

DRESS ATTIRE

INTRODUCTION

This is a general overview of appropriate business casual attire. Items that are not appropriate for the conference are listed, too. Neither list is all-inclusive and both are open to change. The lists tell you what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire. Additionally, though business casual attire is preferred, cultural dress is only permitted for international delegates in whose native countries professional business dress includes traditional cultural dress. These delegates are the only individuals to whom this applies. Any delegate attempting to use cultural costume to portray a “character,” however, will be asked to leave the committee and change into clothing that is more appropriate. The conference will not tolerate any delegate’s attempt to mock traditional cultural attire or abuse it as costume. It is also inappropriate for delegates to display any national symbols such as flags, pins, crests, etc. on their person during committee sessions. Organizational symbols that the conference is simulating are acceptable. Revealing clothing, especially that of undergarments is not acceptable. All clothing must adhere to guidelines that portray professionalism and modesty. If a delegate’s attire is deemed inappropriate by the staff the delegate will be asked to leave the session and return with appropriate attire.

SLACKS, PANTS, AND SUIT PANTS

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, capris pants, exercise pants, bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants.

SKIRTS, DRESSES, AND SKIRTED SUITS

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which you can sit comfortably in open settings. Short, tight skirts that ride halfway up the thigh are not acceptable. Shirts that expose excessive bare skin on the chest or stomach or are otherwise revealing are inappropriate. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are also inappropriate for the conference.

SHIRTS, TOPS, BLOUSES, AND JACKETS

Button up shirts, dress shirts with ties, blouses, sweaters, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the conference, if they violate none of the listed guidelines. Inappropriate attire for the conference includes tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.

SHOES AND FOOTWEAR

Conservative walking shoes, loafers, boots, flats, dress heels, and leather deck-type shoes are acceptable for the conference. Wearing no stockings is acceptable in warm weather. Flashy athletic shoes, thongs, flip-flops, sandals, slippers, and any shoe with an open toe are not acceptable at the conference. Rather, closed toe and closed heel shoes are required.

JEWELRY, MAKEUP, PERFUME, AND COLOGNE

Should be in good taste, with limited visible body piercing. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

HATS AND HEAD COVERING

Hats and sunglasses are not appropriate. Head covers that are required for religious purposes or to honor cultural tradition are allowed.

HONOR CODE

LANGUAGE

“As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.”

INTRODUCTION

Mississippi State University is dedicated to the discovery, development, communication and application of knowledge in a wide range of academic and professional fields and assumes as its historic trust the maintenance of freedom of inquiry and an intellectual environment nurturing the human mind and spirit. The MSU Honor Code is critical to these ideals, to the goal of assuming a place of preeminence in higher education, and to the development of the whole student.

COMMUNITY RESPONSIBILITY

Academic dishonesty is a corrosive force in the academic life of a university. It jeopardizes the quality of education and depreciates the genuine achievements of others. It is, without reservation, a responsibility of all members of the Mississippi State University community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act -- failure to confront and deter it will reinforce, perpetuate, and enlarge the scope of such misconduct.

As such, a primary responsibility assumed by Mississippi State students is to discourage violations of the MSU Honor Code by others. Various methods of discouragement exist including drawing attention to a suspected violation and moral suasion. Initiating formal procedures is an expected remedy when other methods are inappropriate or have failed. Self-reporting is encouraged and may be considered a mitigating circumstance in the sanctioning phase of a particular case.

Additionally, faculty and staff share in the responsibility and authority to challenge and make known acts that violate the MSU Honor Code. Faculty are expected to take proactive steps to promote academic integrity including, but not limited to, adding language to their syllabi that describes prohibited behavior and the consequences of such activity; and, having an open discussion about academic integrity with students in their courses early in the semester. Additionally, faculty members are expected to adhere to the policy pertaining to the reporting and adjudication of violations of the MSU Honor Code. Initiating formal procedures is a necessary and obligatory component of this shared responsibility.

Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty or are used in ways that give a student an unfair advantage. Faculty members should make clear to students their expectations about collaboration and information sharing. Students should seek clarification when in doubt.

DEFINITIONS OF ACADEMIC MISCONDUCT

Misconduct in research or scholarship includes fabrication, falsification, or plagiarism in proposing, performing, reviewing, or reporting research or other academic work. It does not include honest error or honest differences in interpretations or judgments of data.

Mississippi State University students are responsible for authenticating any assignment submitted to an instructor or graduate committee, excluding examinations. If asked, a student must be able to produce proof that the assignment submitted is indeed the work of that student. Students must keep appropriate records at all times. The inability to authenticate one's work, should the instructor or graduate committee request it, is sufficient grounds to initiate an academic dishonesty case.

Commission of any of the following acts shall constitute academic dishonesty. This listing is not, however, exclusive of any other acts that it may reasonably be said to constitute scholastic dishonesty. Clarification is provided for each definition with a listing of some prohibited behaviors.

1. Cheating: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.

Clarification:

- a. Students completing any examination are prohibited from looking at another student's examination and from using external aids (for example, books, notes, calculators, conversation with others, electronic devices) unless specifically allowed in advance by the instructor.
- b. Students may not have others conduct research or prepare work for them without advance authorization from the instructor.
- c. Students may not acquire answers for any assigned work or examination from any unauthorized source. This includes, but is not limited to, the services of commercial term paper companies; purchasing answer sets to homework from tutoring companies; and students who have previously taken the examination.
- d. Collaboration with other students in the completion of assigned work is also prohibited unless specifically authorized by course instructor. Students should assume that all assignments are to be completed individually unless the instructor indicates otherwise.

2. Fabrication: Making up data or results and recording or reporting them.

Clarification:

- a. The intentional invention and unauthorized alteration of any information or citation in any academic exercise.
- b. "Invented" information shall not be used in any laboratory experiment, report of results or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then "invent" data based on that single experiment for several more required analyses.
- c. Students shall acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.

d. Changing information on tests, quizzes, examinations, reports, or any other material that has been graded and resubmitting it as original for the purpose of improving the grade on that material.

3. Falsification: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research or academic work is not accurately represented in the research or work record.

4. Multiple Submission: The submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.

Clarification:

- a. Submitting the same paper for credit in more than one course in the same semester without the instructor's permission.
- b. Making revisions in a paper or report (including oral presentations) which has been submitted and graded in a previous semester and submitting it for credit in another class without the instructor's permission.
- c. Representing group work done in one class as one's own work for the purpose of using it in another class.

5. Plagiarism: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit.

Clarification:

- a. Intentionally, knowingly, or carelessly presenting the work of another as one's own (i.e., without proper credit).
- b. Failing to credit sources used in a work product in an attempt to pass off the work as one's own.
- c. Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources.
- d. The internet, data bases and other electronic resources must be cited if they are utilized in any way as resource material in an academic exercise.

General information pertaining to plagiarism:

- a. Faculty members are responsible for identifying any specific style/format requirement for the course. Examples include, but are not limited to, American Psychological Association (APA) style and Modern Languages Association (MLA) style.
- b. Direct Quotation: Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged in the text by citation or in a footnote or endnote.
- c. Paraphrase: Prompt acknowledgment is required when material from another source is paraphrased or summarized, in whole or in part, in one's own words. To acknowledge a paraphrase properly, one might state: "To paraphrase Locke's comment,..." and then conclude with a footnote or endnote identifying the exact reference.
- d. Borrowed facts: Information gained in reading or research, which is not common knowledge, must be acknowledged.

e. Common knowledge: Common knowledge includes generally known facts such as the names of leaders of prominent nations, basic scientific laws, etc. Materials, which add only to a general understanding of the subject, may be acknowledged in the bibliography and need not be footnoted or endnoted.

f. Footnotes, endnotes, and in-text citations: One footnote, endnote, or in-text citation is usually enough to acknowledge indebtedness when a number of connected sentences are drawn from one source. When direct quotations are used, however, quotation marks must be inserted and acknowledgment made. Similarly, when a passage is paraphrased, acknowledgment is required.

6. Complicity: Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

Clarification:

- a. Knowingly allowing another to copy from one's paper during an examination or test.
- b. Distributing test questions or substantive information about the materials to be tested without the instructor's permission.
- c. Collaborating on academic work knowing that the collaboration will not be reported.
- d. Taking an examination or test for another student.
- e. Signing another's name on an academic exercise.
- f. Conspiring or agreeing with one or more persons to commit, or attempting to commit, any act of scholastic dishonesty.

7. Violation of Departmental or College Rules: Students may not violate any announced departmental or college rule relating to academic matters including, but not limited to, abuse or misuse of computer access or information in any academic exercise.

ACADEMIC DISHONESTY SANCTIONS

Instances of academic misconduct represent behavior that is of an especially serious nature. Sanctions assigned for academic misconduct should convey the message that this type of behavior serves as a destructive force within the academic community. However a range of sanctions can be employed in order to strike an appropriate balance between sending a message of accountability and enhancing a student's moral and cognitive development.

The Honor Code Council is empowered with assigning sanctions that are outlined within Mississippi State University's Policies. These sanctions include separation from the institution, probationary status, and documentation that a violation has occurred. In addition, the Honor Code Council is also empowered to assign appropriate academic and/or educational sanctions based upon the specifics of the incident. Examples of appropriate academic sanctions include receiving a failing grade or other grade penalty for the course for academic misconduct. Educational sanctions include requiring a student to complete the Academic Integrity Intervention Program.

Faculty members may assign sanctions up to an XF in the course, probation and referral to the Academic Integrity Intervention Program. In cases involving graduate students, the Graduate Committee may assign sanctions up to separation from the institution. There may be additional

consequences for a student within their academic major based upon an involvement in academic misconduct. Students are encouraged to discuss their involvement in an academic misconduct situation with their academic advisor. While this list is not designed to be exhaustive, it demonstrates the wide range of sanctions that can be considered in cases of academic misconduct.

Sanctioning Guidelines:

When it is determined by the Honor Code Council or a faculty member that a student has violated the MSU Honor Code, the normal sanction assigned for a first offense will be an “XF” for the course, probation, and a requirement to complete the Academic Integrity Intervention Program. The Honor Code Council or faculty member will only impose a lesser grade sanction (a lowered course grade rather than an F) in exceptional circumstances, such as a case where the assignment involved is a minor part of the final course grade. The dishonesty notation (“X”), probation and the intervention program will be required with all grade sanctions. If a faculty member wishes to impose a more severe penalty than an XF, then the case must be referred to the Honor Code Council. The Honor Code Council has the authority to remove a student from the University, even for first offenses. Decisions by the Honor Code Council Hearing Panels are binding on all parties.

The grade of “XF” is intended to identify a student that has failed to uphold the values of academic integrity at Mississippi State University. The grade of “XF” shall be documented on the student’s transcript with the notation “failure due to academic dishonesty”. The grade of “XF” shall be treated the as an F for the purposes of calculating Grade Point Average and determination of academic class standing. Further, a student who receives a grade of an “XF” will be on disciplinary probation with the university for reasons of academic misconduct until such time as the Honor Code Council decides to remove the X.

In addition, a student who is determined to be responsible for a violation of the MSU Honor Code shall be required to successfully complete an Academic Integrity Intervention Program (see Appendix III) administered through the Honor Code Council Office. This requirement must be completed prior to a student being eligible to petition to have the grade of “XF” changed to an F on their transcript. This requirement must also be completed before the student is eligible to repeat the course in which the “XF” was assigned.

Removal of XF Grade:

The student must file a written petition to the Honor Code Council to have the grade of “XF” removed and permanently replaced with the grade of an F. The decision to replace the grade of “XF” will be considered by the Honor Code Council only on the student’s successful completion of the Academic Integrity Intervention Program. A student will remain on disciplinary probation until the notation of “XF” is removed from their transcript and replaced with an F. Additionally, the resulting F grade will not be eligible for any “grade forgiveness policy” and cannot be replaced for the calculation of a student’s Grade Point Average.

Authority to Revoke a Degree:

Mississippi State University has the authority to revoke the degree of a former student if a finding of academic dishonesty is determined after the student graduated. The basis for revocation of the degree would be if the sanction that is assigned for the dishonesty would have caused the student to be ineligible to receive the degree at the time.

The Honor Code Council will be responsible for investigating the allegation, conducting a hearing if appropriate, and determining the sanction in accordance with the MSU Honor Code. The Honor Code Council's decision may be appealed under the provisions of the Honor Code. If a sanction is assigned to the former student, then the case is referred to the College that awarded the degree to determine if the sanction would have made the student ineligible for the degree. If the answer is no, then the record of the dishonesty is placed in the student's record and on the transcript as appropriate. If the answer is yes, then the College Dean will recommend revocation of the degree to the Provost, who will make the final decision and notify the student, the College and the Honor Code Council. The decision by the Provost cannot be appealed.

CODE OF STUDENT CONDUCT

PURPOSE

To develop self-reliance and to form desirable and acceptable habits of conduct among students.

POLICY

Mississippi State University recognizes students as adults who are expected to obey the law and the rules and regulations of the university, to take personal responsibility for their conduct, to respect the rights of others, and to have regard for the preservation of state and university property, as well as the private property of others. Mississippi State University will not police the personal lives of students on or off campus or invade their privacy by spying or intrusive searches; however, students whose conduct threatens to cause disorder, public disturbances, danger to themselves or others, or property damage will be disciplined. Those apprehended and found responsible of violating the law or rules and regulations of the university may receive a maximum sanction of expulsion from the university.

Although not all inclusive, some aspects of misconduct which are unacceptable and which subject the student to disciplinary action are listed below:

1. Academic Misconduct (Cheating): Any form (see AOP 12.07: Academic Misconduct).
2. Vandalism: Abuse, damage, destruction, or defacement of university, state, federal, public, or private property.
3. Fraud: Obtaining, or attempting to obtain, something of value or preferential treatment through trickery, deceit, or threatening means.
4. Hazing: A person or organization who, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engages in conduct which creates a substantial risk of physical injury to such other person or to a third person (see OP 91.208: Hazing Policy).
5. Harassment: Uninvited and unwelcome verbal or physical conduct directed at a person because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation, or group affiliation. (See OP 03.03 Harassment)
6. Firearms: Possession of firearms by students on the university campus is prohibited (see OP 91.120: Possession of Firearms, Explosives, or Other Devices, Substances, or Weapons).
7. Explosive Devices: Possession or discharge of explosive devices of any kind is prohibited on the campus of Mississippi State University. Exceptions may be permitted for fireworks displays planned in advance for celebrations. Exception permits must be approved by the Dean of Students and issued by the Mississippi State University Police Department (see OP 91.120: Possession of Firearms, Explosives, or Other Devices, Substances, or Weapons).

8. Theft: Unauthorized use, taking, or withholding of anything of value belonging to another individual.
9. Gambling: Encouraging, promoting, or participating in gambling on campus is prohibited, except games or raffles approved by the Dean of Students.
10. Alcohol/Drugs: Unlawful sale, possession, consumption, use, or distribution of alcohol (including beer and wine) or drugs on the campus is prohibited. (See OP 91.119: Sanctions for Alcohol Offenses and the Drug-Free Campus Policy).
11. Trespass: Unauthorized entry onto, or into, the property of others, including computers, computer accounts, and computer systems.
12. Disorderly Conduct: Conduct that includes violent, noisy, or drunken behavior, or the use of abusive or obscene language (specifically including racial or ethnic slurs) on university controlled property or while representing the university or attending a university function.
13. Assault: Any intentional behavior that causes or may cause physical harm to another individual. Includes sexual assault, simple assault, aggravated assault, or fighting (see OP 91.118: Sexual Assault).
14. Traffic: Any violation of university rules regarding the operation and parking of motor vehicles. (See OP 91.305: Management of Traffic and Parking; OP 91.306: Campus Roadways; and OP 91.307: Policies for Traffic Rules and Regulations for the Campus and Streets of Mississippi State University).
15. Disobedience to Officials: Failure to comply with directions of university officials acting in the performance of their duties, including failure of the student to respond to requests for conferences on matters pertaining to the student at the university, whether the request is by mail, telephone, messenger, or in person.
16. Fraudulent Report: Any false report which causes the commitment or summons of any emergency service.
17. Fee Payment: A failure to pay fees, deferred fees, traffic penalties, library penalties, bookstore charges, housing fees, student loans, and other financial obligations to the university will be handled as an administrative procedure with the appropriate department initiating a hold on the student's records through the Registrar's Office. Students who present bad checks (insufficient fund checks) will be referred for record holds and/or disciplinary action.
18. Ordinances or Laws: Any violation of civil or criminal ordinances or laws which brings into question the student's integrity or brings discredit upon the university.

Violation of the student code and university regulations will be enforced. If the behavior of a student is such that his or her continuance at the university would be hazardous to others or

detrimental to the university, the Dean of Students may, at his or her discretion, temporarily suspend the student until the disciplinary process is complete.

PROCEDURE

1. Authority

Bylaws and Policies of the Board of Trustees of State Institutions of Higher Learning charges the President of Mississippi State University with the responsibility of maintaining "appropriate standards of conduct of students" and further authorizes him or her "to expel, dismiss, suspend, and place limitations on continued attendance and to levy penalties for disciplinary violations...." In accordance with this responsibility, the aim of disciplinary action is the redirection of student behavior toward the achievement of academic and social goals. The President has delegated this function to the Vice President for Student Affairs, who in turn has delegated it to the Dean of Students. It is the responsibility of the Dean of Students to initiate, implement, and supervise the disciplinary process for students.

The Dean of Students' Office may be assisted in the disciplinary determinations by a series of councils and boards which hear cases assigned to them. The involvement of peer groups in such decisions is consistent with the university's educational goals and its practice of student participation in institutional governance.

2. Disciplinary Responsibility

The Dean of Students, by delegated authority, is assigned the responsibility of receiving and dealing with all disciplinary matters concerning the behavior of individuals, groups, and/or student organizations. The Dean, who has sole discretion, assigns cases based on the type of behavior, status, and case load of various councils and boards. The Dean of Students' Office also has sole discretion in the determination of sanctions for students, groups, or student organizations found responsible for violating the Code of Student Conduct.

3. Disciplinary Procedures

Disciplinary procedures are initiated on individual or organizational behavior upon receipt and analysis of an official incident report or valid complaint. The Dean of Students' Office will investigate to determine if there is sufficient cause to proceed with disciplinary action. Should sufficient cause be determined, the Dean of Students' Office may conduct an administrative hearing, assign the case to be mediated, or assign the case to a judicial council or board. Some examples of the boards and councils are:

- a. The Greek Judicial Councils
- b. The Student Judicial Council
- c. The Judicial Appeals Board – appeals from any council or hearing of original jurisdiction. Appeals may also be assigned to an administrative hearing officer.

- d. The Special Administrative Board
- e. Mediation – by students or administrators trained by the Dean of Students’ Office

4. Judicial Board Notification Process

The student, student group, or student organization affected shall be notified in writing or email by the Dean of Students’ Office of the specific charges, the council or board assigned to hear the charges, the time and place of the hearing, and the names of witnesses who are expected to testify. The letter or email of notification will inform the student of the following in regards to the hearing:

- a. That he/she may bring any witness to the hearing to testify on his/her behalf.
- b. That he/she may be accompanied by an advisor of his/her choosing during any time that he/she may appear before the council or board; however, if the advisor is an attorney, the Dean of Students’ Office must be notified 48 hours prior to the hearing.
- c. That the student, not the advisor, is responsible for presenting his/her case; therefore, the advisor may not address members of the judicial board or witnesses.
- d. That he/she shall be permitted to confront and question witnesses testifying against him/her at the hearing.
- e. That the hearing shall be conducted in accordance with policy set forth in "Disciplinary Hearing Procedures" below.
- f. That a record of the hearing will be made and filed with the office of the Dean of Students.

The letter of notification shall be sent to the student's current local address as recorded in the office of the Registrar and shall be postmarked no less than three (3) days prior to the time designated for the student's appearance before the council or board, unless a shorter period of notification is acceptable to the student.

5. Judicial Board Hearing Procedures

Judicial Board hearings at Mississippi State University are hearings to arrive at decisions regarding student behavior. These decisions affect the student and his/her relationship with the university. The administration of discipline is an educational process and procedures will be determined by educators. Such procedures will give full cognizance to the tests of fairness and justice, and the requirements of due process. Rules and procedures for conducting disciplinary hearings are as follows:

- a. Judicial hearings are of a private, confidential nature. They are closed to the public, unless opened by agreement of both the charged party and the hearing Chair.

- b. The hearing is presided over by the Chair of the hearing body or his/her designee.
- c. The format of a hearing of original jurisdiction will follow this sequence:
 - (1) The presiding officer will read the charges.
 - (2) A call is made for the plea of the accused to charges. The accused may plead responsible, not responsible, or no plea.
 - (3) A representative of the university will present the case against the accused which may include testimony of witnesses and supporting information on the charges. The accused may ask questions of the witnesses called by the university representative.
 - (4) The accused may present a response which may include testimony of witnesses and supporting information.
 - (5) All witnesses will be called separately and may not hear each other's testimony.
 - (6) Examination and questioning by members of the council or board may follow both the presentation by the university and the defense of the accused.
 - (7) The decision is reached by the council or board as to whether the accused is responsible for a violation of the Code of Student Conduct. These deliberations will be closed to all but the members of the council or board and non-voting representation from the Dean of Students' Office.
 - (8) The decision of whether the accused is responsible for a violation of the Code of Student Conduct is announced to all present at the hearing. If the accused is found to be responsible, the accused may make a statement in his/her behalf regarding the sanction. The Dean of Students' Office may also make a recommendation to the judicial council or board regarding the sanction. The accused will be present during the Dean's recommendation.
 - (9) The council or board will go back into closed session to consider the sanctions. These deliberations will be closed to all but members of the council or board and representation from the Dean of Students' Office.
 - (10) The council or board will present a written finding and the recommended sanction(s), if any, to the Dean of Students' Office who will in turn so inform the accused in writing as soon as possible. This recommendation will be used by the Dean of Students' Office in the final determination of sanctions, but ultimately the Dean of Students' Office has sole discretion in the application of sanctions for students, groups, or student organizations found responsible for violating the Code of Student Conduct.

6. Appeals

The student, group, or registered organization being disciplined may appeal a decision reached by a judicial council, board, or administrative hearing. A request for an appeal must be made in writing to the Dean of Students' Office within a period of five (5) working days from the date of notification. An appeal made to the Dean of Students' Office must be based on one or more of the following reasons:

- a. Due process rights were violated;
- b. The sanction received was arbitrarily harsh or capricious; or
- c. New evidence became available.

The student, group, or organization being disciplined must specify in detail why they believe they are entitled to an appeal. The appeal will be heard by the Judicial Appeals Board or assigned administrative hearing officer. The decision of the Judicial Appeals Board or administrative hearing officer, granting or denying the appeal will be in writing. Following the notification by the student, group, or organization of intent to appeal and pending the appeal hearing, the disciplinary action taken by the university shall be stayed unless the Dean of Students' Office has determined in a case involving removal from the university that the continued presence on campus of the charged student, group, or organization poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

REVIEW

The Vice President for Student Affairs is responsible for the review of this operating policy every four years or as needed.

SEXUAL HARASSMENT

PURPOSE

Mississippi State University fosters a campus environment that recognizes individual and cultural differences and is strongly committed to the ethical and legal principle that each faculty member of the university community enjoys academic freedom and all members of the university have a constitutional right to free speech. The right of free expression and the open exchange of ideas and views are essential, especially in a learning environment. Mississippi State University vigorously upholds these freedoms. However, the value of free expression may be undermined by certain acts of harassment as defined below. Such harassment may result in the loss of self-esteem for the victim and the deterioration of a quality classroom, social, or work environment and will not be tolerated.

This policy establishes uniform guidelines and procedures for addressing all forms of harassment applicable to all students, faculty, and staff. Policies 91.123 (Harassment and Discrimination Against Students) and 60-402 (Sexual Harassment Policy) are hereby rescinded.

POLICY

As members of the University community, students, faculty, administrators, and staff have the responsibility to respect and not violate the rights of others and to show tolerance for opinions that differ from their own. However, nothing in this policy prohibits appropriate admonition, argument, and correction by a teacher in the conduct of his/her professional responsibility in the interest of maintaining order, upholding standards, stimulating thought, or promoting competence. Such action is, by definition, not a violation of this policy. Likewise, nothing in this policy precludes management's inherent authority to plan, direct and evaluate the activities of other organizational members in accordance with sound management principles and directives, including communicating, training and disciplining employees.

Harassment based upon race, color, religion, sex (including sexual harassment), national origin, age, disability or veteran status is a form of discrimination in violation of the law and will not be tolerated. Harassment based upon sexual orientation or group affiliation is prohibited by this policy and also will not be tolerated.

Except where knowingly false, punitive action against any person complaining of harassment is prohibited by law or this policy and will not be tolerated.

All students, faculty and staff are expected to adhere to this university policy and will be held accountable for violating it. Mississippi State University will respond promptly to all complaints of harassment and retaliation. Violation of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees.

Disciplinary action for violations of this policy is the responsibility of an employee's unit head or other appropriate administrator, or for students, the Dean of Students.

RULES

Definitions

1. Harassment is uninvited and unwelcome verbal or physical conduct directed at a person because of his or her race, color, religion, sex, national origin, age, disability, sexual orientation, or group affiliation that is either of the following:
 - a. Quid Pro Quo harassment consists of unwelcome conduct when:
 - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic advancement or receipt of a university service, and
 - a tangible employment, academic or provision of services action results from the person's failure or refusal to submit to such conduct.
 - b. Hostile Environment harassment consists of unwelcome conduct when:
 - such conduct has the effect of unreasonably interfering with an individual's work or academic performance, thereby creating an intimidating, hostile or offensive working or learning environment, and
 - such conduct is so objectively and subjectively offensive as to alter the conditions of the person's employment or academic advancement [conduct that a reasonable person would find hostile or abusive and one that the victim does in fact perceive to be so]. Hostile environment harassment is usually repeated and unwanted behavior, although a sufficiently serious, isolated incident may constitute harassment.
2. Retaliation is conduct intended as interference, coercion, restraint or reprisal upon or against a complainant of harassment or one participating in the complaint resolution process
3. The complainant is the party asserting an allegation of harassment against a specific person or persons.
4. A respondent is a party against whom an allegation of harassment is asserted.

FALSE ALLEGATIONS

False accusations are prohibited by this policy. Adverse employment or student disciplinary action may be imposed on individuals for such behavior. However, failure to prove a claim of harassment is not equivalent to a false allegation.

CONFIDENTIALITY

While confidentiality cannot be guaranteed, everyone involved in a harassment complaint is expected to treat all information given or received in connection with the filing, investigation, and resolution of allegations as confidential except to the extent it is necessary to disclose particulars in the course of the investigation or when compelled to do so by law. All individuals involved in the process, including the complainant and respondent should observe a high level of discretion and respect for the reputation of everyone involved in the process.

PROCEDURE/RULES

Resolutions of complaints of harassment may be achieved using an informal or formal procedure. The procedures used by both processes are different, but the intent is the same – to stop the harassment, resolve the complaint in a timely manner, and protect individuals' rights. Both begin with notification of the appropriate office within 30 calendar days of the incident. Complaints should be made orally or in writing to the Office of Diversity and Equity Programs or one of the following: Dean of Students Office (respondent is a student), Office of Academic Affairs (respondent is a faculty member), or Human Resources Management (respondent is an employee other than faculty). The Office of Diversity and Equity Programs and the additional appropriate office will work in tandem.

All time limits outlined in this procedure are designed for the expeditious resolution of complaints. Lack of strict adherence to these time limits shall not be grounds for objection or appeal of findings by any party involved in this process.

INFORMAL RESOLUTION

Complaints of harassment may be resolved through informal resolution efforts, but should not normally extend beyond 10 working days from the initial date of complaint. A variety of informal options can be attempted with or without the aid of the identified representative from the appropriate office listed above. The option used is not limited to the following list.

1. The complainant may confront the respondent in person regarding the conduct with or without the assistance of a unit head or appropriate representative as identified above.
2. The complainant may confront the respondent in writing regarding the conduct with or without assistance of the appropriate representative.
3. The complainant may ask the appropriate representative to notify the respondent of the complaint and seek to resolve the complaint.
4. The complainant may ask the appropriate representative to have the complaint mediated between the parties.

FORMAL RESOLUTION

If the complaint of harassment is not resolved informally or the complainant chooses the formal option at the outset, the claim should be put in writing and filed with the appropriate office discussed above. If this is a complaint that was unresolved informally, the appropriate office must be notified, within 5 working days, of the intent to pursue this through a formal process. A representative from the appropriate office will promptly designate a person to investigate the complaint. This representative may differ from the one assisting in the informal resolution.

RESPONSIBILITIES OF THE INVESTIGATING OFFICIAL

The person designated to investigate the allegation will inform the complainant that:

1. The University is not precluded from taking any action it deems appropriate, including informing the respondent of the allegations and pursuing an investigation even in cases when the complainant is reluctant to proceed or fails to reduce the complaint to writing.
2. The manner and frequency with which the complainant will be updated about the status of the investigation.
3. The need for a high level of discretion during the investigatory process.

Normally within 5 working days of receipt of the assignment, the person designated to investigate the allegation will advise of and provide the respondent:

1. The specific allegations and a copy of the written complaint if the complaint is in writing.
2. The manner and frequency in which the respondent will be updated about the status of the investigation.
3. The need for all parties to exercise a high level of discretion during the investigatory process and the University's policy with respect to retaliation.
4. An opportunity to submit a written response to the complaint within 10 working days of notification of the complaint.

COMPLAINT INVESTIGATION

1. The purpose of the investigation is to gather facts.
2. Depending upon the facts of the case, an investigation may range from a one-on-one conversation between the investigating official and the respondent to an inquiry with multiple witness interviews. The investigator will produce a written finding of facts at the conclusion of the investigation.
3. Investigations should normally be completed within 45 calendar days from the date the complaint was first asserted. If this is not reasonably possible, the investigator should

make the complainant and the respondent aware of the status of the review and provide an estimated conclusion date.

SUBMISSION OF INVESTIGATIVE REPORT

Upon completion of the investigation, the investigator shall submit the report to the appropriate university official:

1. The dean of the college within which a respondent faculty member is employed, with a copy of the report submitted separately to the provost.
2. The director of Human Resources Management (when the respondent is an employee other than faculty).
3. The Dean of Students (when the respondent is a student).

FINAL DETERMINATION AND ACTION

Upon receipt of the investigative report, the appropriate university official, as defined above, shall take the following action:

1. The Dean of the College shall review the report and submit an initial determination to the provost that states that a violation of the policy either did or did not occur. If an initial determination is that a violation did occur, then the dean shall also submit an initial proposal to the provost stating what "prompt remedial action" the dean considers appropriate, including potential disciplinary action. The provost will make the final determination as to what actions, if any, be taken.
2. The Director of Human Resources Management shall review the report and forward it to the appropriate "administrative official" (the department head or higher level administrative official in the respondent's administrative chain). The administrative official shall review the report and submit an initial determination through administrative channels to the division head (vice president or other direct report to the president) stating that a violation of the policy either did or did not occur. If the initial determination is that a violation did occur, then the administrative official shall also submit an initial proposal to the division head stating what "prompt remedial action" the administrative official considers appropriate, including potential disciplinary action. The division head will make the final determination as to what actions, if any, are to be taken.
3. The Dean of Students shall review the report and handle the matter in accordance with OP 91.100.

NOTIFICATION OF DECISION AND APPEAL PROCESS

Upon conclusion of the determination process, the complainant and respondent will receive a written copy of the decision. The complainant or respondent may appeal the decision in writing,

within 10 working days, to the President. The appeal must be based on new facts not previously available, the sanction is arbitrarily harsh or capricious, or procedures were not followed that substantially affected the result. The President will render a final decision within 15 working days. This decision completes the university process.

REVIEW

This policy shall be reviewed by the director of the Office of Diversity and Equity Programs every four years (or whenever circumstances require an earlier review).

ALCOHOL AND ILLEGAL DRUG USE

INTRODUCTION

Mississippi State University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on university property or as part of any university activity. Any student or employee failing to observe the drug and alcohol policy will be subject to sanctions by the University in accordance with established disciplinary procedures. For students, sanctions may include suspension or expulsion. For employees, sanctions may include disciplinary action up to termination of employment. In addition to university sanctions, any student or employee found in violation of the drug and alcohol policy may be referred to the appropriate authorities for prosecution.

POLICY

The University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on University property or as part of any University activity. Students or employees failing to observe the drug and alcohol policy will be subject to the imposition of sanctions by the University in accordance with established disciplinary action procedures. For students, sanctions may include suspension or expulsion. For employees, sanctions may include separation of employment. In addition to University sanctions, any student or employee found in violation of the drug and alcohol policy may be referred to the appropriate authorities for prosecution.

PROCEDURE

Annually, each employee and student will be provided with a written statement concerning:

- a. the applicable legal sanctions under local, state, and federal law regarding unlawful possession, use, or distribution of illicit drugs and alcohol,
- b. the health risks associated with use of illicit drugs and the abuse of alcohol,
- c. the available drug or alcohol counseling, treatment, and/or rehabilitation programs, and
- d. the disciplinary sanctions that will be imposed on employees and students for the unlawful possession, use, or distribution of illicit drugs and alcohol.

EMERGENCY OPERATIONS PLAN

PURPOSE

To comply with state and federal laws applicable to Mississippi State University concerning emergency actions.

POLICY

Mississippi State University shall maintain an Incident Preparedness Plan to outline emergency operation guidelines to protect lives and property through the effective use of University employees and equipment and community resources should an emergency arise.

PROCEDURE

The Incident Preparedness Plan shall address the Protocol for standing up the Incident Command Center (located in the Butler-Williams Building) and assembling the Crisis Action Team (CAT) as well as issues regarding preparation, response, and recovery for an emergency situation that may affect Mississippi State University. Input for the plan should be gathered through knowledgeable sources of emergency management and emergency operation procedures. These sources shall include, but not be limited to, University Police Chief, University Safety Officer, Oktibbeha County Emergency Management Authority, All Vice Presidents, Executive Director of Facilities, Dean of Students, Director of Student Health, Head Information Technology, Director of Athletics, Director of Regulatory Compliance, Director of Housing and Residence Life, Director of University Relations, Director of Human Resources, and Director of Procurement and Contracts.

REVIEW

The MSU Vice President for Student Affairs is responsible for the review of this Emergency Operations Policy every four years or as needed. The Incident Preparedness Plan will be reviewed and updated as needed by the Director of Campus Planning and Sustainability with recommendations for revisions presented to the Vice President for Student Affairs.