



# HARRIS-STOWE

STATE UNIVERSITY

STUDENT HANDBOOK

2021-2022

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## PREFACE

Dear student:

This Student Handbook is a “ready guide” to Harris-Stowe State University. The publication has been designed to give you basic information about the University, students’ rights and responsibilities, and policies governing student behavior. It is important that you familiarize yourself with this handbook. You will find important information that should prove beneficial during your matriculation here.

We are here to assist you in meeting your educational goals. The Harris-Stowe State University faculty and staff recognize that your success means our success! If you have any questions or concerns, please contact the Division of Student Affairs at (314) 340-5112, and we will be glad to assist you.

We wish you every success in your academic efforts and in your personal development at Harris-Stowe State University.

This handbook is intended as a guide and does not constitute a contract between the student and the University. Every effort has been made to provide students with complete and accurate information. However, the University reserves the right to change, amend or revoke any rules regulations, policies or procedures.

## University Information

### *HISTORY OF THE UNIVERSITY*

#### The First 150 Years

Harris -Stowe State University traces its origin back to 1857 when it was founded by the St. Louis Public Schools as a normal school and thus became the first public teacher education institution west of the Mississippi River and the 12th such institution in the United States.

The earliest predecessor of Harris -Stowe State University was a normal school established for white students only by the Public School System of the city of St. Louis. This school was later named Harris Teachers College in honor of William Torrey Harris who had been a superintendent of instruction in the St. Louis Public Schools and also a United States commissioner of education. The College began offering in-service education for St. Louis white teachers as early as 1906. In 1920, Harris Teachers College became a four-year, undergraduate institution, authorized to grant a Bachelor of Arts in Education. In 1924, the College received accreditation from the North Central Association of Schools and Colleges. Accreditation from other agencies followed, including accreditation by the American Association of Colleges for Teacher Education, and the National Council for the Accreditation of Teacher Education.

A second predecessor institution began in 1890 as a normal school for black teachers of elementary schools in the city of St. Louis. This normal school was also founded by the St. Louis Public School System and was an extension of Sumner High School. In 1924, the Sumner Normal School became a four- year institution with authority to grant the baccalaureate degree. In 1929, its name was changed to Stowe Teachers College, in honor of the abolitionist and novelist, Harriet Beecher Stowe.

These two teacher education institutions were merged by the Board of Education of the St. Louis Public Schools in 1954 as the first of several steps employed to integrate the public schools of St. Louis. The merged institution retained the name Harris Teachers College. Later, in response to the many requests from alumni of Stowe Teachers College and members of the greater St. Louis community, the Board of Education agreed to restore to the College's name the word "Stowe" and to drop the word "Teachers."

In 1979, the General Assembly of the State of Missouri enacted Senate Bill 703, under which Harris-Stowe College became the newest member of the state system of public higher education. The institution's name was again changed with the addition of the word "State" and was officially known as Harris-Stowe State College. In addition to the name change, the college's baccalaureate degree was changed to a Bachelor of Science in Education. In compliance with new state standards and teacher certification requirements, the College's teacher education curriculum was modified, and three separate teacher education majors were approved: Early Childhood Education, Elementary School Education, and Middle/Junior High School Education.

In 1981, the College received state approval for a new degree program, the Bachelor of Science in Urban Education. This program is the only one of its kind in the United States at the undergraduate level and is designed to prepare nonteaching urban education specialists who will be effective in solving the many urban-related problems facing today's urban schools.

In 1993, the Governor of the State of Missouri Mel Carnahan signed into law Senate Bill 153, which authorized Harris-Stowe State College to expand its mission in order to address unmet needs of metropolitan St. Louis in various applied professional disciplines. In response to Senate Bill 153, Mission Expansion, the Business Administration Department began operations Fall Semester of 1993 with a Bachelor of Science in Business Administration with three options: Accounting, General Business Management, and Management Information Systems. During the fall of 1995, the Bachelor of Science Degrees in Business Administration and Marketing were added. Subsequently, during the fall of 1997, the Bachelor of Science Degree in Health Care Administration was implemented. Mission enhancement has provided the opportunity for Harris-Stowe State College to refine the degree offerings to make the graduates more competitive. A Bachelor of Science in Accounting replaced the Bachelor of Science in Business Administration with an option Accounting.

A Bachelor of Science in Hospitality and Tourism Management was added to the curriculum in the fall of 2000. The Bachelor of Science in Information Sciences and Computer Technology with options in Computer Studies, Management Information Science, Computer/Network Analyst option, and Systems/Network Analyst replaced the Bachelor of Science in Business Administration with an option in Management Information Systems. The Bachelor of Science in Business Administration with options in General Business Management and Marketing and the Bachelor of Science in Health Care Management have been increased in total credit hours required to 128 to be consistent with the other programs in the Business Administration Department, as well as to accommodate the new state requirement for 42 credit hours of general education course work.

On March 17, 2005, Governor Matt Blunt signed Senate Bill 98 changing the name of Harris-Stowe State College to Harris-Stowe State University, effective August 28, 2005. This name change launched a new level of excellence in the institution's history. The 2006 -2007 academic year marked the sesquicentennial anniversary, the 150th year of the founding of Harris-Stowe State University.

### *MISSION OF THE UNIVERSITY*

Harris-Stowe State University provides educational opportunities that reflect excellence in holistic student development. We offer programs designed to nurture intellectual curiosity and build authentic skills that prepare our students for success in a diverse, global society.

## *VISION OF THE UNIVERSITY*

Harris-Stowe State University will achieve the status of a top-tier regional university by focusing on holistic student development, academic integration, and student-centered services.

## **INSTITUTIONAL CORE VALUES: OUR ‘PRINCIPLES OF PRIDE’**

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### **P**ERSONAL GROWTH

We believe that it is our responsibility to develop an individual’s intellect as well as an awareness of personal accountability for the decisions one makes and the impact of those decisions on others.

### **R**ESPECT

We believe that being respectful of others is what drives successful relationships, and civility is an expectation rightfully held by all campus constituents.

### **I**NNOVATION

We encourage individuals to cultivate new ideas and approaches that improve learning and student, faculty, staff, and alumni experiences.

### **D**IVERSITY

We embrace diversity in all forms and champion the rights of individuals to respectfully share their unique perspectives within our university community.

### **E**XCELLENCE

We believe that individuals contribute effectively when they are meeting or exceeding expectations of their community; therefore, we continuously strive to achieve excellence in all University activities

### **ACCESSIBILITY**

Harris-Stowe State University is located at the business, education and transportation hub of metropolitan St. Louis. The University is close to many major corporations, governmental agencies and nationally recognized cultural and educational resources, as well as historical landmarks. It is easily reached via Interstates 55 and 44, US Highway 64 and the Metrolink Rail System. The institution is within 15 minutes, by automobile, of more than half the population of metropolitan St. Louis. The University is also very easily reached by regular public transportation.

To meet the educational needs of an urban population, HSSU operates during varying hours of the day and night, on weekdays and on weekends. Harris-Stowe schedules instruction during the day, at night, and on Saturdays. Also, in an effort to meet special educational needs of government agencies and school districts throughout the area, the University provides, to the extent possible, courses off-campus at the work site both during and after regular work hours.

Financial accessibility is also an important feature of Harris-Stowe. The University continues to provide opportunities for instruction in professional education at the most affordable cost in the metropolitan St. Louis area.

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### ***ACCREDITATION AND AFFILIATIONS***

Harris-Stowe State University is accredited by the Commission of Higher Education of the North Central Association of Colleges and Universities, which is the major accreditation agency for this region. The Teacher Education Program is fully accredited by the National Council for Accreditation of Teacher Education and the Missouri Department of Elementary and Secondary Education. The Business Administration Program is accredited by the International Assembly of Collegiate Business Education and the Association of Collegiate Business Schools and Programs. The University is also a member of the American Association of Colleges for Teacher Education.

Major affiliations of the University include membership in the Association for Continuing Higher Education, Association of American Colleges and Universities, Association of Collegiate Business Schools and Programs, Association of Governing Boards of Universities and Colleges, National Association of Intercollegiate Athletics, American Association for Affirmative Action, National Association for Equal Opportunity in Education, American National Association of Collegiate Registrars and Admissions Officers, and the National Association of Student Personnel Administrators.

### ***GRADUATE CREDIT***

Graduate opportunities are offered at Harris-Stowe State University through three sister institutions: University of Missouri-St. Louis (UMSL), Webster University, and Maryville University. Students may apply to the UMSL Graduate School to work toward a master's degree in Elementary, Middle or Secondary Education. Students in Business Administration who wish to work toward an advanced degree may apply to do so at Webster University. Some courses will be taught and taken at HSSU. Lastly, through a collaborative effort with Maryville University, students may earn a fully funded Master of Arts in Education, Educational Leadership and Administration with an emphasis in Urban Leadership. For more information, contact Vice President of Academic Affairs and Provost, Dr. Dwyane Smith at (314) 340-3611



## *THE HARRIS-STOWE STATE UNIVERSITY STUDENT PLEDGE*

As a student at Harris -Stowe, I am firmly committed to doing all of the things, within my power, that will enable me to become the kind of graduate of which, I, myself, and my alma mater can be justly proud. To that end, I pledge myself to accomplish the following things throughout my years of study at Harris-Stowe State University and beyond.

To always respect myself, as a person who is endowed with great human dignity, and to always respect others in the very same way;

To exhibit behavior both on the campus and elsewhere — that is commensurate with, and worthy of, a mature person;

To attend my classes on a regular basis, being absent only under circumstances that are beyond my control or that make my absence absolutely necessary;

To not only attend, both regularly and punctually, all of the classes in which I am enrolled, but to also perform academically as well as my abilities permit;

To choose language and dress that are appropriate in a university and in all other environments in which I am a participant, and to always refrain from being belligerent or offensive to others;

To respect the beliefs and customs of others and to also recognize the importance of cooperation within any group of which I am a part;

To be a problem-solver in the various situations that I encounter in life;

To participate actively and constructively in the various events that take place on and off the University campus;

To be honest and sincere in all of my dealings with others.

These actions I solemnly pledge to perform to the very best of my ability.

## *UNIVERSITY MOTTO*

“Change Happens Here”

## *UNIVERSITY COLORS*

Brown and Gold

## *UNIVERSITY ALMA MATER*

“We Sing of Harris-Stowe”

Ev’ry where I go, I sing of Harris-Stowe.

I love my alma mater dear with praise increasing year by year.

May ev’ry one here know my love of Harris-Stowe.

I owe her all my loyalty, respect reserved for

royalty. Observe the outward glow inspired by  
Harris-Stowe. Chorus

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Whither winds may blow, I'll stand by Harris-Stowe.  
Her honor I will e'er defend with strength that cannot ever bend.  
On guard now, ev'ry foe of dear old Harris-Stowe.  
We know our true identity, upon this hallowed entity.  
So let the praises flow for dear old Harris-Stowe.

Chorus

Harris-Stowe, Harris-Stowe, sons and daughters we!  
Harris-Stowe, Harris-Stowe, all our praise to thee!

## Procedures and Policies

### *HELPFUL HINTS*

#### Absences

If you must be absent from a number of classes or from an examination, notify your instructor prior to the absences. It is your responsibility to follow up on absences with the instructor. An excessive number of absences could result in a grade of "F." Emergency absences (prolonged illness, death in the family, etc.) may be communicated to the Office of Counseling Services at (314) 340-5089. In order to be eligible for federal financial aid, the student must attend 60 percent of class sessions in each course.

#### Class Cancellation

Occasionally, a class may be canceled because of low or insufficient enrollment. When this occurs, the University will attempt to notify the students before the first-class meeting. Students will be given the option of adding another class.

#### Course Revisions

The University reserves the right to add or cancel courses, to revise subject matter contents or make any other necessary changes.

#### Regulations

Harris-Stowe students are subject to all regulations as published in the University Bulletin and Student Handbook. In addition, residential students are subject to all the regulations as stipulated in the Residential Life Handbook.

#### Student Identification Number

Each student is assigned a student identification number in the Admissions Office as part of the Admissions process. This number is entered on the student's identification card, which is generated in the Office of Campus Public Safety, HGA 019, in the main administration building.

#### Academic Transcripts

Students may receive a copy of their transcript in the Office of the Registrar, located in HGA 007 of the main building. For more information, call the Office of the Registrar at (314) 340-3600.

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### ***STATEMENT OF HUMAN RIGHTS AND EQUAL OPPORTUNITY***

The Board of Regents has committed itself and Harris -Stowe State University to the policy that there shall be no discrimination either in employment or in the admission of students on the basis of race, creed, color, sex, age, national origin, handicap, religion, marital or veteran's status. This policy pertains to all educational programs and other activities. Pursuant to, and in addition to this policy, the University abides by the requirement of Titles VI and VII of the Civil Rights Act of 1964, Revised order No. 4, Executive Orders 11246 and 71374, Sections 7999A and 845 of the Public Health Service Act, Title IX of the Education Amendments of 1972, and other federal regulations and pertinent acts of Congress.

### ***ACADEMIC HONESTY***

Cheating on exams and or classroom assignments and plagiarism are serious offenses against the University and its entire community of learners. Any academic dishonesty suspected by an instructor shall be dealt with accordingly. Such actions might result in corrective consequences such as failure in the assignment, failure in the course and or dismissal from the course. The Provost/Vice President for Academic Affairs may impose other possible corrective sanctions.

### ***STUDENT RIGHTS AND RESPONSIBILITIES***

Every student enrolled in Harris-Stowe State University is obligated at all times to assume responsibility for his or her actions, to respect constituted authority, to be truthful, to respect the rights of others, and to respect private and public property. This code of obligations, together with specific rules and regulations, always applies to conduct occurring on property owned or controlled by the University and University-sanctioned events. On-campus misconduct that involves possible violations of federal, state or local laws may result in prosecution by appropriate civil authority in addition to University corrective action. Off-campus acts constituting violation of law when that conduct has substantially interfered with the University's functions or mission prompts University corrective action. No special consideration will be requested by the University when a student has been apprehended elsewhere for a violation of public law because of his or her status as a student. When students

are prosecuted for violations of public laws, institutional authority will not be used to merely duplicate the functions of those laws and may include dismissal from the University.

The policies and procedures contained herein are instituted under the authority granted by law to the Board of Regents to establish policies and procedures for the government and management of Harris-Stowe State University. The overall responsibility for the enforcement of these regulations' rests with the president of Harris-Stowe State University and his designees. All alleged violations are adjudicated in accordance with the established procedures of the judicial system. Every student is expected to observe the principles underlying University policies for student life. In order to maximize the freedom and enjoyment of University life for all persons, the personal conduct of each student is expected to reflect a high consideration for the rights of others. As citizens and as members of the University community, students enrolled at Harris-Stowe State University have specific rights.

I. Those rights common to all citizens under federal and state constitutions and through pertinent laws are retained by students. These rights include, but are not limited to, the rights of privacy, equal opportunity, and nondiscrimination, freedom of speech, assembly and association. The application of these rights in the university setting includes the following examples:

- A. To promote their common interest, students have the right to join organizations that meet the standards of acceptability adopted by the University;
- B. Students have the right to engage in discussions to exchange thoughts and opinions;
- C. Students have the right to speak freely and write or print on any subject in accordance with established law.

II. Students gain rights also through membership in the University community. Examples of these are:

- A. The right to fair and impartial treatment;
- B. The right to participate in the formulation of policy directly affecting students through membership on appropriate committees as determined by the president and his or her representatives;
- C. The right to protection afforded under specific policies authorizing inspection, search and seizures on university property;
- D. The right to use University facilities in accordance with guidelines established for the use of those facilities.

Each student enrolled at Harris -Stowe State University has the responsibility to reflect, in his or her conduct, the understanding of institutional standards, and to refrain from those acts which impose upon the rights of others. The necessary corrective action, which may involve dismissal from the University, will be taken as a result of any student or student organization engaging in the following actions:

#### False Information

Students are not to provide false information in any form to University officials. Students are not to knowingly misuse, misrepresent or falsify any University record, ID card, form, computer resource or procedure. Students who assist by any means the providing of false information as

described in this expectation will be considered in violation. Students are not to take any action (verbal, written or behavior), based on known incorrect data, with direct intent to be hurtful or harmful to the University.

#### False Report of an Emergency

The intentional false reporting of a bomb, fire, attack, or other emergency on any University-owned or controlled property is strictly prohibited.

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#### Financial Obligations

Students are expected to promptly pay all University bills, accounts and other related financial obligations when due. If for good reason a student cannot pay such obligations on time, he or she is responsible for contacting the department or the individual concerned in order to arrange an extension. Failure to meet University financial obligations and deadlines generally results in the suspension of registration and the withholding of credits and grades.

#### Acceptable and Unacceptable Behavior

Each student enrolled at Harris -Stowe State University has the responsibility to reflect, in his or her conduct, the understanding of institutional standards, and to refrain from those acts which impose upon the rights of others. The necessary disciplinary action, which may involve dismissal from the University, will be taken as a result of any student or student organization engaging in the following actions:

Vandalism, arson, damage or destruction to University or private property while on campus;

Theft, accessory to theft and or unauthorized possession of property belonging to the University or member of the University community;

Misappropriation or conversion of University funds, supplies, equipment, labor, material, space or facilities;

Trespassing or unauthorized entry on University-owned or controlled property;

Failure to comply with a proper request of a University official acting in performance of his or her duties or to identify oneself to the official when asked;

Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the University;

Forgery, alteration or misuse of University documents, records or identification;

Interference with, or obstruction of, any University-sponsored or approved function or activity;

Initiation or circulation of a report or warning of a crime, emergency, impending disaster or catastrophe, knowing that the report is false or the transmission of such a report to an official or official agency;

Failure to observe rules and regulations issued by proper University authority, including all publications and notices pertaining to student life;

Physical abuse of any person on University-owned or controlled property or at University-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person;

Any act or threat including profane or abusive language, perpetrated for the purpose of harassing or submitting any member or guest of the University community to pain, discomfort or indignity;

Disorderly, lewd, indecent or obscene conduct or expression on University-owned or controlled property at University-sponsored or supervised functions;  
Use, possession or distribution of narcotics or dangerous and illegal drugs as defined under municipal, state or federal law;  
Use, possession or distribution of alcohol on university-controlled property or at University-sponsored or supervised functions;  
Conduct involving violations such as civil or criminal laws when such violations adversely affect the University and or members of the University community.  
Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities including its public service functions or other authorized activities on University premises;  
Violations of University policies or regulations, including University regulations concerning the registration of student organizations, the use of University facilities or the time, place and manner of public expression;

***USE OF FIREARMS, AMMUNITION, EXPLOSIVES AND OTHER LETHAL WEAPONS:***

Only authorized security personnel (police officers and Public Safety officers) are permitted to carry and use firearms and ammunition. The possession, use or sale of firearms, ammunition, explosives and other lethal weapons are strictly forbidden on the Harris-Stowe State University campus. Appropriate University corrective action, as well as criminal sanctions, will be applied in all cases of violation of these security regulations;

xx. No Smoking policy is enforced campus wide.

***ADA (Americans with Disabilities Act)***

Harris-Stowe State University does not discriminate in the admission or treatment of students on the basis of disability. The University is committed to compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act:

Section 202 of the 1990 Americans with Disabilities Act

“No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the service, programs or activities of any public entity, or be subject to discrimination by any such entity.”

Section 504 of the 1973 Rehabilitation Act

“No otherwise qualified handicapped individual in the United States shall solely, by reason of his handicap, be excluded from the participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance.”

While ensuring the academic integrity of its programs, the University is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportunities for individuals with verified disabilities.

Procedures

The Academic Resource Center is responsible for the coordination of services to students with disabilities as defined by Section 504 of the Rehabilitation Act.

### Identification

The Academic Resource Center is committed to a reasonable approach in the identification of disabled students. The Academic Resource Center will contact all students who voluntarily identify themselves as having a disability during the University admission or orientation process. Faculty members who observe student learning difficulties that are indicative of a physical/learning disability may refer that student for assistance to the Academic Resource Center.

Students who suspect they have a disability may contact the Academic Resource Center for information regarding disabilities and referrals for a psycho-educational assessment, when needed. In all cases, students who need an assessment to determine their learning disability are responsible for providing the required documentation and the cost of the assessment.

Information regarding a disability will be kept confidential unless the student signs a Release of Information Form, which requires a notarized signature.

Academic requirements that are defined by Harris-Stowe State University as essential to courses, programs of study or any related licensing or certification requirement are not regarded as discriminatory.

Qualified students with a physical disability may be required to provide documentation of their disability to receive any necessary academic modification and or reasonable accommodations.

Learning disabled students are responsible for providing the University with documentation regarding their disability.

Documentation for a learning disability must include psycho-educational assessment that has been done within the last four years to ensure that appropriate academic adjustments are provided. Based upon the specific needs of the student, reasonable accommodations and academic modifications are determined by the faculty involved and The Academic Resource Center personnel.

For students with learning disabilities or, in some cases, students with a physical disability, under the Core Curriculum, the policy for all substitutions requested of required courses are:

- I. A student shall have a psycho-educational assessment that delineates not only the problem, but a prescriptive program for study;
- II. The University shall provide reasonable accommodations in learning opportunities and support for these students; only if the University is unable to provide these reasonable accommodations, shall substitutions for the requirements be sought;
- III. The allowable substitution, if one can be found, shall be determined jointly by the department of the course in question and by the Provost/Vice President for Academic Affairs based on the learning objective of the requirements and; Under no circumstances shall an absolute waiver, with no substitution be made. Americans with Disabilities Act

## *The Family Education Rights and Privacy Act of 1974 (FERPA)*

STATEMENT OF POLICY. The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords students at Harris-Stowe State University certain rights with respect to their education records. These rights include:

The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students wishing to inspect their education records should submit to the Registrar, Dean of the appropriate academic division, or other appropriate official, a written request identifying the records they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed. Students wishing to have copies of education records will be responsible for payment of reasonable copying charges.

The right to request the amendment of the student's education records that the Student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. The student should provide written notice to the University official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate. The University will review the request and determine whether an amendment is warranted. If the University determines that amending the record is not warranted or appropriated, the University will notify the student of its decision, and will advise the student of his or her right to a hearing regarding the request for amendment.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

RELEASE OF "DIRECTORY INFORMATION". FERPA permits the University to disclose "directory information" contained in its students' education records. At Harris-Stowe State University, designated "Directory information" includes, but is not limited to, the student's name, address, telephone listing, e-mail address, photograph, date and place of birth, major field of study, dates of attendance, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards, and the most recent educational institution attended.

DISCLOSURE TO SCHOOL OFFICIALS WITH LEGITIMATE EDUCATIONAL INTERESTS. FERPA also permits the University to disclose personally identifiable information from a student's educational records to "school officials" with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney), auditor, or collection agent); a member of the Board of Trustees; or a student serving



on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

OTHER DISCLOSURES WITHOUT CONSENT. FERPA permits the University to disclose personally identifiable information from a student's educational records without the student's consent in a number of instances other than those specified in this notice. The permissible disclosures described above should not be construed as an exhaustive list.

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### *Appropriate Dress*

We expect students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we understand students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school.

### *Classroom Conduct*

It is imperative that behavior in the classroom does not disturb teaching and learning. The University expects that each student respects professors, classmates, and follows the rules set forth. Texting is not permitted during class. Cell phones must be placed in the silent mode and must be put away in every class, unless individual faculty members make an exception. Students displaying rude and disrespectful behavior towards any member of the faculty, staff or another student during a class period will be subject to disciplinary action, including, but not limited to, the immediate removal from class by either the professor or the Department of Public Safety personnel if necessary.

### *Sexual Behavior on Campus*

Harris-Stowe State University reserves the right to define and limit what constitutes non-acceptable sexual behavior on its campus. Sexual activity which disrespects others and violates common decency is prohibited throughout the entire campus.

### *Safety and Security*

Students must not engage in any activities that will bring harm and/or disrespect to the University. Students are expected to display and present, if necessary, ID badges at all times when on campus.

## *STUDENT ACADEMIC GRIEVANCE PROCEDURE*

Harris-Stowe State University is committed to fostering mutual respect among students, faculty, staff, and administration on the campus. In the event of concerns about fairness and equity, we seek to find solutions that do not involve having to resort to formal grievance procedures. However, when such solutions are not possible, we are committed to a formal grievance process that result in fair and reasonable resolutions. Listed below are the procedures for resolution.

### **What May Be Grieved**

This procedure is to be used by students only to resolve grievances against decisions or actions that were made by employees or agents of Harris-Stowe State University. An action or decision is grievable only if it involves a misapplication or misinterpretation of University policy. Grievances may not be used to challenge policies or procedures of general applicability.

### **What May Not Be Grieved**

Issues which have a separate and specific process for resolution (i.e. FERPA, sexual harassment, etc.), are not grievable under this policy and a student must take advantage of the process in place.

### **Who May Grieve**

The procedures set forth below may be used by grievant enrolled as HSSU students. A grievance cannot be filed on behalf of another person.

### **Time Limits**

The formal resolution process described below must be initiated within six weeks of the decision, action, or events giving rise to the grievance. The time limit may be extended by the appropriate unit or sector head with jurisdiction over the grievance, if the grievant makes the request for extension within the six week period, for good cause shown (e.g., an active effort at informal resolution at the departmental level, University level).

### **Grievance Resolution Process (Academic and Non-Academic)**

The grievant should first discuss the issue with the person(s) responsible for the action or decision being grieved. If the issue is not resolved the student will direct the grievant to the next level of authority, whose responsibility it is to assist in bringing resolve to the grievance.

This process will continue through each level of administration until the grievance has been resolved departmentally. If the matter is not resolved in the department, the student may file the concern with the Dean of Student Success

### **Confidentiality**

All persons involved in the grievance procedures are expected to maintain strict confidentiality regarding procedures. State and federal laws govern the privacy rights of students and employees.

### **Modification**

The President may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate the participants' procedural rights nor the policies of the University's governing board.

### **Records**

The Dean of Student Success shall maintain a confidential record of all communications and documents pertaining to a particular grievance.

Focus of Complaint

ACADEMIC	NON-ACADEMIC
GRIEVANCE WITH A MEMBER OF THE FACULTY OR ADMINISTRATOR	GRIEVANCE WITH A STAFF MEMBER OR ADMINISTRATOR
Attempt to resolve with faculty member. If not resolved here follow this path	Attempt to resolve with Staff Person or Administrator. If not resolved here follow this path
↓	↓
Department Head If not resolved here follow this path	Supervising Officer of the Staff Person or Administrator. If not resolved here follow this path
↓	↓
School Dean If not resolved here follow this path	If not resolved here follow this path
↓	↓
Associate Vice President for Academic Affairs	Dean of Student
↓	↓
Provost/ Vice President for Academic Affairs	Vice President of Student Success

***SEXUAL HARASSMENT AND SEXUAL VIOLENCE/DISCRIMINATION***

HSSU is committed to fostering a safe and supportive environment conducive to the academic pursuit and healthy personal development of all persons. All members of the University community share responsibility for fostering this environment by adhering to standards of conduct. Any form of sexual assault is a serious violation of these standards and will not be tolerated. No faculty member, employee, visitor, contractor, or student shall sexually discriminate against, harass or participate in sexual violence against another faculty member, employee, or student, nor shall any faculty member, employee, visitor, contractor, or student sexually discriminate against, harass or participate in sexual violence against any person with

whom they have contact in connection with their employment or academic pursuits. No faculty member, employee, or student shall threaten another current or prospective faculty member, employee, or student by stating, suggesting or otherwise indicating that said individual's refusal to submit to sexual advances or sexual violence will result in adverse job or academic action. No faculty member, employee, or student shall promise or give a current or prospective faculty member, employee, or student any benefit in return for submission to sexual advances, sexual violence or granting sexual favors. Any employment or academic decisions carrying out such threats or promises are likewise prohibited.

#### Definitions

For purposes of this policy, "sex-based discrimination," "sexual harassment" and "sexual violence" include, but are not limited to, unwelcome sexual advances, violence of a sexual nature, requests for sexual favors, or other verbal or physical conduct or contact of a sexual nature, when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic success;
2. Submission to or rejection of the conduct by an individual is used as a basis for employment or academic decisions affecting the individual; or
3. A reasonable person would find that the conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or academic environment.
4. There is an unequal balance of power and potential for influence between the two people engaged in the sexual or intimate contact, for example, a professor having a sexual or intimate relationship with a student at the University, or a supervisor having a sexual or intimate relationship with a subordinate.

For purposes of this policy, "sexual harassment" and "sexual violence" also include assault, battery, rape, domestic violence, dating violence, stalking, any form of sexual violence whatsoever, and any other similar actions which may be unlawful pursuant to state and federal law.

"Domestic violence" is the use of physical, sexual or emotional abuse or threats to control another person who is a current or former spouse or other intimate partner, such as a boyfriend or girlfriend. It includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

"Dating violence" is violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of (a) the length of the relationship, (b) the type of the relationship, and (c) the frequency of interaction between the persons involved in the relationship.

"Stalking" is a course of conduct directed at a specific person that would cause a reasonable person to: (1) feel fear for their safety; or (2) the safety of others or suffer substantial

emotional distress. Stalking includes behaviors or activities occurring on more than one occasion that collectively instill fear in a victim, and/or threaten their safety, mental health, or physical health.

“Sexual assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Some additional examples of conduct which can constitute sexual harassment and/or sexual violence include, but are not limited to, such things as:

- (a) unwelcome sexual flirtation, advances, propositions or violence;
- (b) sexually explicit statements, questions, or jokes;
- (c) displays of sexually explicit material (whether audio or visual);
- (d) inappropriate personal comments, staring, or touching;
- (e) remarks of a sexual nature about a person’s body, clothing, or sexual behavior; or
- (f) direct or implied threats that submission to sexual advances will be a condition of employment, promotion, or academic advancement.

The foregoing list is intended to be illustrative rather than exhaustive.

Inquiries concerning the application of these laws to this institution should be referred to the Director of Human Resources Management and EEO/Title IX Coordinator. This policy also applies to the University's selection of contractors, suppliers of goods and services, etc.

The procedures outlined in handling sexual assaults are designed to achieve the following goals:

- Provide prompt and compassionate support services.
- Provide a comprehensive framework in which the needs and decisions of all parties concerned are central in determining further administrative response and assistance.
- Create a campus environment that both facilitates and expedites the prompt reporting of sexual assault.
- Cultivate a climate of community empowerment and education in which behaviors that contribute to sexual assault are not tolerated.
- Ensure that appropriate steps are followed when sexual assault is reported.
- Protect the rights of the reporting Party, the accused party, and other parties involved in or affected by the case.

## **GRIEVANCE PROCEDURES TO REPORT COMPLAINTS OF SEXUAL VIOLENCE**

The grievance procedure to address complaints of sexual violence shall be overseen by the University in conjunction with Title IX rules and procedures-as a prompt and equitable corrective action reasonably calculated to end the sexual violence, eliminate the hostile environment, prevent its recurrence and remedy its effects. The University shall not wait to take steps to protect the students until students have already been deprived of educational opportunities. The University shall protect a complainant and ensure his or her safety as necessary including taking interim steps before the final outcome of any investigation. University students are strongly encouraged to, immediately, report any information and incidents which are thought to be inappropriate and unwanted sexual conduct directed towards them, against another, or heard of by others. This information may be reported in confidence.

Any employee of the University is strongly encouraged to, immediately, report any information and incidents which are thought to be inappropriate and unwanted sexual conduct directed towards them, against another, or heard of by others. This information may be reported in confidence to the extent possible. It is strongly encouraged for volunteers, visitors, and any member of the University community to, immediately, report information that appears to be sexual violence and sex discrimination in nature. Sexual violence impairs the ability of a student to fully participate in academic programs, University services, and athletic sports. Employees are impaired from satisfactorily performing their job duties when subjected to sex discrimination and the sexual misconduct by another at work.

The University will take prompt steps once it has notice of a sexual violence allegation. It will provide the complainant with periodic updates on the status of the investigation. If the University finds that sexual violence did occur, the University shall continue to take the necessary steps to protect the complainant and ensure his or her safety, as necessary. The University shall also ensure that the complainant is aware of any available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, health/mental health services, legal assistance, and the right to report a crime to campus public safety and/or local law enforcement.

It is the University's commitment to operate an institution for learning, development, productivity, and achievement within the HSSU community.

#### **UNIVERSITY PROCEDURES FOR COMPLAINTS OF SEXUAL VIOLENCE:**

- Information and complaints of sexual discrimination, sexual violence, sexual harassment, and sexual misconduct<sup>1</sup> are to be filed with the: **Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340.**
- Students and/or employees may begin the application of the grievance procedure for complaints alleging sexual violence carried out by other students, employees, or third parties to: **Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340.**
- A complainant shall have **10** calendar days in which to file a complaint of sexual violence and sex discrimination. To effectively investigate any complaints, it is to the complainant's best interest to file a complaint immediately upon occurrence.
- The University has provisions for adequate, impartial, prompt, and reliable investigation of all complaints. This includes the opportunity of due process for the complainant and the alleged perpetrator to present

witnesses, give testimony, submit evidence, (albeit not necessarily in the presence of one another), and other U.S. Constitution protected rights.

- The evidentiary standard that must be used to resolve a complaint is based upon the preponderance of the evidence, i.e., the existence of the facts is more likely than not.
- The timeframe for completion of an investigation can vary on a case-by-case basis. The University pledges to complete major steps of a complaint process in a prompt, reasonable, and equitable timeframe as determined by the facts and circumstances of each case. A timeframe goal of 60-calendar days refers to the entire investigation process (which includes conducting the fact-finding investigation, holding a hearing or engaging in another decision-making process to determine whether the alleged sexual violence occurred and created a hostile environment, and to determine what actions the University will take to eliminate the hostile environment and prevent its recurrence. This will include imposing sanctions against the perpetrator and provide remedies for the complainant and the University community, as needed). This does not include any time for an appeal process.

<http://www.hssu.edu/ae/aefiles/39/Anonymous-Sexual-Assault-Form.pdf>

- Written notice of the outcome of the complaint will be provided by the University to the complainant and the alleged perpetrator.
- A complainant or an alleged perpetrator shall have right to appeal the outcome of a complaint within **10** calendar days of receipt of the written outcome. Written notice of the outcome of any appeal will be provided by the University to the complainant and the alleged perpetrator.
- The University vows to take steps to prevent the recurrence of any sexual violence and to remedy any discriminatory effects on the complainant and others.
- The University will utilize interim measures to protect a complainant in the educational setting during and after the course of a claim investigation.
- The University and Title IX prohibit the retaliation against any individual who makes a claim of sex discrimination. The University will take strong responsive action if retaliation should occur.
- The University has potential sanctions of various measures against any alleged perpetrator of sexual violence.
- The University prohibits any individual from making a false claim of sex discrimination and/or sexual violence. “False claim” means a claim

brought in bad-faith and unsupported by true facts upon its initiation. A false claim does not include a complaint that was brought in good-faith, but later found to be unsubstantiated. Sanctions of various measures will be used against any individual who reports a **false claim** of sex discrimination and/or sexual violence. It is just as important to the University to protect the rights of an innocent alleged perpetrator as those of an alleged victim.

- Any student has the right to file a criminal complaint against a perpetrator with local law enforcement, as well as file a Title IX complaint simultaneously.

If there is any kind of any sex discrimination or sexual misconduct directed towards you or another, please contact the: **Add name of Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340.**

### ***COUNSELING SERVICES:***

The University does provide counseling, advocacy, and support services for sex discrimination and/or sexual violence encounters to students and employees upon their request. The Office of Counseling Services provides students with individual and group counseling, and a variety of programs to foster personal and educational growth, effective problem solving, and thoughtful cohesive decision making. Counseling is confidential and free to currently enrolled students-female, male, any sexual orientation, gender identity, LGBT individuals, straight individuals, gender-neutral individuals, and all other variations of students, employees, visitors, and volunteer sexual preferences. University employees are encouraged to; also, seek out counseling with EAP services of the University. Other local resources that address sexual violence are

#### **Circle of 6**

Free phone app that prevents violence before it happens

Winner of the White House/ HHS Apps Against Abuse Technology

Challenge <http://www.circleof6app.com/>

#### **Green Dot Campaign**

Bystander intervention programs and research

[http://livethegreendot.com/gd\\_overview.html](http://livethegreendot.com/gd_overview.html)

#### **Know Your IX**

Informational video providing quick reference materials about the importance of Title IX



<https://www.youtube.com/watch?v=IFAs9fegJsI>

### **No More**

A symbol to end sexual assault and domestic violence, supported by the Joyful Heart Foundation

<http://nomore.org/>

### **The Rape Abuse and Incest National Network**

A website for national statistics, laws, and governance

<http://www.rainn.org/>

### **Red Flag Campaign**

A national campaign to promote the public awareness of dating violence on college campuses

<http://www.theredflagcampaign.org/>

### **Not Alone**

[www.notalone.gov](http://www.notalone.gov)

What House Council on Woman and Girls

### **Off-Campus Resources**

Alternative to Living in Violent Environments

(314) 993-2777

Crime Victim's Advocacy Center of St. Louis

(314) 652-3623

Life Crisis

(314) 647-4357 (24 hours a day)

St. Louis Regional Sexual Assault Center

(314) 726-6665

United Way Information and Referral

Service 211 or (314) 421-4636

Women's Safe House

(314) 772-4535

Safe Connections

(314) 531-2003

UM-St. Louis Center for Trauma Recovery

(314) 516-6738

Rape, Abuse, and Incest National Network

(800) 656-4673

Crime Victim's Advocacy Center of St. Louis

(314) 652-3623

LAAW 9 (Legal Advocates for Abused Women)

(314) 664-6699 or (800) 527-1460 Life Crisis (24 hour Hotline) (314) 647-4357

Rape Hotline

(314) 531-RAPE (7273)

United Way Information and Referral

Service 211 or (314) 421-4336

#### **ADDITIONAL INFORMATION ABOUT TITLE IX GRIEVANCE PROCEDURES:**

- Harris-Stowe State University has jurisdiction over all Title IX complaints. Any matter which relates to sex discrimination, sexual violence, sexual harassment, and sexual misconduct<sup>2</sup> must be reported immediately to: **Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340.**
- The University has a reporting policy and an established protocol to fully gather all facts, circumstances, and information relevant to any alleged complaint of sex discrimination.
- The employee(s) responsible for evaluating requests for confidentiality may be found at: : **Title IX Coordinator, Harris-Stowe State University, Office of Human Resources, 3026 Laclede Avenue, Suite 103, St. Louis, Missouri, 63103-2136, 314-340-3340.**

- The University’s primary concern is for the safety of its students and employees. Use of alcohol or drugs never makes the victim of sexual violence as an individual at fault – **REPORT THE ACT**.

**CONFIDENTIALITY:**

- With the complainant’s request, and to the fullest extent possible, the University will investigate a report of sex discrimination as confidential in nature and as privileged information. In the event that some information must be disclosed in furtherance of investigating any complaint, the University will disclose selective information (only to the extent necessary and on a need-to-know basis) that is to be used only for complaint resolution for the safety of the victim, other students, employees, volunteers, and visitors. The Title IX Coordinator and school officials are best suited to evaluate those requests for confidentiality.
- Under some applied laws and statutes, the University must adhere to a request to inspect and review information about allegations maintained by the University. In such a case, the University may redact the complainant’s name and all identifying information of the complainant before allowing the perpetrator to review the allegations. Or, the University will inform the alleged perpetrator of the specific information in the complaint that is about the alleged perpetrator.
- The University will always need to balance whether it can honor a student’s request not to disclose his or her name to the alleged perpetrator against the responsibility to provide a safe and nondiscriminatory environment for all students including the student who reported the sexual violence.

**RESPONSIBLE EMPLOYEES AND REPORTING:**

Each employee and member of the Harris-Stowe State University community have a role in preventing the occurrence of sexual violence and reporting its occurrence if it should happen.

<http://www.hssu.edu/ae/aefiles/39/Anonymous-Sexual-Assault-Form.pdf>

When an employee knows or reasonably should know of possible sexual violence, the University is deemed to have notice of the sexual violence. The University is obligated to take immediate and appropriate steps to investigate and determine what has occurred. If the University determines that the sexual violence has created a hostile environment, the University has an obligation to take the appropriate steps to address the situation.

A responsible employee must immediately report in writing to the University’s Title IX coordinator all the relevant details about the alleged sexual violence that the student or another person has shared. The University will need to determine what occurred and shall move to

resolve the situation. This includes reporting the name of the alleged perpetrator, the student who experienced the alleged sexual violence, other students involved in the alleged sexual violence, as well as all relevant facts, such as date, time, and location.

A responsible employee has an obligation to immediately report in writing any sexual misconduct, sex discrimination, sexual harassment, and sexual violence<sup>3</sup> perpetrated one against another. Failure to report such will have punitive consequences against the responsible employee.

A responsible employee must understand that they do not need to determine whether the alleged sexual harassment or sexual violence actually occurred, nor determine that a hostile environment has been created before reporting an incident to the University's Title IX coordinator. The responsible employee fulfills the obligation by mere reporting, in writing, of the details and information related to a possible sexual misconduct occurrence.

#### **ADDITIONAL UNIVERSITY POLICIES:**

Harris-Stowe State University strives to provide a safe campus conducive for learning, achieving, and developing. To that end, it is imperative that all students, employees, volunteers, and visitors are informed of the following:

- There is zero-tolerance for the threat of violence of any sort done to another individual;
- There is zero-tolerance for bullying, stalking and related behavior committed against another individual;
- There is zero-tolerance for the misuse of University rooms and facilities for inappropriate behavior by students, employees, volunteers, and visitors;
- There is zero-tolerance for the display of active bias' committed against another individual based on sexual orientation, physical attributes, mental disabilities, and/or socio/economic status; and
- There is zero-tolerance for discrimination and retaliation in any form committed against another individual.

#### **Possible Sanctions**

Possible sanctions the University may impose following a final determination of disciplinary proceedings regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses include: expulsion, suspension, probation, restitution, fines, restricted access or residence hall contract termination.

#### **Disclosure to Victim of a Crime of Violence or a Non-forcible Sex Offense**

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If

the alleged victim is deceased as a result of the crime or offense, the University will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Educational Programs**

Educational programs to promote awareness of sexual assault, acquaintance rape and other sex offenses are offered through Student Affairs.

### **CAMPUS SEX CRIMES PREVENTION ACT NOTIFICATION**

State law mandates that the Missouri State Highway Patrol shall maintain a sex offender database and website on the Internet that is accessible to the public. Additional information and verification may be obtained from the Chief Law Enforcement Official of the City of St. Louis (Chief, City of St. Louis Metropolitan Police Department) for those sex offenders who reside in the City of St. Louis. Members of the Saint Louis University community may contact the Missouri State Highway Patrol's Missouri Sex Offender Registry website for information concerning registered sex offenders or the Missouri State Highway Patrol website: ([www.mshp.dps.mo.gov/CJ38/searchRegistry.jsp](http://www.mshp.dps.mo.gov/CJ38/searchRegistry.jsp)).

### **Victims' Rights and Responsibilities**

#### **Victims have:**

- The right to investigation and appropriate resolution to all credible complaints of sexual misconduct made in good faith to the University
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus public safety
- The right to be treated with respect by University officials
- The right to choose to report or not report an assault to either or both on-campus and off-campus authorities
- The right to not have irrelevant prior sexual history admitted as evidence in a campus hearing
- The right to be notified of available counseling, mental health or student services for victims of sexual assault both on campus and in the community
- The right to notification of options for changing academic and living situations after an alleged sexual assault incident if requested by the victim
- The right to have any complaint of sexual assault mediated as opposed to adjudicated
- The right to a "NO Contact Directive" against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others

## **Accused Rights and Responsibilities**

### **Accused have:**

- The right to investigation and appropriate resolution to all credible complaints of sexual misconduct made in good faith to the University
  - The right to have University policies and procedures followed without material deviation •The right to be treated with respect by University officials
  - The right to be notified of available counseling, mental health or student services for victims of sexual assault both on campus and in the community
  - The right to a hearing on the complaint, including timely notice of hearing date, and adequate time for preparation
  - The right to have irrelevant prior sexual history admitted as evidence in a campus hearing
- (The preceding list is limited. For full list of student rights and responsibilities refer to Student Handbook)

### **Drug-Free Policy**

One of the certifications now required for the receipt of federal grants and funds is a formal statement from the grantee that it has adopted a policy and implemented a program that prevents the illicit possession, use or distribution of drugs and alcohol by students and employees of the institution. Further, the grantee must maintain evidence that it is in compliance with all sections of the relevant federal regulations.

Harris-Stowe State University has a “Zero Tolerance” policy regarding the improper use of controlled substances. This policy expressly prohibits:

The possessing, manufacturing distributing or sale of a controlled or illegal substance. Examples of these illegal substances are: crack cocaine, ecstasy, “date rape” drugs, marijuana cocaine, heroin, or any other narcotic or controlled substances except as expressly permitted by law.

The possessing, use, manufacturing, distributing or selling of drug paraphernalia, or the attempt to distribute or sell same. Aiding or abetting individuals in the illegal possession, use, sale, distribution, or attempted sale or distribution of controlled substances or drug paraphernalia, including allowing persons involved in such activities to visit or stay in their residence hall rooms, or to be in any University owned or operated property over which they have control.

## Annual Distribution

In compliance with this federal requirement, Harris -Stowe State University has established the written drug/alcohol prevention program described herein. This written program will be distributed at least annually to each employee of the University and to each student who is taking one or more classes for any type of academic credit, regardless of the length of the student's program of study.

## *CODE OF CONDUCT*

The following is the University's official statement of the Code of Conduct expected of its students and employees and the University's commitment to, and action toward, ensuring a drug-free and alcohol-free campus.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on the campus of Harris-Stowe State University or at any location at which the University is conducting programs or events are strictly prohibited.

All students and employees of Harris- Stowe State University are required, as a condition of admission to, or of employment at the University, to comply with this strict rule.

Employees, as a condition of continued employment, must notify the Office of Human Resources of any criminal drug status/conviction occurring in the workplace, no later than five days after such conviction.

### Description of Legal Sanctions under Local, State and Federal Law

Below are summaries of sanctions provided in local, state and federal laws against the unlawful possession, use and distribution of illicit drugs and alcohol.

Sanctions imposed by local laws consist of ordinances of the City of St. Louis, which prohibit the sale of alcohol to minors, the operation of an automobile while under the influence of alcohol, public drunkenness and similar offenses. These offenses are misdemeanors punishable by fines and imprisonment. Fines may be as high as \$500, and imprisonment may be for as long as one year.

Sanctions imposed by state law are more extensive and include the following:

Possession of a controlled substance; depending on the quantity of controlled substances in possession, penalties can range from one to seven years.

Trafficking of drugs; penalties can range from five to 30 years in prison and may be served without probation or parole.

Unlawful use of drug paraphernalia;

Unlawful distribution of a controlled substance to a minor; penalty from five to 15 years imprisonment.

Distribution of a controlled substance near schools; penalty can range from 10 to 30 years life imprisonment.

Penalties can include forfeiture of vehicles, vessels or aircraft, or disqualification from voting and jury service.

Sanctions imposed by federal law:

First conviction: up to one year imprisonment and fine of at least \$100,000 or both.

After one prior drug conviction, at least 15 days in prison must be served not to exceed one year and fine of at least \$2,500, but not more than \$250,000 or both.

Special sentencing provisions are in effect for possession of crack cocaine: Mandatory minimum sentence of at least five years in prison, not to exceed 10 years and fine of up to \$250,000 or both, if:

First conviction and the amount of crack possessed exceeds five grams;

Second crack conviction and the amount of crack possessed exceeds three grams;

Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance;

Civil fine of up to \$10,000;

Denial of federal benefits, such as student loans and licenses; up to one year for the first offense, up to five years for the second and subsequent offenses;

Ineligible to receive or purchase firearms;

Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., as vested within the authorities of individual federal agencies.

#### Disciplinary Sanctions that the University Will Impose for Violations of the Code of Conduct by Students

Students of Harris -Stowe State University who have been determined by the University to have violated the Code of Conduct will be disciplined. The penalties include:

Verbal warning;

Written warning which will be filed in the student's file maintained at the University; Mandatory attendance in a rehabilitation program; Suspension not to exceed one semester;

Referral to appropriate authorities for prosecution.

Harris-Stowe State University will conduct a biennial review of its program to provide a drug-free and alcohol abuse-free environment on its campus and at campus-sponsored activities.

The purpose of this review is:

- To determine the effectiveness of the program and to implement changes, if warranted;
- To ensure that all disciplinary sanctions are consistently, fairly and vigorously enforced;
- To ensure that the University will maintain appropriate records to establish its compliance with this program.

Drug and or Alcohol Counseling, Treatment or Rehabilitation or Re-entry Programs that are available to Employees and Students.



Each semester, Harris-Stowe State University offers a drug-free awareness program, which is conducted by the University's Office of Counseling Services in conjunction with the Office of Health Services. This program, open to both students and employees, will include the dissemination of printed materials and also include periodic meetings and or conferences designed to inform all students and employees regarding:

- The dangers of drug abuse and its effect on academic and personal success;

- The University's policy of maintaining a drug-free campus;

- The availability of drug counseling, rehabilitation and other assistance programs;

- The penalties that may be imposed upon students and employees for drug and alcohol abuse violations occurring on campus.

The Office of Counseling Services will provide referral services and programs offered through that office and also through various community agencies.

Persons who successfully complete rehabilitation programs are eligible for consideration for re-employment on the University campus.

## *Hazing*

Harris -Stowe State University has always renounced acts of brutality and hazing during the intake process, and this statement serves to reaffirm that long-standing commitment. "Hazing" is any action taken or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes, including but not including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of the University. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion for social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. In addition, late work sessions which interfere with scholastic activities, and any other activities which are not consistent with policies of Harris-Stowe State University or which violate local, state or federal laws, are expressly forbidden. Anyone violating this policy will be subject to disciplinary action, and may also face criminal prosecution.

Cognizance and understanding of the above definition and the use of common sense in the carrying out of intake activities should be sufficient to guide campus chapters to avoid hazing violations. A good rule of thumb is: "IF IN DOUBT, LEAVE IT OUT".

All Harris-Stowe State University students and student organizations must adhere to the State of Missouri antihazing legislation. According to State Statutes (573.360-578.365). Chapter members and advisors are responsible for seeing that the intake process follows steps prescribed by their respective national offices, within HSSU guidelines. No chapter or member is "above

the law.” All participants should be urged to remember that the intake process is designed to prepare new “sisters” and “brothers”, and hazing has no place in this important process.

Furthermore as hazing is forbidden, the University informs all students, employees, volunteers, and visitors that:

A person commits the crime of hazing if he/she knowingly participates in or causes hazing, as it is defined in section Mo.R.S. [578.360](#) and [the University](#). Hazing is a class a misdemeanor. Consent is not a defense to hazing.

## **Definitions**

### **Administrative Dismissal**

The Dean of Student Success reserves the right to suspend a student without a hearing where the student presents a threat to himself, others or campus property. The Dean of Student Success may also render temporary suspension pending the outcome of a criminal case. Emergency Disciplinary Hearings may convene when deemed appropriate.

### **Summary Disciplinary Dismissal**

Summary disciplinary dismissal is the immediate separation of a student from the University and is authorized by the Dean of Student Success when the continued presence of the student at the University constitutes a danger to the health, safety or welfare of the University community. At the time a student is summarily dismissed, the student shall be informed of his or her right to a hearing. Such hearing shall be held without undue delay, and the student shall remain dismissed until the hearing determines the student’s status.

Sanctions of suspension, dismissal and any sanction resulting from an act of academic dishonesty be recorded in the student’s discipline file, which will be retained by the Associate Dean of Students for a period of five years. With the exception of cases of academic dishonesty, records of disciplinary probation will be retained for one year after the conclusion of the probationary period.

### **Disciplinary Hearings**

Disciplinary hearings shall be convened when a student is accused of a violation of the University’s Code of Conduct for the purpose of determining the appropriate discipline for an accused student, including suspension or expulsion.

### **Disciplinary Review Committee**

The Disciplinary Review Committee is appointed for the purpose of hearing appeal from the Administrative Panel. The Dean of Student Success or his/her designee, upon receipt or request for appeal, will convene committee for review.

### **Emergency Disciplinary Hearings**

The Dean of Student Success reserves the right to convene disciplinary hearings when deemed appropriate, upon written notification to the accused student. Emergency disciplinary hearings for determining temporary suspensions may be convened upon less than 48 hours notice, where the accused student presents a threat to himself, others or campus property. An accused student may be notified orally or in writing of an emergency disciplinary hearing. If a student presents a danger to him/herself, others or

campus property, he or she may be temporarily suspended and removed from campus while awaiting a full disciplinary hearing.

### **Sanctions**

A student who violates these regulations may be subject to the following sanctions:

### **Restitution**

This designation may include payment for damage to property or facilities, payments for damage to property or person of a member of the University community and repayment of misappropriated or misused funds.

### **Disciplinary Suspension**

Disciplinary suspension is the temporary separation of a student from the University.

### **Disciplinary Dismissal**

Disciplinary dismissal is the permanent separation of a student from the University.

### **Hearing Officers/Administrative Hearing Panel**

The Associate Dean of Students shall designate a pool of Hearing Officers (Administrative Panel), for the purpose of conducting individual student disciplinary hearings, which shall be comprised of faculty, staff, and members of the Administration, security and students. It is the duty of the Associate Dean of Students to inform a student of charges against him/her and to make certain the student is aware of his/her rights and privileges before, during and after the hearing, as set forth in this policy. The Administrative Panel shall have the authority to suspend or expel students.

### **Institution of Disciplinary Proceedings Notification**

#### **of Hearing/Rights and Responsibilities**

As set forth above in the definitions of administrative and disciplinary hearings, the University administration will convene administrative hearings when deemed appropriate in order to address violations of the Code of Conduct or other stated University policies or regulations.

Disciplinary hearings may take place upon 24 hours of written notice.

In an emergency situation, where the accused student presents a danger to himself, others or campus property, Disciplinary hearings may be held as soon as oral or written notice has been given to the accused student by the Associate Dean of Students.

Upon written notice of an alleged violation of this policy and regulation, disciplinary proceedings shall be instituted by a hearing officer by the issuance of notice of charges against the student, including the relevant provisions of the Code of Conduct or other University policies, regulations, or state, local or federal laws alleged to have been violated. The written shall include the date, place, and time of the scheduled hearing.

The notice of charges and all other written notices shall be delivered by the method deemed most effective by the hearing officer. Such notification shall be hand delivered, emailed, mailed or delivered to local address of record.

### *Procedure for Conducting Disciplinary Hearings*

In all cases referred to the Associate Dean of Students for disciplinary action, the accused student shall have the following rights:

The right to testify on his or her own behalf;

The right to be represented by a representative of his or her choice, provided that the representative must be a member of the faculty/staff or student body of Harris-Stowe State University, if student elects to be represented by a faculty/staff, the accused must provide a signed letter designating that person as his or her official representative before the University can communicate otherwise privileged information to the advisor.;

The right to present evidence and call witnesses on his or her behalf;

The right to question witnesses who testify against him/her, in a polite manner, regulated by the Associate Dean of Students.

In all cases referred to a designated Hearing Officer for disciplinary action, the Complainant shall have the following rights:

The right to be represented by a representative of his or her choice, provided that the representative must be a member of the faculty/staff or student body of Harris-Stowe State University;

In all cases referred to a designated Hearing Officer for disciplinary action, the following rules shall apply:

The hearing shall be tape-recorded; such tape-recordings shall be maintained for five years;

In cases involving more than one student, the hearing officer may consolidate the cases for hearing but shall make separate recommendations for each accused student;

Disciplinary hearings shall be closed to the public (including parents, guardians and attorneys). Only the accused, the Complainant, their representatives, and the Panel may be present;

Witnesses may only be present while testifying;

All witnesses must be instructed by the Hearing Officer to give truthful and accurate testimony;

Rules of common courtesy and decency shall be observed.

The questions of any person appearing before the hearing officer by an individual participating in a hearing shall not be in a badgering, unduly repetitious or irrelevant manner. It shall be at the discretion of the hearing officer to curtail a participant's further opportunity for questioning if such behavior occurs.

Any person may be dismissed from the hearing who interferes with or obstructs the hearing or who fails to abide by the rulings of the hearing officer.

In reaching its decision, the Panel shall use a preponderance of the evidence standard.

This means that the evidence supports that is it more likely than not that the given

conduct occurred. The Panel shall not use the clear and convincing evidence standard of beyond a reasonable doubt.

**The Panel may question any witness.**

Hearsay evidence may be admitted where it is both relevant and trustworthy, as determined by the Associate Dean of Students.

All deadlines set forth in this policy may be reasonably adjusted in cases where the facts or issues in dispute are complex. If a deadline is adjusted, the Assistant Dean of Students shall alert the accused student, in writing, of the change, as soon as is reasonably possible. If a student is uncertain about his/her procedural rights, he/she may schedule an appointment with the Assistant Dean of Students for clarification.

**Notification of Ability to Attend/Failure to Attend**

If either the Accused or the Complainant is unable to attend a scheduled hearing due to unavoidable circumstances, he/she must notify, in writing, the Associate Dean of Students as soon as the conflict is known. Notification must include documentation of extenuating circumstances. Failure to give timely notice, or to provide an excuse for nonattendance satisfactory to the Associate Dean of Students, may result in additional disciplinary action, including discipline for impeding the student disciplinary process. The University reserves the right to conduct the hearing in the individual's absence.

When an accused student or organizational representative appears in response to the notice of charges

The hearing officer shall review the facts of the alleged violations and of the names of witnesses then known. The student or organizational representative shall be advised that no response is required and that any statement made shall become a part of the official evidence of the case. The accused may advise the hearing officer of any witnesses or evidence supporting the student's position. The hearing officer shall also advise the accused that if any new evidence is discovered during an investigation subsequent to the hearing, it will be shared with the accused. The accused will have an opportunity to respond to the evidence.

**Notification of Disciplinary Hearing Outcome**

After the hearing with the student or organizational representative and such further investigation as the hearing officer deems necessary, the hearing officer shall proceed as follows:

If the hearing officer determines that the alleged violation is not supported by the evidence, the charges shall be dismissed and the accused student so notified.

If the hearing officer is satisfied that the violation occurred as alleged, but that no disciplinary sanction should be imposed, the hearing officer may levy administrative action and notify the student accordingly.

If the hearing officer is satisfied that the violation occurred as alleged and that a disciplinary penalty should be imposed, the hearing officer shall so notify the accused student or organizational representative, describing the sanction which the panel will impose.

**Notice to Accused**

As soon as is reasonably possible, the Associate Dean of Students shall prepare a written statement informing the Accused of his or her decision. In most cases, written notification will be given to the student within 48 hours of the Panel's decision, if reasonably possible. This deadline may be extended in the event of complex or unusual circumstances.

**Notice to Victim**

The Administrative Panel's decision may also be provided to the victim, provided that the individual was a victim of a crime of violence [Arson, Assault offenses, Burglary, Criminal homicide--manslaughter by negligence, Criminal homicide--murder and non-negligent manslaughter, Destruction/damage/vandalism of property, Kidnapping/abduction, Robbery, Forcible and non -forcible sex offenses. The disclosure may only include the name of the accused student, the violation committed, and any sanction imposed by the University against the student.

**Notice to University Officials**

The Administrative Panel's decision shall also be submitted to the Dean of Student Success. The Associate Dean of Students will notify relevant University officials and departments who have legitimate educational interests, of the outcome and any sanctions.

**Notice to Parents**

The Hearing Officer's decision regarding a violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance may also be reported to the accused student's parents if:

The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and

The student is under the age of 21 at the time of the disclosure to the parent.

**Appeals**

(See Sex-Based Discrimination, Sexual Harassment & Sexual Violence policy for cases involving such allegations.) A student may appeal a decision of the Administrative Panel to the Dean of Student Success or designee. The appeal must be submitted in writing (typewritten) and within five business days of receiving written notification of hearing outcome.

The Dean of Student Success or designee will convene a Disciplinary Review Committee to only hear appeals where the accused student has demonstrated one or more of the following:

Bias or improper hearing procedures that materially affected the outcome of the hearing; New evidence (not available at time of original hearing) has surfaced; or Imposition of an inappropriate sanction for the offense in question.

**Limitations on Appeals**

Only the accused may file an appeal.

Appeals filed after the deadline will not be considered.

The Dean of Student Success or designee will issue a decision in writing to the accused Student no later than 30 days after the request for an appeal has been submitted. This

deadline may be extended in the event of complex or unusual circumstances. If this deadline is extended, the Dean of Student Success or designee shall notify the accused of the delay in writing.

### **Behavioral Expectations**

Harris-Stowe students shall conduct themselves in a manner compatible with the University's educational mission and shall be disciplined for misconduct adversely affecting that mission.

Each student enrolled at Harris-Stowe State University has the responsibility to reflect, in his or her conduct, the understanding of institutional standards and to refrain from those acts which impose upon the rights of others. The University reserves the right to discipline its students outside of the recommended penalties listed below, and up to and including immediate dismissal or expulsion, as the University deems necessary in its sole discretion.

### **CATEGORY 1**

#### **Immediate Disciplinary Action**

#### **OFFENSE**

- |                                                                                                                                |                                                            |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| 1. Arrest of Felonious Nature                                                                                                  | 4. Assault or Battery of a Campus<br>Public Safety Officer |
| 2. Drugs/Controlled Substances                                                                                                 | 5. Weapons (Possession or Use)                             |
| 3. Intrusive Contact: Assault,<br>Battery, Sexual Assault (Rape or<br>attempted Rape) or Stalking<br>(includes Cyberstalking). | 6. Felony Probation                                        |

#### **RECOMMENDED PENALTY**

1. Temporary suspension until cleared by civil authorities.
2. Use or Possession: "Zero Tolerance" Policy –Could lead to suspension for at least one year. 2nd Offense: Expulsion. Manufacturing of sales: Expulsion.
3. Suspension. Expulsion for severe cases or repeat offenders.
4. Suspension (Assault) – Expulsion (Battery)
5. Expulsion. (HSSU has a "Zero Tolerance" Policy regarding the possession or use of weapons)

### **CATEGORY 2**

#### **Priority, Disciplinary Action within 48 Hours**

#### **OFFENSE**

- |                                                                                                         |                      |
|---------------------------------------------------------------------------------------------------------|----------------------|
| 1. Campus Theft                                                                                         | 4. Failure to Comply |
| 2. Disorderly/Disruptive Conduct,<br>failure to cooperate or interface<br>with University investigation | 5. Fighting          |
| 3. Embezzlement                                                                                         | 6. Fraud/Forgery     |
|                                                                                                         | 7. Hazing            |

- |                                      |                                                                                                                      |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 8. Illegal Residence hall Visitation | 13. Gambling                                                                                                         |
| 9. Illegal Unauthorized Entry        | 14. Any violation of a Missouri State Statutes or the United States of America, whether criminally prosecuted or not |
| 10. Misconduct                       |                                                                                                                      |
| 11. Shoplifting                      |                                                                                                                      |
| 12. Vandalism/Criminal Mischief      |                                                                                                                      |

**RECOMMENDED PENALTY**

1. Suspension for one – two semesters. 2nd Offense: Expulsion
2. Fine, Suspension or Expulsion
3. 1st Offense: educational sanction. 2nd Offense: \$250 fine. 3rd Offense: \$500
4. “Zero Tolerance” Policy (Pending Investigation: Fine, Suspension or Expulsion)
5. Suspension
6. Expulsion (may result to arrest)
7. 1st Offense: \$250 fine. 2nd Offense: \$500 fine. 3rd Offense: loss of residence hall privileges (may not be allowed to live in dorms)
9. Suspension or Expulsion
10. Fine, Suspension or Expulsion
11. 1st Offense: \$250 fine. 2nd Offense: \$500 fine. 3rd Offense: \$1,000 or Suspension or Expulsion
12. 1st Offense: \$250 fine. 2nd Offense: \$500 fine. 3rd Offense: \$1,000 or Loss of residence hall privileges
13. Restitution, suspension or expulsion where appropriate
14. Restitution, suspension or expulsion where appropriate
15. Fine. \$250 fine per incident
16. Fine, Suspension or Expulsion
17. 1st offense: \$250 Fine. 2nd offense: To be determined by Student Rights and Responsibilities Committee; suspension or expulsion where appropriate

**CATEGORY 3**

Routine, Disciplinary

**OFFENSE**

- |                                                            |                                                      |
|------------------------------------------------------------|------------------------------------------------------|
| 1. Academic Dishonesty                                     | 6. Illegal Book Sales                                |
| 2. Alcoholic Beverage (Possession or Use)                  | 7. Perjury                                           |
| 3. Entering In to Unauthorized Contracts on behalf of HSSU | 8. Smoking                                           |
| 4. Electronic Communication (Illegal Use Of )              | 9. Refusal to provide an ID card upon request/demand |
| 5. Harboring                                               | 10. Public Intoxication                              |

**RECOMMENDED PENALTY**

1. Reduction of grades, loss of grades, removal from class or suspension.



2. 1st Offense: educational sanction. 2nd Offense: \$250 fine for subsequent violations  
Payments to be made within two weeks, or suspension is to be imposed.
3. Administrative suspension.
4. Fine \$250.
5. Suspension or expulsion.
6. Full restitution for the books plus fine: \$500 - \$1,000 based upon severity of  
infraction. One year probation.
7. Suspension for at least one semester.
8. Fine \$250
9. Letter of Apology, Community Service, Fine or Suspension
10. Fine, Suspension

### **Definitions of Misconduct**

#### Academic Dishonesty

Cheating on tests or examinations, plagiarism, falsifying records, and textbook theft are some examples of academic dishonesty.

#### Alcoholic Beverages

The sale, possession or consumption of an alcoholic beverage is prohibited on campus grounds and at off-campus University sponsored events.

#### Campus Theft

Theft or attempted theft of property and/or services; knowingly possessing or transporting stolen property, or improperly converting the property of another for personal use are prohibited.

#### Contracts, Entering Into

Individual students and/or student representatives of organizations are prohibited from entering into verbal or written agreements or contracts on behalf of Harris-Stowe State University; or that may in any way bind, obligate or create liability for the University.

#### Criminal Violations

Any violation of local, state, or federal laws resulting in an arrest.

### **Cyberbullying**

Cyberbullying is when someone purposely embarrasses, harasses, or torments another using digital media. Such behavior on the World Wide Web, including but not limited to, social media networks, constitutes violation of University policy and will be sanctioned accordingly.

### **Disorderly/Disruptive Conduct**

Acting in a manner that impairs, interferes with, or obstructs the orderly conduct, processes, functions, or investigations of the University, agents of the University, or of any person or persons on University owned or operated property or at any University-sponsored event.

Students whose attire may be considered disruptive at University events, academic functions or general University operations because it is sexually explicit, lewd, profane, patently offensive or carries messages in print or pictures which are sexually explicit or patently offensive, or a student whose behavior, communication, or conduct is indecent, sexually explicit, profane, exhibitionist, or otherwise beyond standards of decency and reasonable moral conduct, may be ejected from said University sponsored event or activity, excused from an academic course of instruction, and/or subjected to further discipline.

### *Drug-Free Policy*

One of the certifications now required for the receipt of federal grants and funds is a formal statement from the grantee that it has adopted a policy and implemented a program that prevents the illicit possession, use or distribution of drugs and alcohol by students and employees of the institution. Further, the grantee must maintain evidence that it is in compliance with all sections of the relevant federal regulations.

Harris-Stowe State University has a “Zero Tolerance” policy regarding the improper use of controlled substances. This policy expressly prohibits:

The possessing, manufacturing distributing or sale of a controlled or illegal substance. Examples of these illegal substances are: crack cocaine, ecstasy, “date rape” drugs, marijuana cocaine, heroin, or any other narcotic or controlled substances except as expressly permitted by law.

The possessing, use, manufacturing, distributing or selling of drug paraphernalia, or the attempt to distribute or sell same. Aiding or abetting individuals in the illegal possession, use, sale, distribution, or attempted sale or distribution of controlled substances or drug paraphernalia, including allowing persons involved in such activities to visit or stay in their residence hall rooms, or to be in any University owned or operated property over which they have control.

### *Electronic Communication, Illegal/Improper Use Of*

The academic instructor may excuse a student from the classroom, laboratory or practicum or clinical experience if a student’s behavior, conduct or communication disrupts to the instructor’s ability to provide academic instruction.

Examples of such behaviors would include: use of electronic devices such as cell phones, video games, or personal music players, playing computer games, text messaging or IM’ing during class sessions, laboratory, clinical practicums or academic instruction, the use of technology not directly required or approved for a given course, using University telecommunications, data networks or any electronic means owned and operated by the University for illegal or improper purposes or in violation of University regulations and policies, or in violation of federal, state, or local laws.

**Embezzlement**

Unauthorized acquisition and/or use of funds belonging to or under the stewardship of any University unit, organization, or individual.

**Failure to Comply/Non-Compliance/Insubordination**

Failing to comply with or respond to the directions or instructions of an authorized University official, faculty, or staff member acting in the performance of his or her duties or any other person responsible for a University facility or registered function acting in accordance with his or her duties, wearing clothing in class or during academic instruction in violation of the Policy on Appropriate Dress or any other conduct that disrupts academic instruction may subject the student to sanctions.

**False Testimony (See Perjury)**

Knowingly making false statements regarding a judicial matter in the course of the judicial process.

**Fighting**

A physical conflict between two or more individuals.

**Forgery, Fraud**

Forging the name of a University employee or another student, altering or misusing official University forms, documents, records stored data or identification, or knowingly furnishing false information to University officials, faculty and/or employees or providing such information involving or referring to the University to off-campus organizations or institutions; or making false statements in public or private. Aiding and abetting another individual in such conduct also constitutes a violation.

**Harboring**

Anyone who has been trespassed or has an outstanding arrest warrant is strictly prohibited from campus grounds, campus events or off-campus University sponsored events. Knowingly allowing any prohibited person on campus is strictly prohibited.

**Hazing**

The University's Statement on Hazing is set forth in this handbook.

**Illegal Book Sales**

Sale or return of books that do not belong to the student.

**Illegal Residence Hall Visitation**

Violation of the visitation policy

**Illegal/Unauthorized Entry**

Entering or using University facilities or property owned by or in the custody or control of the University, for an improper purpose, or without proper authorization, or assisting others in doing so.

**Intrusive Contact:****Assault**

Assault may be committed without actually touching or striking, or doing bodily harm to another person. Rather, an assault is any intentional, unlawful threat by word or act to do

violence to another person, coupled with an apparent ability to do so, and doing some act which creates a well-founded fear in such other person that violence is imminent.

### **Battery**

Battery occurs when a person actually and intentionally touches or strikes another person against the will of that other person, or when a person intentionally causes bodily harm to another person.

### **Assault or Battery on a Campus Public Safety Officer**

Under Missouri State Statute 17 CSR 20-5.055 a person licensed as a security officer as defined in 17 CSR 20-5.025 who is wearing a uniform that has a patch or emblem visible at all times, and who is engaged in the lawful performance of his or her duties, receives the same statutory coverage as a sworn law enforcement officer. Anyone who assaults or batters a campus security officer may be charged with the following enhanced charges:

- (a) In the case of assault, from a misdemeanor of the second degree to a misdemeanor of the first degree.
- (b) In the case of battery, from a misdemeanor of the first degree to a felony of the third degree.
- (c) In the case of aggravated assault, from a felony of the third degree to a felony of the second degree.
- (d) In the case of aggravated battery, from a felony of the second degree to a felony of the first degree.

### **Sexual Assault**

This term encompasses sexual assault and all other incidents of “criminal sexual conduct” as defined by the Missouri Statutes.

### **Stalking/Cyberstalking**

Stalking is defined as willfully, maliciously and repeatedly following or harassing or cyberstalking another person. “Cyberstalking” means engaging in a course of conduct to communicate or to cause to be communicated, words, images, or language by or through the use of social networking sites, electronic mail, or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

### **Misconduct**

Any conduct, on or off campus, of such a nature as to be detrimental to the university. Causing any condition that jeopardizes the safety and security of property, individuals or groups of individuals.

### **Perjury/Lying/Impeding the Student Rights and Responsibilities Process**

The willful giving of false testimony or misrepresenting statements during the student disciplinary process (including the investigation and hearing). Failure to cooperate during the investigation and hearing.

### **Property Damage**

The actual or attempted unauthorized removal, use, or defacing of University property, or property in the University's custody or control resulting in its destruction or damage. Destroying, defacing, removing or damaging the property of others on University premises or at University-sponsored activities is likewise prohibited.

### **Public Intoxication**

The act of displaying public drunkenness, incoherence/unresponsiveness, and/or disorderly conduct due to the influence of alcohol. Parental notification may occur in the case of underage drinking and/or public intoxication.

### **Safety**

Causing any condition that jeopardizes the safety of individuals, groups of individuals, or the University community.

Tampering with safety measures or devices, such as alarm systems, fire extinguishers, exit signs, emergency phone systems, smoke detectors, fire hoses, security cameras, locked exterior or interior doors, and sprinkler systems.

Failing to conform to safety regulations, such as falsely reporting an incident, failure to evacuate facilities in a timely fashion in an emergency situation or in response to fire alarms, inappropriate use of the alarm system, and other similar conduct. Falsely reporting the presence of a bomb or any other dangerous device or condition.

### **Shoplifting/Theft**

The unauthorized taking of property that does not belong to the student.

### **Smoking**

Smoking is prohibited on campus grounds and in all campus facilities.

Vandalism/Criminal Mischief (See Property Damage)

### **Weapons**

Possession of weapons including firearms, items that eject projectiles, knives, or any item that anyone of reasonable sensibilities would consider to have the possibility of doing bodily harm is prohibited. Possessing, using, storing, or transporting firearms, other weapons, explosives, fireworks, ammunition or dangerous chemicals (except as authorized for use in class or in connection with University-sponsored research or other approved activities) are likewise prohibited.

Violation of any University policy or regulation not otherwise specified above, including but not limited to, those policies or regulations pertaining to University facilities, student activities, conduct in campus housing, conduct in off-campus housing, and civic enterprises.

### **Disciplinary Sanctions**

The disciplinary sanctions listed below are courses of action which may be taken when a student deviates from the expectations set forth the University's Code of Conduct, whether such conduct occurs in the residence halls, on the University campus, at University sponsored events or off campus. The disciplinary action taken in any given instance will be based upon consideration of all relevant circumstances and facts, including but not limited

to the nature and severity of the violation in question, previous violations, and the student's past conduct and performance. Some single incidents or misconduct may require immediate dismissal or expulsion. These actions and their descriptions shall serve as guidelines for the judicial bodies and may be modified and used in any combination to meet the needs of the individual student involved.

### **Administrative Probation**

Dean of Student Success may place a student on Administrative Probation. During this time and depending on the violation, the student may not be eligible to participate in extra-curricular activities, run for or hold elected positions, hold appointed positions, or run for class offices.

### **Apology, Letter of**

Student is required to write a letter of apology to aggrieved party.

### **Counseling**

Administrative referral is made to the Counseling Office to determine the specific needs of the individual student. Student will be required to satisfy the requirements determined by the team.

### **Community Service**

The student is required to perform work assignments in the community or on the campus. The number of service hours will be determined by the Administrative Panel, or Dean of Student Success.

### **Disciplinary Probation**

The Administrative Panel may place a student on Disciplinary Probation. This action is a formal probationary status during which the student is removed from good standing at the University for a definite period of time. During this time and depending on the violation, the student may not be eligible to participate in co-curricular activities, run for or hold elected positions, hold appointed positions, or run for class offices. Any further violations while on probation may result in suspension, either from the residence halls or the University.

### **Disciplinary Warning**

A written notice is given to the student that continued misconduct within a stated period of time may result in further disciplinary action. Extracurricular Activities Privilege Revoked. Depending on the violation, any student who is found guilty of a disciplinary infraction may not be eligible to participate in extra-curricular activities, run for or hold elected positions, hold appointed positions, or run for class offices.

### **Fine**

A sum of money to be paid as a penalty for an offense (at the discretion of the Administrative Panel).

### **Residence Hall Probation**

This is a formal probationary status for a period of time as specified by the Administrative Panel. Any further violation of University or residence standards while on probation subjects the student to further disciplinary action.

**Residence Hall Dismissal**

The student is dismissed from the residence hall and unable to live on campus for remainder of matriculation.

**Restitution**

Restitution is reimbursement to compensate for personal injury, damage to property or misappropriation of property.

**Suspension**

Suspension is separation for a period of time set by the Administrative Panel or the Dean of Success.

**Expulsion**

Expulsion is the permanent termination of student status.

**Fines**

All fines must be paid during the current semester at the Cashier's Office and the receipt presented to the Dean of Student Success. Fines are to be paid in cash or money orders; no personal checks will be accepted. If fines are not paid by the end of the semester, they will be placed on students' accounts; and the student will not be allowed to register for the following semester, receive transcripts or apply for residence life until the fine has been cleared from the student's account. All persons who have been found responsible for a violation that merits a fine and thereafter refuse to pay fines are to be dismissed for one full semester.

Fines may be assessed by Residence Life Staff.

**Readmission**

Readmission to Harris-Stowe State University is not automatic. Any student suspended or withdrawn for disciplinary reasons must submit an application to the office of admissions requesting readmission. Final determination may be decided by the Dean of Student Success.

**Conditional Readmission**

In keeping with our mission, our policy is to provide a safe, healthy and drug free environment. We have established a "ZERO TOLERANCE" policy regarding drugs and controlled substances as defined previously. Violators will be disciplined. If your sentencing allows for a future return to Harris-Stowe State University, the following procedure must be adhered to:

**Procedure**

Student will enroll in a certified non-residence drug treatment program – at cost to the student.

Student must sign two (2) release-of-information forms: (1) permitting the drug treatment program communication with the University and (1) permitting drug screening results to be forwarded to the University.

Student will complete and sign the readmit application and pay the associated cost.

Upon return to the University, the student will submit to a drug screen – at cost to the student – at a University specified lab. The results will be forwarded to the Disciplinary Review Board Chair.

Once accepted, upon immediate return to the University, the student will report to the Office of Counseling and consent to a 90-Day Aftercare Management Program – participation mandatory.

### **Disclosure**

The University has the right to solicit the above requested information and will maintain it in a confidential manner – strictly need to know. The University has the right to expel any student who does not successfully fulfill the requirements set forth in the conditional re-admission policy.

### ***Inclement Weather Policy and Procedures***

Harris-Stowe State University is committed to the safety and security of its students, faculty, staff and visitors. As such, the decision to cancel classes, close the university is based on the overall concern for the safety and security of the university community. In general, however, HSSU's practice is to remain open and conduct business as usual during periods of inclement weather. Unless otherwise directed, all employees are expected to report to work at their regular time and to remain at work throughout the course of their regularly scheduled workday.

Appropriate media outlets will be kept apprised of the status of the university.

The President has the authority to close the university due to inclement weather conditions or other environmental factors that may jeopardize the safety of the persons traveling to or from the university. Only employees, designated by the President's office as Essential Personnel will be required to report to work. Employees so designated are notified in writing from the Office of Human Resources prior to the winter season of each year. Essential Personnel who do not report to work when the university is declared closed will be charged personal leave and are required to submit leave documents.

### ***Inclement weather procedures for day classes and the Clay Center***

The decision to close the University or to cancel day classes will be announced to the news media prior to 5:00 am. The media listing will separately denote the closings of (1) Harris-Stowe State University – Day Classes Only & (2) Harris-Stowe State University - William L. Clay Early Childhood Center

Listed below is the sequence of events that should be followed:

Should conditions appear to warrant possible cancellation/closure, the public safety officer on duty will contact the Chief of Security by 3:00 a.m. The Chief of Security will contact the



Dean of Student Success and the Vice President of Academic Affairs. After consultation with the President, or his designee, a decision whether or not to close the University or to cancel day classes will be made.

If day classes are canceled, the Chief of Security will contact the following of the school cancellation/closing (using the appropriate code), specifically denoting “Day Classes Only”  
:

### **Public Relations**

Will notify the news media of the school cancellation/closing (using the appropriate code).

Will put information on HSSU main website – Due to inclement weather day classes have been cancelled. Continue to check the website for evening class information. Due to inclement weather the William Clay Early Childhood Center is closed.

Jody Jordan (Clay Center)

James Fogt (E 2Alert System, HSSU e-mail, Facebook, Twitter, and text alerts, automatic phone notification for information regarding the cancellation of classes

If classes are officially canceled because of weather, efforts will be made to maintain services in the following operations:

Public Safety

Dining Services

Maintenance

Residential Life

IT support

Inclement weather procedures for evening classes

Since the decision to cancel day classes due to inclement weather does not pertain to evening classes (classes beginning at 4:00 pm and after), a separate decision will be made later in the day.

The following procedures will be followed:

Between 10:00 am and 11:00 am, the Chief of Security will consult with the Vice President of Academic Affairs and the Dean of Student Success concerning the condition of the parking lots and their possible availability during the late afternoon and evening hours and will review information from the National Weather Bureau, the Missouri State Highway Patrol District Office, and area public school offices concerning road conditions and impending weather changes.

At 11:30 am the Vice President of Academic Affairs and Dean of Student Success will consult with the President and a decision will be made.

The University reserves the right to alter its decision if weather conditions change during the afternoon.

The Chief of Security will be responsible for informing the following people and/or offices of the decision:

Vice President of Academic Affairs (who in turn will contact their department heads)

Public Relations – will release this information to the public media in time for the 12:00 noon news; will put information on HSSU website.

James Fogt – E 2Alert System, HSSU e-mail, Facebook, Twitter, and text alerts, automatic phone notification for information regarding the cancellation of classes

### **SEVERE WEATHER, HURRICANES, TORNADOES, FLOODS**

- Generally, students, faculty and staff will Shelter-in-Place—remain indoors until the all clear sign is announced.
- Stay away from windows; move into hallways and other locations without windows.
- Be prepared to move to higher ground/floors if flooding occurs.
- When evacuating the building, be alert for falling objects from the roof/edges of buildings.
- Be aware of downed power lines. Consider all lines active!

Tornadoes/Hurricane/Tropical Storm Alert- Hurricane/Tropical storm conditions are possible in the campus area, usually, within 72hrs.

Tornadoes/Hurricane/Tropical Storm Watch- Hurricane/Tropical storm conditions are possible in the campus area, usually within 36hrs.

Tornadoes/Hurricane/Tropical Storm Warning- Hurricane/Tropical storm conditions are expected in the campus area, usually with 24 hrs.

All students, faculty and staff should monitor the Twitter Alert System, HSSU e-mail, and Facebook, Twitter, and text alerts for information regarding the cancellation of classes.

In the event of a tornadoes or hurricanes watch or warning - signs will be posted on residential hall exterior doors & bulletin boards, as well as all other campus facilities regarding the weather situation.

## **Campus Facilities**

### ***ANHEUSER-BUSCH SCHOOL OF BUSINESS***

The Anheuser-Busch School of Business is located on the 4<sup>th</sup> floor of the HGA Building and houses degree programs in Accounting, Business Administration (with options in Entrepreneurship, Management and Marketing), Hospitality and Tourism, Information Science and Computer Technology. The Anheuser-Busch School of Business has several student organizations, including student chapters of the American Marketing Association, Students in

Free Enterprise (SIFE) and American College of Healthcare Executives. For more information, contact Dean Dr. Fatemeh Zakery at (314) 340-5114.

### *AT&T LIBRARY AND TECHNOLOGY RESOURCE CENTER*

The AT&T Library and Technology Resource Center contains the University library, a computer lab and meeting rooms. The building offers a modern setting for information retrieval, with a warm and friendly staff. As one of participating members of the statewide MOBIUS system, this library provides HSSU faculty, students, and staff and alumni access to more than 20,000,000 items belonging to more than 60 member libraries. MOREnet, the Missouri research and educational network, provides a secure broadband Internet connection, staff training, technical support and electronic resources.

The north end of the main library arena holds the main collection of books supporting the many degree programs. The southern end contains specialized materials for urban multicultural studies, K-12 curriculum materials and a juvenile literature collection of more than 10,000 books ranging from Easy Readers for young children through young adult materials. This collection also includes a special section of parent-teacher materials. Quiet study areas occupy both the far ends beyond the stacks. Reference books and periodicals are housed within two special alcoves.

More than 50 computers in the main arena provide Microsoft Office programs for student use as well as full internet access, including the library's online public access catalog, which is the starting point for any MOBIUS search. Numerous databases provided by the state of Missouri via MOREnet index more than 3,000 journals, more than 1,500 of which are available in full-text. This also includes access to newspapers and newswires nationwide, including the St. Louis Post Dispatch and Kansas City Star. For access to other databases, ask any of the friendly staff members.

A Seminar and Archives Room provides space for 20 people around a board meeting table. The Telecommunity Room has a 50-seat capacity. Both are interactive videoconference capable. The computer lab offers an additional 17 computers with an instructor's station for a variety of classroom and training sessions.

The standard hours of operation are:

Monday -Thursday	7:30 a.m.-9 p.m.
Friday	7:30 a.m.-6 p.m.
Saturday	9 a.m.-5 p.m.
Sunday	10 a.m.-5 p.m.

These hours are subject to change for holidays and summer sessions. For more information, to reserve a room or arrange a tour, call (314) 340-3393.

## ***BOOKSTORE***

GRH 105 (314) 340-5338

The Follett Bookstore is open Monday through Thursday from 9 a.m. until 6 p.m. and on Friday from 9 a.m. until noon. In addition to these hours, the bookstore implements extended hours during registration.

## ***DR. HENRY GIVENS JR. ADMINISTRATION BUILDING***

Renamed in 2005 in honor of President Givens' many years of service to the University, the Dr. Henry Givens Jr. Administration Building is the flagship of the University's campus. Designated as a historical site, the administration building houses most of the classrooms and support services associated with the University. The most popular offices include the Office of Admissions (HGA 009), Office of Advisement (HGA 008), the Office of Financial Assistance (HGA 004), the Office of the Registrar (HGA 007) and of course, Office of the President (HGA 108). One of the jewels of the building is HSSU's Don and Heide Wolff Jazz Institute (HGA 003), among the finest privately-owned jazz collections in America. The administration building is truly the hub of student activity. Students at the University will be happy to find open, wireless Internet connectivity almost everywhere in the building, so bring a notebook computer or other wireless device and feel free to logon and access the world!

## ***EMERSON PERFORMANCE CENTER***

The Emerson Performance Center contains the Board of Regents Gymnasium, the fine arts classrooms, the Bank of America Theatre, sound-proof practice rooms and professional dressing rooms.

Gymnasium use during open hours is limited to students, faculty, staff and alumni with a valid HSSU ID.

Children and non-Harris-Stowe affiliates are not allowed in the Emerson Performance Center. Special considerations are permitted for: intercollegiate sporting events and theater performances.

### **Valuables**

HSSU is not responsible for lost or stolen property. Valuables cannot be checked at the front desk. All users are advised not to bring valuables with them.

### **Attire**

Only proper running shoes are to be worn when using the gym. Shirts, pants/shorts and gym sneakers are required. Shoes with cleats are not permitted.

### **Activities**

When a class is in progress in the gym, the gym is off-limits to all persons except those participating in the class. The gym is also off-limits when varsity sport teams are practicing. During practice spectators are allowed in the gym only if permitted by the coach conducting the practice.

### **Equipment**

Available gym equipment can be borrowed **ONLY** under the following conditions:

The student deposits his or her valid HSSU ID with the attendant.

The student is willing to take proper care of the equipment.

The student is willing to assume responsibility for the replacement of lost or damaged equipment.

The student must sign out the equipment in the equipment storage room.

Free gym time will be made available; a schedule of free gym time will be posted.

All users must enter and exit through the front doors.

No music of derogatory nature.

The weight room and fitness center are available to students, faculty, staff and alumni with a valid HSSU ID during open hours. The weight room features treadmills, stair masters, aerobic cycles and a weight lifting section consisting of Olympic weights, a multi-station universal system and dumbbells. Please observe the posted rules so everyone has a great workout!

### **The Bank of America Theatre**

Popularly called on campus, "the little theatre," this auditorium seats an audience of 227 and provides the University with a small and intimate setting that is especially well-suited for theatrical performances, concerts, guest lecturers and panel presentations.

## ***REV. DR. WILLIAM G. GILLESPIE RESIDENCE HALL AND STUDENT CENTER***

GRH 126 (314) 340-5005

The Rev. Dr. William G. Gillespie Residence Hall and Student Center (GRH) is the first residence hall in the history of HSSU, and it opened August of 2006. The building was named for Harris-Stowe State University's longest-serving regent, Rev. Dr. William G. Gillespie. Gillespie Hall houses 228 students in four-bedroom suites, equipped with a common living and dining area, kitchenette and two bathrooms. Additional amenities include a workout facility and laundry room. Located in the GRH Student Center are the dean of Student Success, Office of

Student Engagement, Counseling and Health Offices, game room, computer lab and University bookstore, all of which are open to residents and nonresident students of Harris-Stowe. For more information about Gillespie Hall, call (314) 340-5005 or e-mail GillespieHall@hssu.edu.

Bosley Residence Hall is the newest residence hall opened fall 2011 and includes 200 beds for freshmen students. All freshmen will enjoy suite-style facilities, which include a furnished living room, kitchenette, dining area and private bathrooms. Some of the suites are single -bed suites, with a private bedroom for each student, and others are double-bed suites in which two students share a bedroom. Scroll down to see the different suite layouts. Every floor includes a lounge, and studying is made easy with two quiet study rooms in each wing.

***WILLIAM L. CLAY SR. EARLY CHILDHOOD DEVELOPMENT/PARENTING EDUCATION CENTER***

Harris-Stowe State University opened the William L. Clay Sr. Early Childhood Development/Parenting Education Center in the fall of 2009. The center is a safe, healthy and comprehensive child development facility providing full-day learning experiences for children 6 weeks to 5 years of age. This magnificent program is designed to encourage the social, emotional, physical and cognitive development of a diverse population of children, while embracing their needs and interests to explore, discover, experiment and examine their world through play. In this literacy-rich environment, children are introduced to the Spanish language, and technology will fully complement the chosen curriculum.

The center’s faculty and staff understand and respect parents as children’s first teachers and as such, have included an educational component to support parents in increasing their knowledge of child development and strengthening their parenting skills. To that end, the center houses a comfortably furnished resource library for parents where they can relax quietly and read or borrow research-based materials on child development and child-rearing practices. For additional information, including unsubsidized and subsidized fee schedules, please go to the Early Childhood Center’s Web site at [www.hssu.edu/earlychild/](http://www.hssu.edu/earlychild/).

Harris-Stowe State University’s Early Childhood Center supportive professional staff value inclusion and respect for all children and provide a positive and accommodating family atmosphere. Laughter abounds in a clean, attractive, safe environment where health and safety practices protect children, and exercise and nutritious meals support early efforts for children to adopt healthy lifestyles.

**Unsubsidized Fee Schedule**

Rate	Infants	Toddler I	Toddler II	Pre-K
Weekly	\$250	\$225	\$200	\$175

Daily	\$55	\$50	\$45	\$40
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Fees subject to change.

#### Subsidized Fee Schedule

Rate	Infants	Toddler I	Toddler II	Pre-K
Weekly	\$188	\$164.50	\$125	\$125
Daily	\$37.50	\$25	\$25	\$25

Fees subject to change.

#### Part-Time Fee Schedule

Rate	Infants	Toddler I	Toddler II	Pre-K
Weekly	\$113	\$75	\$75	\$75

#### Classroom Structure:

Infant/Toddler: 6 weeks to 12 months

Toddler I: 13 to 24 months

Toddler II: 25 to 36 months

Pre-K: Ages 3, 4 and 5

### *THE ACADEMIC RESOURCE CENTER (ARC)*

HGA ARC (bottom floor) (314) 340-3650

The Academic Resource Center is located in HGA bottom floor, in the east wing of the bottom floor, and provides basic Skills Courses, professional tutoring, media technology, workshops and personnel to assist and support all students and faculty in academic achievement.

Services and programs include:

- Tutoring Labs
- Basic Skills and Test Preparation Courses/Workshops
- The University Testing Service
- Academy for College Preparation
- GED Testing

The Tutoring Laboratories, HGA 307C and HGA 307D, are used to remedy academic deficiencies and to assist with University course work and are available to all Harris -Stowe students. Students needing assistance with reading, writing, speaking, mathematics, statistics or mathematical applications in the natural sciences may use the services of the laboratories, or instructors may refer their students. Communication skills and mathematics tutors are degree-holding professionals who work with students individually or in small groups.

The Tutoring Laboratories also offer topical workshops and standardized test preparation seminars, and they disseminate standardized test preparation materials. Small reference libraries with printed materials, computer software and audiovisual aids are housed there too. Students may use certain test-preparation packages and reference materials in the laboratories, and some reference materials are available to faculty on short-term loan.

During the academic year, ARC provides a day and evening schedule, Monday through Thursday, and a morning schedule on Friday.

#### Request for Academic Modification or Reasonable Accommodations

The student is responsible for contacting ARC ADA personnel to review his or her concerns and develop a plan for accommodation or modification;

If a student feels that the accommodations or modifications, which have been determined to be appropriate, do not meet his or her standards, he or she has the right to petition for an appeal.

All actions processed under this provision will require authorization from the Office of the Provost/Vice President for Academic Affairs.

#### **Basic Skills Test Preparation Course Program**

Among the responsibilities of the department is the delivery of basic skills instruction. Each semester, a capable and energetic faculty offers courses in communication, arts and mathematics to those students whose placement test scores indicated a need for developmental work. One purpose of the Basic Skills Courses is to help students to overcome academic deficiencies so that their potential for success in university-level course work increases. A secondary, but related purpose of these courses is to prepare students to improve their performance on standardized tests.

#### **The University Testing Service**

The ARC area also houses the University Testing Service (UTS) responsible for the administration of placement and standardized tests.

To ensure that no student is placed in a University course for which he or she may not be prepared, each semester, UTS administers a battery of placement tests to entering freshmen and



transfer students with fewer than 32 hours of University course work. In addition, UTS conducts the Official College Basic Academic Subjects Examination for students needing to meet certification requirements for the state of Missouri. Students who need to take this exam should check the most recent class schedule or report to UTS to receive additional information.

## DIVISION OF ENROLLMENT MANAGEMENT

The Office of Financial Aid, the Office of Admissions and the Office of the Registrar serves as a general contact point for information, regulations, clarifications and general discussions about a student's academic life, including, but not limited to, the following topics: Some topics are office specific.

### *OFFICE OF FINANCIAL ASSISTANCE*

HGA 111H (314) 340-3500

Students who wish to apply for financial aid or obtain information about the financial aid programs at Harris-Stowe State University should contact the Office of Financial Assistance. The Office of Financial Assistance encourages every student seeking financial aid to apply early in the year, after filing the required income tax forms.

### *ACADEMIC ADVISEMENT*

HGA 008 (314) 340-3307

The single most important aspect of the student's academic life is his or her academic program. To help each student select and organize a viable academic program, Harris-Stowe provides assistance through the Office of Academic Advisement. While Academic Advisers offer advice and guidance to all students, the initiative, decision and final organization of the student's academic program and direction and intensity of his or her academic work and progress rests solely with the student.

Division of Enrollment Management, in cooperation with the Office of Academic Affairs, serves as a general contact point for information, regulations, clarification and general discussion about all aspects of a student's academic life, including, but not limited to, the following topics:

Available degree programs

Curriculum outlines

Selection of specialization or option areas

Transfer credit

Dropping/adding courses

Academic problems or concerns

Grade forgiveness policy  
Graduation and or certification requirements  
Admissions requirements  
Program admissions information  
Standards of academic progress  
Relationship between financial aid and standards of academic progress  
Sources of academic assistance

## ***CAREER SERVICES***

HGA 119 (314) 340-3512

The Office of Career Services provides comprehensive career planning services to help students and alumni gain self-knowledge and a better understanding of the world of work in order to implement career goals. Career counseling is available to assist students with life/career issues such as choice of major, career alternatives, career transitions and job search preparation. Students are encouraged to attend an orientation session to learn about the services provided.

The office maintains a career resource center from which students can obtain information about occupations, career fields, resume writing, job search strategies, interviewing techniques, labor market trends, employer information and job openings. In addition, workshops are offered each semester on resume writing, interviewing skills and job search strategies.

Full -time, part-time, co-op, internship and summer employment opportunities are coordinated and posted with the office. Students interested in exploring career-related interests and in gaining professional work experience can participate in the resume referral program for co-op and internship positions. The office also coordinates on-campus recruiting and interviewing activities with a wide variety of employers. Job fairs are sponsored each year to assist students in obtaining professional employment.

The Office of Career Services is located in HGA 119. Office hours are 8 a.m. -5:00 p.m., Monday through Friday. Evening hours are available by appointment. Go to Office of Career Services [www.hssu.edu/careerservices](http://www.hssu.edu/careerservices) for more information and a calendar of events.

## ***COUNSELING and PREVENTION SERVICES***

GRH 111A (314) 340-5089, 340-5068, 340-5095

The Office of Counseling and Prevention Services offers a variety of programs to enhance students' overall collegiate experience with a focus on personal and educational development, effective problem-solving and decision making. Counseling and Prevention Services are confidential and free to currently enrolled HSSU students. Counseling and Prevention Services assist individuals experiencing difficulties related to but not limited to the following: University adjustment and transition; family/personal problems; stress and time management; interpersonal /relationships; substance abuse; crisis/grief management; test anxiety and study skills.

Counseling and Prevention Services provides preventive and responsive programs that include:

**Individual Counseling-** Students can schedule appointments to meet with a counselor confidentially to discuss personal concerns. Together, the counselor and student will explore the issue(s) and strategize ways to alleviate the problem.

**Couples and Conjoint Counseling-** Problematic interpersonal relationships, be they with a roommate or significant other, can disrupt your life. Sometimes those problems are best resolved by bringing both parties into the room together to work toward resolution of the problem. Provided one of the partners is an active student at HSSU, couples or conjoint counseling is an option.

**Group Counseling-** Counseling Services welcomes the formation of support or counseling groups to assist students with similar concerns who may benefit from the group process.

**Crisis Intervention-** Counseling Services offers urgent appointments and responds to campus emergencies that may require the assistance of a mental health professional.

**Educational Workshops and Seminars-** A wide array of workshops are offered through out the year to enhance personal development and academic success. Please view our Home Page on the Web and look for announcements regarding our Workshop schedule.

**SWAT TEAM (Students Working Against Trauma)-** Students Working Against Trauma (SWAT) is a Peer Education group that provides preventive programs addressing under aged drinking, HIV/AIDS and hepatitis through a peer led model.

**Consultative Services** The professional staff of Counseling Services avails themselves to faculty and staff who want to discuss their concerns regarding a particular student's problematic, suspicious or dramatic change in behavior.

## *HEALTH SERVICES*

GRH 111 (314) 340-5052

Health Services provides free health and wellness services to all currently enrolled students. The professional staff can assess medical conditions and refer a specialist, if necessary. The office also treats minor health issues and is the initial medical contact in cases of emergency.

Health Services provides the following:

First aid services

Hypertension screening

HIV/AIDS testing

Nutritional information

Diabetes and cholesterol monitoring

## *CAMPUS PUBLIC SAFETY*

HGA 019 (340) 340-3333

Public Safety Officers are on duty during regular University hours of operation. Officers regularly patrol the lots and surrounding property on foot or in clearly marked vehicles. The switchboard operator has access to all Public Safety personnel through radio communications. Each officer can be contacted immediately by dialing (314) 340-3366 on any outside phone or by dialing 03366 on any classroom or office phone. Maintenance and Public Safety personnel provide security when classes are not in session. The buildings are monitored 24 hours per day, seven days per week. Identification cards may be obtained from the Campus Public Safety Office.

## *TECHNOLOGY AND COMPUTING*

It is with great pride that Harris-Stowe State University provides its students with excellent on-campus computing facilities. Harris -Stowe is strongly committed to making contemporary technological tools freely available to students, faculty and staff; in doing so, the University assists all computer users in achieving their academic and professional objectives. The information below is meant to familiarize HSSU students with the latest policies and procedures regarding academic computing resources and practices at the University. By understanding and employing good computing practices, all members of the campus community can greatly contribute to the future quality of services and equipment available at the University.

HSSU Web Sites of Interest to Students

Acceptable Use Policy: <http://www.hssu.edu/acceptableuse>

ADA Home Page: <http://www.hssu.edu/ada>

Admissions: <http://www.hssu.edu/admissions>

Athletics: <http://www.hornetsathletics.com>  
Blackboard: <http://bb8.hssu.edu>  
Financial Assistance: <http://www.hssu.edu/financialaid>  
HSSU Home Page: <http://www.hssu.edu>  
Library: <http://www.hssu.edu/library>  
Registrar: <http://www.hssu.edu/registrar>  
Student Engagement: <http://www.hssu.edu/studentengagement>  
Student Government: <http://www.hssu.edu/sga>  
Student Home Page: <http://www.hssu.edu/students>  
HSSU Acceptable Use Policy (Abridged)

(A complete copy of the acceptable use policy may be obtained on the internet at <http://www.hssu.edu/acceptableuse>.)

All users of Harris-Stowe State University computer networks are expected to be familiar with, and will be held accountable for, compliance with this policy. This policy is not meant to limit use of the Internet, but to ensure its appropriate use. Remember, each time you use the University's connection to the Internet; you are a representative of the University!

This policy is subject to change and should be reviewed periodically for questions of compliance. Due to the volatile nature of the Internet and the continuing expansion of services available to the University community, this document will be updated and expanded over time as needed.

#### Unacceptable or Illegal Use

The public, students and staff may only use computing resources for legal purposes. Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of other users
- Libeling or slandering other users
- Violation of another user's privacy
- Destruction of, or damage to, equipment, software or data belonging to the institution or other users
- Violation of software license agreements
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying or use of copyright-protected material
- Disruption of normal network use and service. Such disruption includes, but is not limited to, the propagation of computer viruses, the violation of personal privacy, spamming or the unauthorized access to protected and private network resources.
- Use of HSSU computing resources for commercial or private money-making activities
- Use of HSSU computing resources for purposes, which violate any federal, state, or local law

- The installation or use of software and or hardware on publicly used equipment belonging to the institution without prior authorization from HSSU personnel designated to approve such request.

#### Cooperative Use

Computing-resource users can facilitate computing in many ways. The institution endorses the practice of cooperative computing. Facilitating good computing habits includes the following:

#### Regular deletion of unneeded files from shared computing resources

- Refraining from overuse of connect time, information storage space, printing facilities or processing capacity
- Refraining from overuse of interactive network utilities
- Refraining from use of sounds and visuals, which might be disruptive to others
- Refraining from use of any computing resource in an irresponsible

#### manner Display/Dissemination of Sexually Explicit Materials

Use of Internet access stations to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material on campus is prohibited. Violators of this policy in public areas such as the library or labs will be removed and will have their computer use privileges revoked.

#### HSSU Computing Security Policy (Abridged)

(A complete copy of the computing security policy may be obtained on the internet at (<http://www.hssu.edu/securitypolicy>.)

#### Internet Security

As the Internet has grown enormously over the past several years, the number of reported security incidents relating to Internet connectivity has grown at a similar pace. Harris-Stowe State University expects Harris-Stowe's employees, students and visitors to be aware of security issues and to respond to security incidents. To meet these growing needs and expectations, Harris-Stowe's IT Department has identified three services addressing Internet Security:

- Security Incident Response Team: Provides response for Harris-Stowe employees and students to security incidents involving system, server or network infrastructure attacks or compromises.
- Security Consulting: Provides Harris-Stowe employees, students and visitors with advice and recommendations for general security procedures for their network workstation.
- Internet Security Training/Seminars: Conducts and sponsors training sessions on internet security topics and best practices.

Contact the HSSU computing security manager by e-mailing [essenprk@hssu.edu](mailto:essenprk@hssu.edu).

#### The Digital Millennium Copyright Act and HSSU Students

The demand for digital content on the Web is increasing. While the World Wide Web provides excellent opportunities to share information, every member of the HSSU

campus community must clearly understand that there are inherent risks associated with posting and consuming content that contains copyright protections. IT Services provides basic recommendations to help members of our academic community with making safe decisions about posting and consuming digital content from the World Wide Web. IT Services' intention is to facilitate the proper and legal use of digital content that is dispersed from, and consumed on, campus. A list of recommendations to help avoid copyright and DMCA violations may be found on the HSSU Web at <http://www.hssu.edu/it>.

#### Computer Labs

The HSSU Lab Manager is located in HGA, room 023

Phone: (314) 340-3557

Lab is available from 9 a.m. until 10 p.m. Monday through Friday, and from 9 a.m. until 4 p.m. on Saturday. Students may contact the Computer Lab for current hours of operation. Current library computer lab hours are available by contacting the library at (314) 340-5770. Lab assistants are on hand to help students with Blackboard, student e-mail, and MYHSSU access.

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### ***FOOD SERVICES***

Bosley Hall (314) 340-5304

Food Services will provide three meals per day for Harris-Stowe State University students, faculty and staff. Meal plans may be purchased from the Cashier's Office for daily meals. Dining Hall hours will be posted. Snacks may be purchased from the vending machines in the annex and residence hall.

### ***STUDENT ENGAGEMENT***

GRH 110A (314) 340-5030

The Offices of Student Engagement provides a wide range of services and activities. Traditional events have included Welcome Week, Homecoming, Annual Student Government Leadership Retreat, Spring Fest and Black History Month festivities. Students who wish to become involved in campus activities or organizations should contact the office.

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

Please see the Student Government Association Web Site at <http://www.hssu.edu/sga/>

### ***ATHLETICS***

EPC 103 (314) 340-3530

### Intercollegiate Athletics

The intercollegiate athletic program at Harris-Stowe State University is a member of the National Association of Intercollegiate Athletics (NAIA) and the American Midwest Conference (AMC). Competition offer for men is the sports of soccer, basketball, and baseball and for women in soccer, volleyball, basketball and softball.

### Harris-Stowe Cheerleaders

The Harris-Stowe Cheerleaders are a group of men and women who enthusiastically support the University's intercollegiate athletic teams. They accompany the teams to their intercollegiate events and encourage spirit and enthusiasm for the University teams. Each year tryouts are held under the supervision of the cheerleader sponsor. Throughout the year, practice sessions are scheduled in preparation for home and away athletics events.

### Intramural Program

The University offers a program of intramural athletic activities to all members of the University community — students, faculty and staff at all levels. Competition in the various sports is available at both the individual and team level. Although instruction in the rules and skills specific to the various games is provided, such instruction is not the major emphasis. Rather, the program's main focus is on the cultivation of the needed skills for recreational purposes and on the joy and comradeship available in such activities. Among the recreational athletic activities included in the intramural program are: basketball and flag-football. Other activities can be arranged based on the interest of students, faculty and staff.

### Eligibility

Harris-Stowe State University requires that all participants in intercollegiate athletics be in good academic standing, as determined by the University. To participate in intercollegiate athletics, students must maintain a prescribed cumulative GPA and be a full -time student during each semester of athletic participation. Athletes must also adhere to the rules and regulations set forth by the National Association of Intercollegiate Athletics (NAIA).

### Financial Aid for Athletes

Harris-Stowe State University provides athletic awards for qualified students. The awards cover University fees and the cost of textbooks (either totally or partially). Determination of students who qualify for these awards is made by the University's Athletic Director and the coach of the specific sport in which the athlete will compete. Athletes interested in the various other forms of financial aid should contact the University's Office of Financial Assistance for additional information. Numerous types of scholarships, grants and loans are available. To learn more about Harris-Stowe State University and its intercollegiate and intramural athletic programs, please talk with an admissions officer or coach.