyst to close out the program budget. At this time it will be determined whether or not all allocated funds were used. Any unused funds will be made available for other organizations.

If a student organization incurs expenses that were not approved by SG Funding Board, the organization must cover the costs.

For information on the dates of Funding Board informational meetings, funding proposal deadlines, and hearings, please visit the Student Government website, semo.edu/studentgov/

For more information, please contact the Business and Enrollment Analyst, University Center 414, MS 1200, or call (573) 651-2280, jessner@semo.edu.

For more information, please contact the Business and Enrollment Analyst, University Center 414, or call (573) 651-2280.

Dollars for Innovative Campus Events (D.I.C.E) Funding: D.I.C.E. is one funding source for any student or student organization hosting programs over the weekend. The program funds events that are planned to directly enhance the co-curricular experience at Southeast Missouri State University.

Fundraising
Many student organizations have big plans and excellent ideas for programs or services. However, few organizations have the finances to make these plans real. Fundraising is a great alternative to charging members higher dues. Fundraising events can be fun for all involved if they are planned properly. It is important to make the fundraising project a group effort and to get as many people involved as possible. Not only will you have more help to accomplish your goals, but you will also get more people interested in giving money. The key to being successful in fundraising is to be creative and to keep your goal in mind. Members of your organization will not get excited or interested in your fundraising efforts if they do not know where the money will go. In addition, members of the community will not give unless there is a good cause. Make sure the reason you are raising money is a legitimate cause and let everyone know why you are raising funds.

If your organization is considering planning a fundraiser, contact the Coordinator for Leadership Development, University Center 414, MS 1200, (573) 651-2280, leadership@semo.edu.

Guidelines for Use of Amplified Sound
To maintain the academic environment at the university, the use of amplified sound equipment in open areas must be approved by the Campus Life & Event Services Office.

Amplified sound is defined as any form of equipment (i.e., microphone, speakers, amplifiers, bullhorns, musical instruments) used to increase sound levels or any object that does not require equipment to project its sound. In some cases, large group singing is also considered amplified sound. Events involving high sound levels may not be scheduled during regular classroom instruction if the possibility of interference exists. Any recognized student organization or university department may reserve one of the designated open spaces for sound amplification.

The use of outdoor areas for amplified events is limited by the nature of the given area and the probability of interference with official university functions. In general, moderate amplification, not more than 65 decibels, is allowed at Stroup Fountain Plaza (in front of Kent Library) from noon to 1 p.m. on Wednesdays (Common Hour). A sound check will be permitted from 11:50 a.m. to noon. All other requests for amplified sounds will be reviewed on a case-by-case basis by the Campus Life & Event Services Office. All outdoor venues and events outside of the Wednesday Common Hour period will be considered for approval by the Campus Life & Event Services Office.
Hosting Events
Evening Social Function (ESF) Policy: Any student organization wishing to host an event that begins or continues past 8 p.m., is open to individuals who are not members of the sponsoring organization, or has an anticipated attendance of 100 or more must abide by the Evening Social Function Policy.

In order to host such an event, the following guidelines and policies apply:

1. Complete a Pre-Event Worksheet three weeks prior to the date of the event.
2. Print out and complete the Evening Social Function Agreement two weeks prior to the event date.
3. Attend a pre-event briefing meeting to take place at least three days prior to the event
4. Additional regulations and restrictions apply. For information visit semo.edu/campuslife/evenings.

If your event occurs on Thursday, Friday, Saturday, or Sunday night, consider D.I.C.E. funding, semo.edu/leadership/dice/. For more information, please contact Campus Life & Event Services, University Center 414, MS 1200, (573) 651-2282, unscheduling@semo.edu.

Movie and Screening Rights
The Federal Copyright Act (Title 17, United States Code, Public Law 94-553, 90 stat. 2541) governs how copyrighted materials, such as movies, may be used. Federal law requires that viewing rights must be obtained PRIOR to showing movies or films in public spaces. If you rent, buy, or borrow a video or DVD recording, it is usually intended for “home use” only. Students, staff, faculty members and student organizations are required to obtain copyright permission from a film distribution company in order to show movies or films in public spaces, including residence hall lounges and spaces reserved on campus. Failure to do so may result in legal action.

For more information on the Federal Copyright Act, please visit the Motion Picture Association of America website on Public Performance, www.mpaa.org/protecting-creativity.

When do I NEED to obtain copyright permission?
1. Events open to the public (including students, faculty, staff and community members who are not general members of the student organization). If any person attending the event is not listed on the student organization's membership roster, then copyright permission must be obtained.
2. Any event that is planned and advertised (on the internet, through flyers or handbills, or through e-mail to non-organization members.)

When can I show a movie WITHOUT obtaining copyright permission?
1. Home viewing: A student may show lawfully obtained (rented or purchased) movies to family members or a small group of friends in his/her own residence hall room or off-campus apartment/house.
2. Educational use: You must meet the following two criteria:
   - Viewing must not be open to the general public.
   - The educational component is significant. It must be part of a class, workshop, or series and there should be a theme to the event or a presentation, speaker, or forum that accompanies the viewing.

Please note: The event does not need to be University sponsored or academic credit-bearing. The person giving the academic presentation can be a student, professor, outside speaker or other. The important criterion is not the presenter, but rather, the quality of content of the presentation and the connection to educational advancement.

Street & Parking Lot Closures for Events
Student groups, organizations or individuals interested in reserving or closing down streets, parking lots and/or sidewalks on or adjacent to campus for programs or events must contact Campus Life & Event Services at (573) 651-2282. These requests should be made a

GREEK LIFE

Greek-letter organizations (fraternities and sororities) are values based organizations that are committed to high ideals including scholastic achievement, philanthropic support, and developing strong and confident leaders. They exist primarily to offer support and brotherhood/sisterhood to their members during their time in college and beyond.

Participation Requirements
Criteria for membership in individual sororities and fraternities varies based on their national guidelines; however, the University and local governing councils have created a minimum set of criteria for our campus. The minimum criteria are as follows:

1. Must be a fully matriculated (enrolled, degree-seeking) student of Southeast Missouri State University’s main campus.
2. Must have a minimum cumulative GPA of 2.5 from High School or College for most NPHC and NPC organizations, and a 2.65 for IFC.
3. Must be in good academic and disciplinary standing with the University.
4. Eligibility to join/affiliate/intake must be verified by the Office of Greek Life.

If you have any questions regarding your ability to join a fraternity or sorority at Southeast, please contact us at (573) 986-7301 or via e-mail at greeklife@semo.edu.

Fraternal Information & Programming Group (FIPG, INC.) Risk Management Policy
The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

Alcohol & Drugs:
1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate
with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.

2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.

3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.

4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).

5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.

6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.

8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in “drinking games”. The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “beep pong”, “century club”, “dares” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night”, “big brother/big sister night” and initiation.

Hazing: No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: “Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law.”

Sexual Misconduct: The fraternity will not tolerate or condone any form of sexual misconduct on the part of its members, whether physical, mental or emotional. This includes any actions by individuals or members acting together defined as sexual misconduct, harassment or exploitation in the Sexual Assault Guidelines in Section 12 of this document.

Fire, Health & Safety:

1. All chapter houses should meet all local fire and health codes and standards.

2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.

3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.

4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house are expressly forbidden.

5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

Education: Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

For more information on each Greek Council please visit:

National Interfraternity Council: [www.nicindy.org](http://www.nicindy.org)

National Panhellenic Conference: [www.npcwomen.org](http://www.npcwomen.org)

National Pan-Hellenic Council: [www.nphchq.org](http://www.nphchq.org)
PARKING & TRANSIT

Parking Services is located at 1401 North Sprigg Street, in front of the Show Me Center. Parking Services operates between the hours of 7:30 am - 5:30 pm Monday through Thursday and 7:30 am - 5:00 pm Friday during the regular academic year, and 8:00 am - 4:00 pm Monday through Friday during school breaks and summer session. Parking Services may be contacted by phone at (573) 651-2310 or by e-mail at parking@semo.edu, attention Parking and Transit Manager.

Parking Permit Types

- Preferred – Preferred parking is student parking located near the interior of campus.
- Perimeter – Perimeter parking is located in parking lots on the exterior of campus.
- Evening Only/Summer – Parking permits are available for students taking evening or summer courses.
- Carpooling – Carpooling is defined as two or more individuals who ride together and arrive and depart the campus at the same time.
- Disabled – Only vehicles displaying state issued disabled license plates or hang-tags may park in disabled spaces.
- Temporary/Special – Temporary or Special parking privileges may be obtained from Parking Services.
- Early College Credit – Students enrolled in both high school and a course on the University campus can obtain parking privileges for campus parking lots. Please contact Parking Services for more information.
- Employee – Parking Services provides employee hang tags or decals to University faculty and staff.
- Visitor – Parents, Relatives and Visitors are encouraged to obtain a visitor’s pass from Parking Services.
- Motorcycle/Scooter – Motorcycle and motorized scooter permits are available to faculty, staff and students.

Parking Regulations

1. All regulations are enforced 24 hours a day, every day.
2. The speed limit on campus is 15 miles per hour, except where otherwise posted.
   - Cheney Drive – Enter from Henderson (Restricted)
   - Parker Drive between Cheney Hall and Towers. (Restricted)
   - Towers exit ramp, off Sprigg Street (One-way)
   - Greek Drive – Enter from New Madrid at Henderson (One-way)
   - Parking Lot 1–23 Dearmont Circle – Enter from eastbound Normal Avenue (One-way).
   - Entrance to Faculty/Staff Parking Lot 4–14 (One-way)
   - Academic Drive – Enter from N. Henderson (One-Way)
   - Any other location designated by one-way signs
4. Yellow parking blocks and curbs are NO PARKING ZONES.
5. Red curbs are fire lanes – NO PARKING ZONES. TOW AWAY ZONE.

6. NO PARKING is allowed on the grass, in or blocking driveways or on sidewalks.

Lot Use and Limits: Preferred Commuter lots are reserved for students with the preferred commuter decal specific to its lot from 7 a.m. until 4:00 p.m. After 4:00 p.m., preferred commuter lots become available to any student permit. At 5 p.m., Faculty/Staff lots become available to any student permit until 7 a.m. Preferred Resident and Faculty/Staff lots/spaces at residence halls are not included in this regulation and are reserved, as posted, 24 hours a day.

Parking Meters: May be used by faculty, staff, students and visitors to the University. Parking meters are designated for 30-minute or two-hour time limit from 7 a.m. to 5 p.m., Monday through Friday and for 24-hour use. Time limited parking meters are used as permit only spaces after 5 p.m. Parking Meters at TOWERS COMPLEX are ALWAYS used as metered parking and enforced 24 hours a day.

Time Limit Parking: Some parking spaces and parking lots are identified by signs with specific time allotment. Time limits are in effect from 7 a.m. to 5 p.m. After 5 p.m. they are used as permit only spaces.

Special Use Parking:

1. Parking lot 1–8 at Houck Field House is a Faculty/Staff and 2-Hour Visitor lot. For home football games, the lot is closed the day before the game and used only for game-day functions.
2. Parking lot 1–21 (the south portion) across from Merick/Van-diver Halls, will be reserved for football game day functions on the Thursday evening and Friday before home football games. PR-B permit holders are to park in PR-B PL 1–10.
3. Parking lot 1–22 across from Southeast Bookstore is 2-Hour parking for visitors to the University. Additional visitor parking is available in lot 1–8 in front of Houck Field House. Faculty/Staff and students who are using the University Center may park in the lot for the 2-hour time period. Misuse of the lot will be enforced on complaint and tickets and/or towing will result.
4. Parking lot 5–3 at the Student Recreation Center – North is by permit only. Student parking is available to any permit for a 2-hour limit in designated spaces. Community members and University employee parking is available for a 2-hour limit in designated spaces. During Show Me Center events, the lot is closed and is not available for Recreation Center parking.

Weekend Resident Hall Parking: Parking lot 1–10 at Broadway and Henderson and parking lot 3–9 at Towers Garage become available for any permit and visitors on Fridays at 5 p.m. through Sundays at 5 p.m. If a school break begins on Friday or ends on Monday, the 5 p.m. to 5 p.m. begins on Thursday and ends on Monday.

Traffic Gates and Transitway: Traffic gates are installed to restrict general traffic from specific areas of the Transitway and other campus service drives. Unauthorized access through a traffic gate or unauthorized attempts to gain access through a traffic gate is prohibited. Transitway is restricted to University shuttle buses, emergency vehicles and University service vehicles. Transitway restricted by signs without traffic gates is not accessible to general traffic. Tickets, boots, tows and/or notices to appear will be issued for unauthorized driving on the transit way.
Summer Parking: Students enrolled for only the summer session may register for permits at the perimeter rate of $59. Current permits issued during the previous fall or spring semesters are valid during the summer session. Students with these permits need not register for the summer session. Students with current permits are allowed to park in any student parking lot for summer sessions. Faculty/Staff lots are always reserved for Faculty/Staff permits. Faculty and Staff with current permits may park in any student parking lot during the summer sessions.

Car Pool: Spaces are designated as car pool parking by signage. Should the car pool spaces be filled, car poolers will park in perimeter parking lot and use the shuttle service to reach the interior of campus. Cars without car pool permits that are parked in car pool spaces will be ticketed and towed. Cars with car pool permits parked in spaces other than car pool spaces will be ticketed. Car pool spaces will not be available to any permit parking at 4:00 p.m., as in preferred commuter lots. Car pool permits are only valid in car pool spaces from 7:00 a.m. until 5:00 p.m. Car pool spaces are located in the following parking lots:

- Parking Lot #1–20 Kent Library
- Parking Lot #1–25 Pacific & Normal
- Parking Lot #4–12 Dempster Hall
- Parking Lot #4–14 Johnson Hall

Penalties: Information on parking penalties can be found at: semo.edu/dps/penalties

Appeals: The appeal process is the first step by which students, faculty and staff contest parking tickets. Tickets must be appealed within 15 days of the ticket date, online at ‘My Southeast.’ Appeal hearing dates are scheduled monthly. Violation fines are charged to the appellant’s account. A ticket pending appeal is not excluded from payment. Appeals found in the appellant’s favor will be credited to the account. Questions about or help with online appeals should be referred to Parking Services.

Vehicle Tow: All improperly parked vehicles are subject to tow at the discretion of parking enforcement personnel. Vehicles may be towed for lost or stolen permit, false permit, non-payment of fines, unidentified operator, excessive violations or revoked or suspended parking privileges. Tow fees are the owner’s expense. The University is not responsible for any damage incurred during towing of the vehicle.

Excessive violations: If parking tickets accrue and become excessive, student violation files are referred to Student Conduct and faculty/staff violation files are referred to the director of Human Resources. Additional information regarding excessive violation processes is available from the manager for Parking Services.

Shuttle Services
The Department of Public Safety operates a shuttle service to provide transportation from parking lots to the interior of campus. The service is funded by the Missouri Department of Transportation and the University.

Transit service is provided Monday through Friday from 7:00 a.m. until 5:00 p.m. Evening service is provided from 5:00 p.m. until 2:00 a.m. daily. Weekend shuttle service operates from 5:00 p.m. until 2:00 a.m. on the main campus with River Campus service operating from 1:00 p.m. until midnight. Shuttles can be tracked by cell phone using Southeast’s Mobile App. For route and stop information, visit semo.edu/dps.

W.I.N.G.S (When In Need Go Shuttle): W.I.N.G.S serves Southeast students transportation to social and entertainment places in Cape Girardeau. The service, inspired by a joint effort between Student Government, GAMMA, Residence Hall Association and the University, provides alternative transportation for students who do not have personal transportation or who do not drive.

W.I.N.G.S route information is available at semo.edu/wings.

STUDENT HEALTH

Through a partnership with SoutheastHEALTH, Registered Nurses, Licensed Practical Nurses and Nurse Practitioners provide health treatment including physical exams, laboratory services, immunizations and allergy shots, medical procedures, prescription services, special equipment needs (ice packs/crutches); well women exams and assessment and treatment of illness/injuries for Southeast Missouri State University students, faculty, and staff.

An appointment is encouraged for most student health services. Students can usually get a same day appointment, especially if they call early in the day. Call (573) 651-2270 or stop by the clinic. Bring your student ID and insurance card to all appointments.

Health Fee & Health Insurance
Campus Health Clinic charges for services at the University. Most charges are similar to what is charged in the community.

SoutheastHEALTH will bill insurance for students and faculty seen at the Campus Health Clinic. Students without insurance may apply for “Patient Assistance” by logging onto sehealth.org. Click on Patient/Visitor Information, then Billing and Insurance and follow the instructions on the form. If the student is 18 years or older, the application will be based on student income only.

If you do not have hospital insurance and cannot pay for your services upon registration or dismissal, you will need to make credit arrangements. The Registration clerk can refer you to a Patient Accounts representative who will provide information about what resources may be available to assist you with your bill. If you have any questions about your bill, insurance, or resources available, the Patient Accounts personnel will be glad to discuss these with you. If your insurance or personal resources are depleted, you will need to discuss your account with a Patient Accounts representative prior to dismissal.

In addition to a bill from the Hospital, you will receive a separate bill from each physician who has some involvement in the interpretation of your test results or your treatment, even though you may not have had direct contact with those physicians, who may include radiologists, pathologists, anesthesiologists, cardiologists, or neurologists. Physicians who are consulted about your care will bill you for their consultation services.

If you have a question about the bill or a general question about insurance coverage, contact the number on the bill. Specific questions about the health insurance policy benefits covering the student

Responsible Redhawks Guide 2015-2017
should be directed to the insurance company. (Call the number on the back of your insurance card.)

Health Insurance Requirement: Due to the increased cost of healthcare in the U.S. and limited policy acceptance, the University requires international students to purchase insurance through Southeast. The insurance offered by the University includes coverage benefits for healthcare and emergency global services. Insurance is billed twice per year; coverage extends from August to December and January to August. (IEP students arriving in March, June or October are charged a pro-rated amount.) Continuing students are re-billed each fall and spring semester. (Note: Spring charges automatically include mandatory summer coverage.) Although your policy will be effective at the start of the academic term, the insurance enrollment process and billing of fees normally occurs upon your course enrollment, so it will likely appear on your FIRST billing statement. Please bring the completed immunization record sheet (found with the insurance policy brochure) with you - this must be submitted to receive medical treatment.

Exchange students and students sponsored by governments or universities may be exempt from this policy if they can provide evidence of coverage equal to or greater than the policy through Southeast. Proof of insurance coverage limits must be provided to the Office of International Education and Services no later than the first day of classes or your automatic insurance enrollment will NOT be terminated.

Student Health Insurance: Students at Southeast, with the exception of international students, are not required to have active health insurance as a condition of enrollment; however, it is strongly encouraged. Students who are not covered under their parent/guardians’ health insurance plan or have no coverage of their own are encouraged to consider securing health insurance. Because of options for health insurance available in the private market and through various governmental programs, the University does not offer an optional University sponsored or funded insurance for domestic students.

Please note: International students are required to purchase this insurance in order to attend the University. More information about this requirement can be found at the frequently asked questions section of International Education and Services website.

Treating Minors - Not Accompanied by a Parent or Guardian
PURPOSE: All attempts should be made to insure proper consent is attained for treatment of the minor patient in the Clinical setting.

DEFINITION OF A MINOR: (Unemancipated)
1. Under 18 years of age
2. Unmarried
3. Not a parent of a dependent child
4. Dependent on a parent for part or all of financial support

PROCEDURE:
1. Contact parent or legal guardian for permission to treat the minor.
2. If the parent is absent and cannot be reached, next of kin may be called.
3. Telephone permission is acceptable if witnessed by two (2) persons.
4. Permission may be obtained from person temporarily responsible for minor (e.g., babysitter, grandparent) if parent cannot be reached (implied consent).
5. Minor may sign for him/herself in case of:
   a. Pregnancy (excluding abortion)
   b. Venereal disease
   c. Drug or substance abuse
6. In case of a runaway juvenile (under 18) contact local juvenile officer for court authorized permission to treat. Cape Juvenile Detention Office: (573) 334-6001.

Health Information Portability and Accountability Act (HIPAA)
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that sets rules about who can look at and receive your health information. This law gives you rights over your health information and when it can be shared. It also requires your doctors, pharmacists and other health care providers, and your health plan to explain your rights and how your health information can be used or shared.

HIPAA requires most doctors, nurses, hospitals, nursing homes, and other health care providers to protect the privacy of your health information. However, if you do not object, a health care provider or health plan may share relevant information with family members or friends involved in your health care or payment for your health care in certain circumstances.

Under HIPAA, your health care provider may share your information face-to-face, over the phone, or in writing. A health care provider or health plan may share relevant information if:
- You give your provider or plan permission to share the information.
- You are present and do not object to sharing the information.
- You are not present, and the provider determines based on professional judgment that it’s in your best interest.

Tuberculosis Screening
Beginning October 2013, Missouri Senate Bill 197 requires new students attending any college or university in the State of Missouri be screened for Tuberculosis (TB). The screening must follow the Center for Disease Control protocols that screen individuals based upon their time outside the United States, and their possible exposure to TB, or those who are likely to have come in contact with someone who has TB. The legislation requires colleges and universities to place a hold on a student’s registration if they do not complete the Tuberculosis screening within their first semester at a Missouri college or University.

Any student answering yes to one of the following questions on the TB Screening Questionnaire is required by Missouri law to be physically tested for Tuberculosis with either a Tuberculin Skin Test (TST) or PPD, or Interferon Gamma Release Assays (IGRAs). IGRAs are blood tests that must be used to test for TB on anyone who has lived outside the US for more than 1 month. TSTs may not be reliable if any International student ever received BCG vaccine in the past. BCG vaccine is commonly used in many countries outside the US to prevent TB. IGRA tests include T-Spot and Quantiferon TB Gold. All new, incoming International students at Southeast are
screened with a blood test (QuantiFERON TB Gold).

1. Have you ever been sick with tuberculosis?
2. Have you ever had a positive PPD, TB QuantiFERON test, or T-SPOT?
3. Were you born in, or have you lived, worked or visited for more than one month in any of the following: Asia, Africa, South America, Central America or Eastern Europe?
4. Have you had HIV infection, AIDS, diabetes, leukemia, lymphoma or a chronic immune disorder?
5. Are you or have you been a health care worker?
6. Have you ever lived, worked, or volunteered in any homeless shelter, prison, jail, hospital or drug rehabilitation unit, nursing home or residential health care facility?
7. Have you been in close contact with someone who has or had active TB?

A student answering no to all these questions is considered to have been effectively screened and no further action is needed.

A student answering yes to any of the statements is required to complete a medical test at the Campus Health Clinic in Crisp Hall, in order to be further screened for Tuberculosis. If the student can provide documentation of TB testing done within the past calendar year in the US, and can provide copy of that test to Campus Health Clinic, the screening will be waived.

**Meningitis Vaccination** (on-campus residents only)
Beginning Fall 2015, all students living in on-campus housing at a Missouri public institution of higher education are required to be vaccinated against bacterial meningitis or have an exemption for medical or religious reasons (see Missouri Statute 174.335.1).

- The Advisory Committee on Immunization Practices (ACIP) recommends that students receive the vaccine within 5 years of beginning college. A booster will be required for students who received their initial vaccination at age 11-12. To reference this information, please view the CDC website.
- Vaccination records need to be submitted to the Office of Residence Life prior to moving into the residence halls. Records can be mailed to Office of Residence Life, faxed to (573) 651-2557 or emailed to residencelife@semo.edu.
- Medical or religious exemptions must be submitted using the following exemption form.
- Records of the vaccination or exemption must be on file by the first Friday of classes, as required by Missouri State law. Failure to provide them by that date may result in the cancellation of the student’s housing contract, with applicable charges, thereby impacting the student’s ability to live on campus and remain in classes.

**TECHNOLOGY**

**Copyright Information**
Southeast Missouri State University respects the rights of copyright holders and copyright laws, and expects its faculty, staff, and students to do so as well. In this electronic age, copyrighted works can easily be misused and widely distributed, even without intentionally doing so. It is the responsibility of the University community to make a good faith effort to comply with United States Copyright Law (copyright.gov) and related University policies.

The Higher Education Opportunity Act requires the University to actively address the unauthorized distribution of copyrighted material by users of the campus network. Southeast complies with the requirements of the HEOA.

Acceptable Use of University Resources: When you activated your Southeast Key, you agreed to abide by the Information Technology and Network Systems Acceptable Use Policy and Procedures. In particular, you agreed to "comply with local, state, and federal laws", and "adhere to all University policies and procedures, such as those governing intellectual property." The procedures specifically prohibit the “use of University computer resources to infringe the intellectual property rights of others. The unauthorized use of peer-to-peer file sharing to distribute copyrighted music or videos is considered a violation of the Acceptable Use Policy. In addition, such activity is illegal and may expose you to civil and criminal liabilities.

Penalties for Violation of Federal Copyright Laws: A person found guilty of violating copyright law may be liable for damages and lost profits relating to the violation. In addition, criminal penalties of up to five years in prison and a $250,000 fine are possible.

Policies with Respect to Unauthorized Peer-to-Peer File Sharing Including Illegal Downloading or Unauthorized Distribution of Copyrighted Materials: Violation of the Acceptable Use Policy may result in a denial of access to University computer resources. Moreover, Article 18 of the Code of Student Conduct addresses violations of published University policies, rules or regulations and Article 21 addresses violations of federal, state or local law. With violations of the Code there are a range of sanctions that are employed, including fines, community service, restitution, probation, suspension, and expulsion.

Sources of Legal Alternatives for Downloading Music and Video: A wide variety of information can be located and accessed via the Internet. Unless you know that the copyright owner has given explicit permission for you to use copy or share the material, your safest course of action is to avoid downloading it. Many legal alternatives for downloading both music and video are available on the Internet, both free and for purchase. A large list is maintained by Educause.

Copyright resources: semo.edu/lit/policies/copyright

**Information Technology & Network Systems Acceptable Use Policy & Procedures**
Policy: Access to information technology and network systems owned, operated or leased by Southeast Missouri State University is given for the sole purpose of supporting the University’s education, research, and regional service mission. Users of the University’s information technology and network systems are responsible for using the systems in a manner consistent with this mission and in compliance with local, state, and federal laws, MORENET regulations, and all policies and procedures of the University. The operating procedures to implement this policy shall be issued and maintained by the Vice President for Enrollment Management and Student Success.
Purpose: This set of University-wide procedures and guidelines is intended to ensure the appropriate use of all Southeast Missouri State University computer, telecommunications, and network systems, to protect the integrity of these systems, to provide equitable access for all users, and to promote proper management of the systems.

Scope: University policy, procedures and guidelines for information technology and network system usage apply to all users of the system, including students, faculty, and staff, and to any other individuals or groups granted access to the University information technology and network system. The University information and technology network system includes, but is not limited to, all personal computers, peripherals, software, personal digital assistants, networking devices, servers, minicomputers, workstations, telephones, computer and communication facilities owned, leased, operated, or contracted by the University.

General Statement on Institutional Access and Privacy: Authorized agents of the University may access and review any files, records, usage logs, or other sources of information on the University’s information technology and network system necessary to assure the proper functioning of the University. Authorization of access will comply with rights to privacy, such as those defined in HIPAA and FERPA regulations and follow Human Resources policies and procedures. Typically access will be made under due cause and only when access is required to comply with local, state, or federal laws; or to determine whether usage inconsistent with the University’s Information Technology and Network Systems policies and procedures has occurred; or to protect the integrity of information technology and networking systems; or in the course of an investigation regarding compliance with other University policies and procedures. Such access will be logged and regularly audited to assure reasonable protection of the rights of users.

General Statement on User Responsibilities: With the privilege to use the information technology resources of the University come specific responsibilities and expectations. Users of the University’s information technology and network systems should respect the rights of other users; comply with local, state, and federal laws; adhere to all University policies and procedures, such as those governing intellectual property and sexual harassment; and avoid practices that compromise the University’s information technology resources. Specific responsibilities and expectations are detailed in the following procedures.

University Inspection of Personal Electronic Information: Electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information, is subject to examination by the University where:

- It is necessary to maintain or improve the functioning of University computing resources
- There is a suspicion of misconduct under University procedures or suspicion of violation of Federal or State laws
- It is necessary to comply with or verify compliance with Federal or State law

Acceptable Use Guidelines: Users of the University’s information technology resources are expected to:

- Respect the intellectual property rights of authors, contributors, and publishers in all media
- Protect user ID, password, and system from unauthorized use
- Adhere to the terms of software licenses and other contracts (Persons loading software on any University computer must adhere to all licensing requirements for the software. Except where allowed by University site licenses, copying software licensed for University use for personal use is a violation of this policy.)
- Adhere to the University Business Policies and Procedures Manual
- Use University computer resources in a manner that is compliant with State and Federal law
- Adhere to data access procedures of the University

Prohibited Uses of University Computer Resources:

- Unauthorized use (for example, modifying the network) or excessive personal use (for example, use that overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks)
- Uses that interfere with the proper functioning of the University’s information technology resources
- Uses that unreasonably interfere with the ability of others to make use of University computer resources
- Attempting to gain or gaining unauthorized access to the computer system, or files of another
- Use of University computer resources to infringe the intellectual property rights of others
- Use of University computer resources for personal profit as defined under MOREnet regulations

Enforcement of Acceptable Use Policy: Violation of the Acceptable Use Policy may result in a denial of access to University computer resources, and other disciplinary actions provided or authorized by Southeast Missouri State University.

Links to Related Procedures:
- MOREnet: www.more.net
- Mobius: mobius.missouri.edu

ResNet
Southeast Missouri State residence halls offer high-speed Ethernet connectivity, referred to as our residential network (ResNet). Each room is equipped with one LAN jack per bed as well as wireless access. More information is available on the Information Technology website at semo.edu/resnet.

EMERGENCY NOTIFICATIONS

Emergency Operations & Emergency Communications Plans

Emergency Communication: Southeast Missouri State University places a high priority on communicating emergency information to the students, faculty and staff. Southeast currently relies on a multitude of layered communication tools to relay emergency information, including:

- An outdoor warning system which utilizes both a system of alert sirens and can also be voice-activated to provide specific information.
- The University’s Home Page on the Web site at www.semo.edu – watch for a flashing “Urgent Alert” which will convey any emergency communication.
- An emergency alert message can be posted within the student portal, “My Southeast,” so students accessing their e-mail will be automatically notified.
- Emergency e-mail messages can be sent out to all students, faculty and staff.
- All regional media can be notified of any emergency situations so the campus community can access that information through a radio or television station (see the list of media outlets).
- Students, faculty and staff who have land-line telephones on the campus can be notified of emergency communications through an Audix messaging system on their phones.
- An Indoor Emergency Announcement System is in the implementation process across the campus. This system will allow emergency communications to be made inside all campus buildings. The implementation process has several phases for installation over a period of several years. The first goal will be to implement the system in the residence halls.
- Emergency Text Messaging, in which faculty, staff, and students can enroll, will be used to alert members of campus emergencies.

The University utilizes a multi-layered toolbox for providing emergency information to faculty, staff, and student populations. For information on the University Notification System and the Emergency Response and Evacuation Procedures visit www.semo.edu/dps.

Weather emergency
Network Messaging: Allows the University to send messages to all University computers almost instantly, informing constituents at the main and regional campuses of weather alerts or other emergencies. University’s Home Page: On the Web site at semo.edu – the “Urgent Alert” box will convey any emergency communication.

My Southeast: portal.semo.edu is the campus portal which can be accessed by all students, faculty and staff.

E-mail: The Southeast Newswire is the faculty/staff e-mail news. Special editions of the Newswire will be distributed to all faculty and staff in case of an emergency.

Outdoor Warning/Siren System: Will sound a series of sirens in case of a weather alert and can be voice activated with announcements in case of other emergency situations.

Audix: Is the campus telephone messaging system. Land-line telephones in faculty and staff offices can be sent a mass emergency message.

Indoor Emergency Announcement System (currently being implemented across campus): This system will allow emergency communications to be made inside all campus buildings. The implementation process has several phases for installation over a period of several years. The first goal will be to implement the system in the residence halls.

Emergency Text Message: Notifications are now available through an opt-in program. These messages will only be sent during situations of urgent need and will provide another layer of communication to supplement the measures listed above. New and current students, faculty and staff of Southeast Missouri State University are eligible to receive these messages, but must opt-in to the program.

List of media outlets:
semo.edu/dps/safety/emergency-communication

CITY ORDINANCES AFFECTING UNIVERSITY STUDENTS

Southeast Missouri State University students are expected to adhere and will be held responsible for all city ordinances and all federal, Missouri State, and Cape Girardeau City laws. A few specific ordinances that may affect students directly are listed below.

Noise/Nuisance Party
The City of Cape Girardeau commonly receives complaints regarding loud, unruly parties. These parties often occur in residential neighborhoods and disturb those that reside in these particular areas.

The City of Cape Girardeau has adopted this ordinance in an attempt to reduce or eliminate the number of “nuisance” parties held within the City. By doing this, it creates a more peaceful, safe environment for the entire community.

An ordinance adding a new Section 17-160 to the Code of Ordinances of the City of Cape Girardeau, Missouri, regarding Nuisance Parties was passed and approved on June 20, 2011. As stated in Article 2. This ordinance shall be in full force and effect ten days after its passage and approval.

Article 1. There is hereby added a new Section 17-160 to the Code of Ordinances of the City of Cape Girardeau entitled “Nuisance Parties”, in words and figures, to read as follows:

Sec. 17-160. Nuisance Parties.

Definitions: The following definitions shall apply to this Section:
Nuisance Party is a social gathering of ten or more people on residential property that results in any of the following occurring at the site of the gathering, on neighboring property or on an adjacent public street:

- Unlawful sale, furnishing, possession or consumption of alcoholic beverages;
- Violation of any of the provisions of Section 17-156 to 17-158 of this chapter (noise);
- Fighting;

Responsible Redhawks Guide 2015-2017
• Property damage;
• Littering;
• Outdoor urination or defecation in a place open to public view;
• The standing or parking of vehicles in a manner that obstructs the free flow of traffic;
• Conduct that threatens injury to persons or damage to property;
• Unlawful use or possession of marijuana or any drug or controlled substance;
• Trespassing; or
• Indecent exposure.

Permit means to give permission to; or to allow by silent consent, by not prohibiting, or by failing to exercise control.

Nuisance parties prohibited: It shall be unlawful for any person having the right to possession of any residential premises, whether individually or jointly with others, to cause or permit a social gathering on the premises to become a nuisance party.

Police order to disperse: Cape Girardeau (and University) police officers are authorized to order those attending a nuisance party to disperse. It shall be unlawful for any person not domiciled at the site of the nuisance party to fail or refuse to leave the premises immediately after being told to leave by a Cape Girardeau police officer.

Article 2. This ordinance shall be in full force and effect ten days after its passage and approval.

If you have a nuisance party complaint, please call the Cape Girardeau Police Department's non-emergency number at (573) 335-6621 and choose Option 1. Tell the dispatcher the location, specific details on what is occurring, and if you want an officer to contact you.

Parking Near University
On August 15, 2011, the City of Cape Girardeau adopted new ordinances restricting parking on identified streets adjacent to campus.

Section 26-248: Ordinances 4264, 4317, & 4355 amended Schedule P of the City Code by establishing limited parking on Park Avenue, Normal Avenue, West End Boulevard and Highland Drive. These ordinances restrict parking from 9 a.m. to 3 p.m. on Park Avenue, Normal Avenue and Highland Drive. Parking on West End Boulevard will be restricted from 8 a.m. to 5 p.m. "Parking is limited at these locations and restricted based on the designated sign at each location."

Section 26-247: Ordinance 4263 amended Schedule F of the City Code by establishing no parking on West End Boulevard, Normal Avenue and Rockwood Drive.

Certain parts of other surrounding streets are listed as 15-minute, 30-minute or 2-hour parking zones. Vehicles failing to recognize warning signs, both students and city residents, (may) be ticketed. Tickets are $25 if paid within one week, $35 after a week but within 30 days and $45 if paid after 30 days.

City Scooter Ordinance
On November 5, 2012 the City of Cape Girardeau adopted a new ordinance regarding the operation of motorized bicycles which covers protective headgear and the manner of operation of motorized bicycles upon the streets of the City. This ordinance will also be adopted by the University as it pertains to the operation of motorized bicycles on campus property.

The Department of Public Safety is offering this information so that you may be informed about and prepared for the results of the new ordinance when it becomes effective, and in full force, on Friday, November 16, 2012.

Section 26-346 requires that: Every person operating, or riding as a passenger on any motorcycle or motorized bicycle, anywhere within the city limits shall wear protective headgear at all times that the vehicle is in motion. The headgear shall meet the standards and specifications established by the Director of the Missouri Department of Public Safety.

The maximum penalty for a violation of the provisions of this section is $25.00.

Section 26-392 requires that:
• No person shall operate a motorized bicycle on any highway or street in the City of Cape Girardeau unless he has a valid operator's or chauffeur's license.
• No motorized bicycle may be operated on any highway, street, roadway, or public thoroughfare within the City of Cape Girardeau which has a speed limit greater than 35 miles an hour.
• A person operating a motorized bicycle may ride only on the permanent and regular seat attached. No operators shall carry any other person on a motorized bicycle nor shall any other person ride on a motorized bicycle anywhere with City of Cape Girardeau.
• It shall be unlawful for any person to ride, operate or manage any motorcycle or motorized bicycle other than in a seated position, with one leg on either side of the vehicle. The provisions of this article shall not apply to vehicle with three or more wheels.
• No person shall ride a motorcycle or motorized bicycle on any street without having his hands upon the handle bars, nor shall any person ride a motorcycle or motorized bicycle upon any sidewalk, walkway or footpath within the City of Cape Girardeau.

Section 26-398 requires that:
• Financial responsibility is maintained.
• Insurance Identification card is carried and provided to police when asked.
– NOTES –
At Southeast, we promote healthy choices, civility, and respect for all.

We have the power to protect our students, staff, and visitors from harm and assist them when they are in need.

There may be times when you may need to stop being an observer (Bystander) and act/react in some way (Intervention).

Most problematic behaviors on college campuses involve bystanders (people watching or in the area).

The times you may have to intervene (STEP UP!) include:

Be a designated driver for a friend or group.
Care for a friend who has had too much to drink.
Do not leave a friend alone at a party.
Refer a friend to counseling if they are struggling or talking about self-harm.
Report bullying, harassment, and hazing to a University official.

Southeast STEP UP! - The 5 Decision Making Steps

Notice the event
Interpret the event as a problem - investigate!
Assume personal responsibility
Know how to help
Implement the help: Step UP!

We can ALL make a difference!