

MILLSAPS COLLEGE

Major Facts Student Handbook

Updated 1/10/2012

INTRODUCTION

Major Facts, the student handbook, is intended to provide relevant information to Millsaps' students. The information printed is as accurate and up-to-date as possible. However, this does not preclude the possibility of changes taking place during the academic year. Any changes will be updated on the Millsaps College web site.

The Major Call

The Pledge of Student Support for the Millsaps College Conduct Code

As a community of scholars dedicated to the call of service and learning, we seek to promote intellectual growth, social unity,

spiritual development, and a greater Millsaps College for years to come.

We understand that in belonging to such a community dedicated to scholarship and excellence we must call ourselves to the highest of standards.

We call ourselves to personal integrity—displaying absolute honesty

and extraordinary character.

We call ourselves to a mature social development—respecting each

other's race, religion, creed, class, sexual orientation, or disability.

We call ourselves to a respectful life—respecting one another's privacy, property, and personal development.

We call ourselves to mature academic development—fulfilling the

college's mission of *ad excellentiam*.

We call ourselves to be concerned and compassionate for those inside and outside our community.

To ourselves, each other, and to this sacred community, we commit ourselves.

Created and Presented to the College by:

Patrick Black, Class of 2005

Zandria Ivy, Class of 2005

Theon Johnson, Class of 2006

John Sawyer, Primary Poet, Class of 2005

Garner Wetzel, Chair, Class of 2006

Dear Millsaps Majors:

On behalf of the Division of Student Life, welcome to Millsaps College! It has been said that education is the key that unlocks the door of opportunity in life. We are thrilled and honored that you have chosen Millsaps College as the key to your future and the opportunities that are ahead. Unquestionably, you will find the coming semesters here to be fulfilling, challenging, and intellectually stimulating.

Millsaps is more than just going to class; it is about creating the total person in each student. We are community beyond the classroom. With over 80 student organizations available to you at Millsaps, the possibilities are endless for involvement and personal growth! Whether your interest is in varsity athletics, drama, fraternity or sorority life, student publication and media, intramural recreation, religious life, community service learning, honor society programs, or leadership development, there is something for you at Millsaps. Your participation in these programs will result in enriching memories that flavor your life.

There are more than 260 faculty and staff to meet and to enjoy. We sought a career at Millsaps College because it ensured quality time with college students. YOU are our 'joie de vivre.' Feel warmly invited to visit our offices, to invite our advisement, and to reach out to us in times of need, worry, exultation, exhaustion, reflection, celebration or at any time in your college career!

Finally, we warmly invite your presence in the Student Life Offices, 3rd floor of the Campbell College Center, during the meaningful days to follow. Our administrators, coaches, and campus safety officers provide constant student contact in a plethora of departments and offices; our mission is to augment your education while enhancing your college satisfaction. We are thrilled that you are in our campus community.

Again, welcome to Millsaps! "Ad Excellentiam"
Sincerely,

A handwritten signature in black ink, appearing to read "R. Brit Katz". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

R. Brit Katz, Vice President and Dean of Students
The Division of Student Life

Table of Contents

INTRODUCTION.....	2
The Major Call.....	2
Letter from the Dean of Students.....	3
STUDENT ORGANIZATIONS AND ACTIVITIES.....	6
Student Organizations.....	6
Organizational Behavior.....	6
All College Council.....	8
Fraternities and Sororities.....	9
Special Events.....	10
College Student Publications Board.....	11
Student Publications.....	14
POLICIES.....	15
Sexual Misconduct Policy.....	15
Discrimination and Harassment Policy.....	18
Alcohol Policy.....	20
Hazing Policy.....	23
Policy for the Ethical Use of Computing Facilities.....	23
Guest and Visitation Policy.....	25
Parking and Vehicle Registration Policy.....	26
Drug Policy.....	26
College Search Policy.....	27
Solicitation Policy.....	27
Gambling Policy.....	27
Residence Halls Policy.....	27
MILLSAPS COLLEGE CODE OF CONDUCT.....	32
Basic Expectations/Inherent Authority.....	32
Confidentiality.....	33
Student Conduct Council.....	33
Prohibited Conduct.....	34
Conduct Procedures.....	36

STUDENT BODY ASSOCIATION.....	41
Constitution.....	41
CAMPUS OFFICES AND SERVICES.....	59
Admissions.....	59
Alumni Relations.....	59
Athletics.....	60
Business Office.....	60
Campus Bookstore.....	60
Campus Recreation.....	61
Campus Safety.....	61
Career Center.....	62
Office of the Chaplain.....	63
Communications.....	65
Counseling Services.....	66
Dining Services.....	66
Services for Students with Disabilities.....	67
Financial Aid.....	67
Wesson Health Center.....	68
Language Learning Center.....	68
Library.....	69
Multi-Cultural Affairs and International Student Programming.....	70
Office of Performing Arts.....	71
Post Office.....	72
Records.....	72
Residence Life.....	73
Student Life.....	74
ACADEMICS.....	76
Academic Honor Code.....	76
Academic Advising.....	79
Academic Resources.....	84

STUDENT ORGANIZATIONS AND ACTIVITIES

Millsaps College acknowledges the importance of students' integration into its academic and social systems. Student organizations and their activities play a critical role in promoting this sense of integration. Thus, the relationship between the College, the students and their activities is viewed as a crucial element of the holistic development of the student.

STUDENT ORGANIZATIONS

As the principle vehicle for student activities, the College maintains an advisory relationship with recognized student organizations. A key component of this relationship is the College's respect for the intellectual and emotional maturity of its students. This respect is affirmed by providing opportunities for self-governance. The relationship requires that members of said organizations adhere to the policies guiding student expectations and behavior. New student groups should begin to seek recognition through the Office of Student Life.

All student organizations/clubs/honoraries must be registered with the Office of Student Life. Organizations are assigned a funding status based on their written constitution and by-laws, and the program of projects and activities through which they plan to carry out their objectives. Requests for funding through the Student Body Association must be completed each fall and spring. The SBA Treasurer coordinates requests. Additional policies are available in the Office of Student Life. A full list of Student Organizations is also available in the Office of Student Life.

ORGANIZATIONAL BEHAVIOR

A student organization is subject to the jurisdiction of the Code of Conduct if an alleged violation of the conduct regulations occurs. In determining whether an organization will be held responsible for the act, all factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, student organizations will be held responsible for the acts of their members or invited guests when those acts grow out of, or are in any way related to the life of the organization. The types of conduct for which the organization may be held responsible include, but are not limited to, the following:

1. The alleged offense is committed by one or more of the officers or authorized representatives, acting in the scope of their organizational capacity.
2. One or more leaders have knowledge of the potential for a violation of College regulations or the Code of Conduct before it occurs or during the occurrence and fail to take corrective action.
3. The alleged offense is committed by one or more members of the organization and sanctioned by an officer of that organization, a vote of the organization, or a committee of the organization.
4. One or more of its members or officers permit, encourage, aid, or assist in committing the violation.
5. Organization funds are used to finance the activity.
6. The organization chooses to protect one or more individual offenders who are members or guests of the organization.

7. One or more members of the organization fails to report to appropriate college officials any knowledge or information about the alleged violation.
8. The alleged offense occurs as a result of an organization-sponsored, financed, or endorsed event.
9. The alleged violation occurs on the premises leased or operated by the organization.
10. A pattern of individual violations of College regulations is found to have existed without proper and appropriate organization control, remedy or sanction.
11. After hearing the case, the hearing officer, administrator, or Student Conduct Council deems the offense by its nature, was an organizational offense, in addition to or in lieu of an individual offense.
12. All forms of prohibited conduct applicable (see section on page 26).

Student organizations may be subject to one or more of the following penalties:

1. Warning. A written reprimand or admonition informing the organization that any new incident may result in the imposition of more severe penalties.
2. Restitution or Fines. The hearing authority may design restitution in the form of financial payment, community service or other special activities. Additional fines may be assessed as a punitive measure.
3. Educational Sanctions. These may take the form of programs, workshops, or other special activities.
4. Restrictions. These include but not limited to the following privileges: to hold meetings or events, to reserve campus facilities, to advertise, to post notices, to participate in intramurals, to membership recruitment activities, to be eligible for campus awards.
5. Social Probation. The organization may not sponsor or co-sponsor social activities in the name of the organization or on organization premises for the period of the probation.
6. Probation. Probation may be for one or two academic terms, or until a fixed date within one year of imposition; and shall consist of the withdrawal of certain privileges, including but not limited to any or all of the following: right to hold meetings or events, to reserve campus facilities; to distribute literature; to advertise; to post notices; to participate in intramurals; to membership recruitment activities, to hold social functions. Probation serves notice that any new incident during the probationary period may result in more severe penalties.
7. Withdrawal of College Recognition. Removal of the name of the organization from the list of recognized organizations. This action results in the termination and denial of all privileges granted to recognized organization. The period of withdrawal may be for one, two, three, or four academic terms, or until a fixed date within two years of imposition.
8. Expulsion of Organizational Recognition permanently excludes the organization from the College without any recourse to reapply for recognition. Expulsion or withdrawal of recognition of any organization shall include a forfeiture of all organizational funds granted by the Student Body Association.

All student organizations must register their events with the Office of Student Life before hanging signs, writing on sidewalks, or distributing flyers around campus. If an organization fails to do so, a fine may be incurred.

Leadership Positions

Providing leadership for an organization requires a great deal of time and energy. Students should be careful to retain a proper balance between academic and extra curricular activities. Should a student fall below acceptable standards they will be asked to step down from certain leadership positions (any governing organizations or media groups). Students must remain in “good standing” (defined as 2.0 or better with a full academic load) for each semester of service to retain the leadership position.

Governing Groups

All College Council

Student Senate

Interfraternity Council

Panhellenic Council

Residence Hall Association

Student Body Association Officers

Honor Council

Judicial Council

National Pan Hellenic Council

Media

Purple and White - Student newspaper

Bobashela - Yearbook

Stylus - Literary magazine

Entertainment Groups

Chamber Singers

Millsaps Singers

Millsaps Players

ALL COLLEGE COUNCIL

Purpose - To provide an effective avenue for dialogue, participation and communication in the discussion of problems facing the College and of planning, policies, programs and activities of the College, by advising the President and other decision-making officers and bodies on matters of general interest and importance to the well-being of the College community.

Membership

1. President of the College
2. Senior Vice-President and Dean of the College
3. President of the Student Body Association (SBA)
4. Vice President for Campus Programs and Alumni
5. Vice President for Student Life and Dean of Students
6. Representative from the Faculty Council
7. Five Faculty (elected from divisions)
8. Five students by election (one seat reserved for a non – Greek student)
9. Judicial Council Chair
10. Interfraternity Council (IFC) President
11. Panhellenic Council President
12. Black Student Association President
13. Omicron Delta Kappa President

14. Representative from the Else School of Management Program
15. Representative from the Campus Ministry Team Council

Election and term of office of the five Student Representatives

1. Four representatives shall be elected in a general election.
2. The independent representative shall be elected by non-Greeks only.
3. Elections shall be held in the late spring. Those elected shall assume office the fall of the following year for a term of one year.

Authority - The Council's authority is advisory. It may make recommendations to the President or other decision making officers or bodies of the College on matters of general concern to the College community.

FRATERNITIES AND SORORITIES

Millsaps College has four North-American Interfraternity Conference (NIC) fraternities, one Fraternity Leadership Association, four National Panhellenic Conference (NPC) sororities and three National Pan-Hellenic Council (NPHC) fraternities and sororities. The sororities are Alpha Kappa Alpha, Chi Omega, Delta Sigma Theta, Kappa Delta, Phi Mu, and Delta Delta Delta. The fraternities are Alpha Phi Alpha, Kappa Alpha, Kappa Sigma, Lambda Chi Alpha, Pi Kappa Alpha, and Sigma Alpha Epsilon. Questions regarding the Millsaps Greek Community, sororities, or fraternities may be directed to the Office of Student Life 974-1200.

Scholastic Requirements

1. To be eligible for initiation, a student must have earned in his most recent semester credit for three courses, must not have fallen below D in more than one subject and must have earned a 2.0 grade point average for the semester. Organizations that are shortening their new member/associate period and wish to initiate early should contact the Office of Student Life.
2. A student who drops a course after the end of the half semester shall receive an "F" for sorority or fraternity purposes.
3. The two terms of summer school combined shall count as one semester for sorority or fraternity purposes.

Specific Eligibility Requirements for Alpha Kappa Alpha

A student must have completed one semester of college (at least three courses), must have maintained a 2.33 overall grade point average and attend the official Rush meeting.

Specific Eligibility Requirements for Alpha Phi Alpha

A student must have completed at least one semester of college, be a full time student and have a minimum overall GPA of 2.5 or higher

Specific Eligibility Requirements for Delta Sigma Theta Sorority, Inc.

A student must have completed 24 semester hours and maintained a minimum 2.75 cumulative grade point average. Details of membership requirements will be given at an Information Seminar.

SPECIAL EVENTS

Tap Day - Sponsored by Omicron Delta Kappa, held once each semester to recognize students for extracurricular and scholastic achievements. Scholarship trophies are awarded to the fraternity or sorority with the highest averages for the preceding semester. Organizations must be current Millsaps College organizations to participate.

Activities Fair - Held each year in the fall semester, the Activities Fair provides students an opportunity to explore options for involvement on campus. Questions or ideas about the activities fair should be directed to the Office of Student Life.

Academic Awards Day - Held in late spring to recognize students with outstanding scholastic achievements, and leadership.

Millsaps Forum Series - These programs are offered periodically during the fall and spring, mainly on Fridays at 12:30 p.m., but at other times as well. Sponsored by the Public Events Committee, the series consists of lectures, films, panels, performances of dance and music and other special events. Participants include nationally-known figures as well as Millsaps faculty, students, staff, and people from the Jackson community and the state of Mississippi. All these programs reflect the aim of a liberal education: the freeing of the mind to grasp the world of nature, human experience, and action in all its richness and complexity, and encouraging learners to respond with awareness, sensitivity, concern and mature judgment.

Millsaps Arts and Lecture Series - The Millsaps Arts and Lecture Series is dedicated to expanding cultural enrichment opportunities at the college, in Jackson and in Mississippi by providing dynamic encounters with the most celebrated and acclaimed talents of our day. Primary funding for the series is from season ticket sales in the community. Performances are generally held at 7:30 p.m. in the Academic Complex Recital Hall unless otherwise specified. Millsaps students are invited to attend for free with student I. D.

“Last Hurrah” - Held the evening before Commencement, this party is sponsored by the Office of Alumni Relations as a gift to the students and their parents.

Major Madness – Major Madness is a celebration of spring! This weekend of events includes a crawfish boil, games, a concert, and much more. Major Madness is coordinated by SAPS and the Office of Student Life.

Open Doors Day/Scholars Day/Curiosity and Catfish/Sports Day/Fine Arts Audition Day/ Science and Pre-Med Day – This is a group of campus visitation programs sponsored by the Admissions Office in which prospective students spend a day on campus visiting classes, meeting faculty and enjoying student life. These are opportunities for current students to participate as hosts or hostesses for future students.

Commencement Weekend - on the Friday evening following final exams, a Baccalaureate Service is held at Galloway Memorial United Methodist Church. On Saturday of that weekend Commencement Exercises are held in the morning in the Bowl on campus.

MultiCultural Festival - During the fall semester each year a week long program of special events is sponsored by the Office of MultiCultural Affairs and the MCA Diversity Group to exhibit the diversity that exists within Millsaps’ community. The program includes all types of music, workshops, exhibits, films, and other creative diversity programming. The overall objective is to improve understanding and to hear the voices of others in order to discover how our community can function at it’s best.

Dr. Martin Luther King’s Birthday - Events encouraging the importance of the American minority culture to all students is also the objective for celebrating Dr. Martin Luther King’s

birthday. Coordinated programming is designed to reflect and promote unity and equality, the essence of Dr. King's convictions.

Founders Day - a day to recognize and honor the founders of Millsaps College. The event is scheduled on or as close as possible to the official founding date of the college, February 21 (1890). It has become tradition to honor our scholarship fund donors and our student scholarship recipients during a reception on the campus sponsored by the Office of Institutional Advancement.

College Awards and Recognition Dinner - Held in conjunction with Founders Day and hosted by the Office of Institutional Advancement, it is at this dinner that the College presents the alumnus/a of the year Award and the Jim Livesay Service Awards.

Homecoming - This annual fall event attracts large numbers of alumni back to the College for reunions, parties and activities related to the weekend. The Office of Alumni Relations hosts the Young Alumni party for those who have graduated in the past 10 years. Students sponsor a concert, participate in the pep rally and activities in the Bowl, and elect a Homecoming queen and court.

The Bell Concert Series at Millsaps College – this series is underwritten by private patronage. The concert series focuses on music for the piano.

Student Life Awards – Held in the late spring to honor students' achievements outside of the classroom.

Diwali – The Hindu Festival of Light is celebrated in November of each year.

Fourth Night- The Fourth Night Ceremony celebrates the arrival of the new student scholars to the Millsaps community. At this time, students pledge to uphold the Student Conduct Code and are challenged to uphold the high standards that Millsaps adheres to. It is held on the fourth night of the students tenure at the College and is attended by the entire student body.

COLLEGE STUDENTS PUBLICATIONS BOARD

Student publications and the student press help establish and maintain an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They bring student concerns to the attention of the Millsaps community and help formulate student opinion on various issues.

Since financial and legal autonomy are not possible at Millsaps, heads of publications should be aware that the College, as publisher of student publications, may have to bear legal responsibility for the contents of publications. In delegating editorial responsibility to students, Millsaps College provides sufficient editorial freedom and financial autonomy for student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the rules of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on the personal integrity and the techniques of harassment and innuendo. Editorialists and reporters should pursue the facts and present them as objectively as possible. As standards for the editorial freedom of student publications, the following provisions are necessary:

Policies and Responsibilities of the College Student Publications Board

The Board shall be composed of: (1) three faculty members appointed through the regular appointment procedure for College committees for the duration of the academic year; (2) five students appointed by the Student body Association Officers for a one year term to correspond with the academic year - four to be appointed in the Spring and one freshman to be appointed in the Fall; (3) the Dean of Students; (4) the Dean of the College; (5) the SBA treasurer; and (6) the Director of Student Publications. Appointed members shall serve for one year but can reapply for up to three years. The faculty advisors and the editors of the *Bobashela, P & W* and the *Stylus* shall be ex-officio non-voting members of the Board. Voting board members shall not hold a regular staff or advisor position on publications.

I. The Board will choose each year co-chairs from among its appointed student and faculty members. It is the responsibility of these chair-people to convene meetings and prepare agendas. The student chair is responsible for organizational and logistical issues, and the faculty chair shall assume an advisory role. The Director of Student Publications will act as secretary to record minutes and keep a file of relevant material, including general policies, budgets, inventories, staff manuals and the like. At its first meeting of the academic year, the Board shall adopt a calendar setting out a meeting schedule and a timetable for major activities such as selecting editors.

II. The Board sets general policy for each student publication and establishes guidelines for each publication to follow in complying with general policy.

The editor of each publication shall draft a statement of general policy and appropriate guidelines to be reviewed by the board. The board will give guidance, advice and assistance in following the guidelines and in complying with the general policy.

Each publication is required to have an advisor.

The Board will encourage editors and advisors to arrange local workshops for staff of the publications and to attend conferences and workshops whenever possible and appropriate.

III. The Board will set the qualifications for the editors of each publication and the darkroom manager and will select the individuals to fill these positions.

The Board will advertise the positions each year, setting the deadline for applications, the requirements and obligations of the position and the procedure for selection.

Each applicant must submit a letter of application, a statement of qualifications, a statement of goals for the position and letters of recommendation as required. The applicant must also acknowledge that she/he has read, understood and agrees to abide by these guidelines.

The positions will be filled by the Board on the basis of the letters of application and supporting statements, formal interview with the applicants, appropriate recommendations, pertinent experience (preferably on the appropriate Millsaps publication or in the Millsaps darkroom), and general qualifications (GPA, writing or appropriate technical ability, leadership ability, journalism coursework, administrative experience and familiarity with the Millsaps community).

IV. The Board will approve the budget for each publication and the operation of the darkroom and will submit the budget requests to the appropriate funding source for its action.

The budget request for each publication will be submitted to the Board by the outgoing editor or darkroom manager. Proposed change: Each editor will submit a proposed operating budget for the publication to the Board by the beginning of the school year.

The Board will determine the final budget for publications and darkroom operations and submit the budget to the Dean of Students for appropriate action.

If the budget is not approved, the Board, after appropriate consultation, will submit a revised budget.

Any unbudgeted or unusual expenditures or purchases or any spending over the budgeted amount must be approved in advance by the Board. Should the Board become convinced a publication needs money in addition to the budgeted amount, the Board will request additional funds through appropriate channels.

The editors of the *P&W* and the *Bobashela* will submit to the Board for approval requests for capital expenditures from their respective Capital Improvements Accounts.

V. The Board will review the operations of all student publications and the darkroom.

The Board may review and make recommendations concerning the editorial content of the publication only after publication, not prior to publication.

The Board may review and make recommendations concerning the staff policy and procedure should problems arise that the editor and advisor cannot resolve, but the Board should not involve itself in the ordinary operation of the publication or of the darkroom.

The Board should review the financial operation of the publications and the darkroom and will audit periodically the financial records of the publications and darkroom and take inventories of all equipment.

Editors and staff members of the various publications will not be reprimanded, suspended, or removed because of student, faculty or administrative disapproval of the subject matter of a particular news story or editorial. However, editors and reporters are expected to meet certain journalistic responsibilities as outlined in the Society of Professional Journalists statement of journalism ethics, including the following. These responsibilities shall include:

A responsibility to provide news and information to the public for which they are writing. In this instance, that is a responsibility to provide news and information of campus events, in addition to other news deemed important.

A responsibility to print only accurate, documented information. If inaccurate information is printed and the inaccuracy is brought to the attention of the editor, a correction shall be run in the next issue.

A responsibility to give balanced coverage to all issues in the publication's news pages. If the information is opinion and not fact, it should be labeled as such (i.e., a column, analysis, or editorial).

A responsibility to be free of conflicts of interest.

A responsibility to remain within the standards of good taste and decency. This applies both to editorial and advertising content.

The maintenance of journalistic standards will be the responsibility of the publication's editorial board, which is composed of that publication's editors. The members of the

editorial board must agree on the acceptability, with regard to the journalistic standards of SPJ, of any item to be printed. The adviser to the publication will participate in these discussions in an advisory and educational capacity to help the editors understand their ethical and legal responsibilities.

The Board will review complaints, filed in writing, from staff members of the publications, members of the student body, student government, the faculty and the administration. If the Board investigates and determines that issues raised by the complaints have merit, the Board may take appropriate remedial action, including the reprimand, removal or replacement of editors, managers or staff members.

The Board may remove an editor, manager or staff member for failure to maintain journalistic standards, for fiscal mismanagement, or for being placed on academic or disciplinary probation by the College.

VI. All student publications should explicitly state on the editorial page that the opinions expressed are not necessarily those of the College or student body. The publications shall explicitly state that complaints may be directed to the Publications Board and the names of the Board co-chairs shall be listed.

The Guidelines of the Publications Board recognize the Board's oversight authority and responsibility in this area to the administration of the College. The Publications Board, therefore, is responsible to the President, who in turn is ultimately responsible to the Board of Trustees.

STUDENT PUBLICATIONS

Purple and White, the weekly student newspaper, gives students the opportunity to work in all areas of newspaper production, writing, design, photography and ad sales. Contact the editor if you are interested in getting involved.

Bobashela, which means "Good Friend," is the campus yearbook distributed each fall. If you are interested in working on photography, writing or layout in this year's book, contact the editors.

Stylus is the campus literary magazine published twice per year. Interested students should contact the editor.

Students interested in working on the staff of a campus publication should contact the Office of Student Life or the appropriate editor.

POLICIES AND PROCEDURES

Policies provide the basis for a reasonably ordered campus life. The mere observance of rules, however, without the cooperation and personal appropriation of the values they protect, falls short of what Millsaps hopes for everyone who is part of the campus community. Acting against these values diminishes the understanding of community. Such action, because of the injury it does to the community, is taken seriously here at Millsaps, and is handled fairly yet firmly.

POLICY ON COMPLAINTS

The College has a policy to ensure that all concerns and complaints are given careful consideration and responded to in a timely manner. The Division of Student Life accepts student complaints and concerns through formal procedures or informal communications. Students may register oral or written complaints about the behavior of other students, or student organizations, a faculty or staff member, or of administrators. Major Facts provides guidance on the complaint procedures for the following specific areas:

- Sexual Misconduct – page 15
- Discrimination and Harassment – page 18
- Parking and Vehicle Violations – page 26
- Residential Life
 - Unjust charges – page 30
 - Room change – page 31
 - Maintenance – page 31
- Student Conduct – page 36
- Greek and Student Organizations – page 37
- Academic Dishonesty or Honor Code Violations – page 77

Other areas of concern or complaints should be directed as follows:

- Student life and residential issues – Dean of Students
- Academic or faculty issues – Dean of the College
- Tuition, Fees, Withdrawals and other financial issues – Business Office
- Student Records – Office of Records

If you have a question, comment, or complaint regarding an area which is not listed above, please email Dr. Brit Katz, Vice President and Dean of Students, at brit.katz@millsaps.edu. Dr. Katz will discuss resolutions with the appropriate Dean(s), then will issue a formal response via email.

SEXUAL MISCONDUCT POLICY

Millsaps College is committed to the idea of honor and respect among all individuals. The College is a community of trust whose existence depends upon individual responsibility and

respect for the integrity of others. Sexual misconduct is a serious violation of these principles. Millsaps will not tolerate any form of intimidation, coercion, or force. Millsaps College encourages all members of the College community to be aware of both the consequences of sexual misconduct and the options available to survivors. Millsaps urges survivors to seek assistance using any appropriate resources.

Sexual misconduct is defined as sexual contact without consent and includes, but is not limited to, intentional touching without consent, either of the person or when the person is forced to touch, directly or through clothing, another person's genitals, breasts, thighs, or buttocks; rape (sexual intercourse without consent whether by an acquaintance or a stranger); attempted rape, sodomy (oral sex or anal intercourse) without consent; or sexual penetration with an object without consent. To constitute lack of consent, the acts must be committed either by force, threat, intimidation, through use of the person's mental incapacity or physical helplessness, or over the objections of the victim. Incapacitated persons cannot give consent. Silence, previous sexual relationships, and/or a current relationship with the accuser may not be taken to imply consent.

The College encourages anyone who has been sexually assaulted to

- seek medical attention immediately;
- contact local authorities;
- inform the College of the assault;
- seek counseling and support;
- consider pursuing criminal charges.

If you are a survivor of sexual assault, you are encouraged to use the resources the College provides. While it is your choice whether or not to pursue College disciplinary procedures, unless you do so, Millsaps cannot take any action to prove that sexual misconduct occurred or to punish the perpetrator.

Medical Attention

If you have been sexually assaulted, it is important for you to seek off-campus medical attention immediately for a number of reasons:

- 1) Only a hospital can collect certain kinds of material legal evidence that you will need if you decide to file criminal charges. Getting medical attention does not commit you to filing criminal charges, even though when you go to the hospital, the police must file a report. Getting medical attention as soon as possible (within 48 hours) does leave you the option of pursuing criminal prosecution later.
- 2) There is a possibility of contracting a sexually transmitted disease.
- 3) If you are a woman, you can become pregnant through a sexual assault.
- 4) You may have other injuries or medical complications that require medical attention.

Off-Campus Support and Medical Resources/Hospital Emergency Rooms

Rape Crisis Center of Jackson (24-hour hotline)	(601) 982-7273
Mississippi Baptist Medical Center	(601) 968-1000
University of Mississippi Medical Center	(601) 984-1000
St. Dominic Hospital	(601) 200-6792

Hinds County Health Department	(601) 364-2666
Central Mississippi Medical Center	(601) 376-1000

Emotional Support/On-Campus Support Resources

The College offers you support that is entirely separate from our investigative and disciplinary procedures. There are two people in the Millsaps community that you can go to for support and for information.

On-Staff College Counselors	(601) 974-1206
Rev. Rwth Ashton, College Chaplain	(601) 974-1200

Licensed, certified counselors and Rev. Ashton are charged solely with providing emotional support and information about options; they are not part of Millsaps' investigative or disciplinary procedures. These individuals are professionally bound to confidentiality and will not report your experience to any other person or agency unless you are in clear and imminent danger. They are not obligated to report your experience to any other person or agency unless you are in clear and imminent danger.

Important On-campus Contact Numbers:

Department of Campus Safety	(601) 974-1234
Director of Residence Life	(601) 974-1200
Dean of Students	(601) 974-1206

College Disciplinary Procedures

Any member of the Millsaps community who is charged with sexual misconduct may be prosecuted under Mississippi criminal statutes. Even if the criminal justice authorities choose not to prosecute, the College can pursue disciplinary action. This disciplinary action could range from probation to expulsion from the College. Additionally, the College may elect to suspend the accused during the investigation.

Millsaps has an obligation to uphold the laws of the larger community of which it is a part.

While activities covered by state and federal laws and those covered by the College's rules may overlap, those laws and the College's rules operate independently and do not substitute for each other. Millsaps College may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources, such as law enforcement agencies and the courts, to determine whether College rules have been broken. Millsaps College will make no attempt to shield members in the College community from the law. Membership in the Millsaps community does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of Millsaps College's regulations.

Survivors of sexual misconduct are encouraged to inform the College so that immediate action can be taken to protect the victim as well as others in the College community. College disciplinary proceedings do not follow the same rigid procedures as criminal cases and discipline

may be imposed upon a finding of a good faith investigation and a reasonable conclusion that a violation of College rules has occurred.

Reports concerning sexual assaults should be made without fear of self-incrimination concerning campus violations, such as alcohol and residence hall visitation policies.

Any member of the Millsaps community who wishes the College to consider disciplinary action should contact one of the following informed College representatives:

Dean of Students	(601) 974-1206
Director of Residence Life	(601) 974-1200
Director of Campus Life	(601) 974-1200

After one of these representatives has been contacted, that representative must inform the President of the College that an assault has been alleged and the President will ask that a written complaint be filed. When the President receives the written complaint, the president will appoint an investigative committee. This investigative committee is selected from the Sexual Misconduct Committee which is composed of women and men who are members of the faculty and professional administrative staff, all of whom should be trained annually in the issues of sexual assault. The Dean of Students and the Director of Campus Life will be ex-officio members of the committee.

The accuser, as well as the accused, will be notified by the committee of the charges and asked to make a statement concerning the events.

Each party, the accuser and the accused, may select her/his own liaison who is a member of the college faculty/staff, but not a member of the Sexual Misconduct Committee. Members of the committee will question both the accuser and the accused individually about the incident(s).

All proceedings of the committee will be held in confidence and the accuser as well as the accused may ask that the committee hear from someone s/he believes possesses pertinent information concerning the case. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

After the committee hears from all relevant parties, the committee makes a recommendation to the President, who in consultation with the committee, will render a decision as to whether an act of misconduct occurred and what, if any, disciplinary action is to be taken. Then the Dean of Students will contact the accuser and the accused to notify them of the decision as well as of any disciplinary action.

After an alleged sexual assault, the students involved may request a change in either or both the academic and living situations if such changes are reasonably available.

Criminal Investigations and Charges

Anyone who has been raped or sexually assaulted is strongly encouraged to report the crime to the proper local law enforcement authorities. While reporting a crime is highly recommended, it

is a separate step from choosing to prosecute. The case would come under the jurisdiction of the appropriate civil authority, depending on where the crime occurred. (If the assault occurred on the Millsaps campus or the alleged assailant is a student or employee of the College, the victim is also encouraged to contact the Office of Campus Safety at (601) 974-1234.)

After the accuser files charges, a judge will issue an arrest warrant. The accused may be jailed at that time or released on bond if bail is allowed and made. If the accuser is contacted by the accused or feels threatened in any way, s/he should notify Campus Safety and the Jackson Police Department immediately. Bail can be revoked and/or additional charges filed if an accused person takes some action against a person who has filed charges.

A lawyer from the District Attorney's Office in the county in which the assault occurred will be appointed to handle court proceedings. That representative will keep the victim informed and work with them throughout the process. It might also be in the accuser's best interest to seek legal advice from a personal or family attorney.

Filing or not filing criminal charges would not prevent a victim from pursuing civil tort action for injury suffered as a result of a rape or sexual assault.

Informal Resolution for Sexual Misconduct

In many cases, the accuser may prefer an informal resolution of the problem. The Dean of Students or Sexual Misconduct Committee advising the complainant may be able to suggest ways in which the accuser can resolve the situation without recourse to a formal investigation. The advisor will keep a written record of the complaint and of the steps taken to affect resolution.

DISCRIMINATION AND HARASSMENT POLICY

Millsaps College affirms the principle that its students, faculty and staff have a right to be free from sexual harassment by any member of the academic community. In addition, Millsaps College affirms the principle that its students have a right to be free from discriminatory harassment by any member of the academic community.

Harassment of any person or groups of persons on the basis of race, color, national origin, religion, sex, sexual orientation, age, handicap, or veteran's status is a form of discrimination specifically prohibited in the Millsaps College community. Any employee, student, student organization, or person privileged to work or study in the Millsaps College community who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the College.

The Dean of Students may also impose sanctions upon student organizations, including the temporary or permanent loss of status as a recognized campus organization, if the organization is part of a harassment and discrimination incident. Sanctioning the organization does not preclude the College from taking action against individual members of a student organization who participated in the incident.

Sexual harassment is defined as an attempt by written, verbal, or electronic communication to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working or educational environment.

Sexual harassment is understood to include a wide range of behaviors, from the actual coercion of sexual relations to the unwelcoming emphasis of sexual identity. This definition will be interpreted and applied consistent with accepted standards of mature behavior, academic freedom, and freedom of expression.

Discriminatory harassment includes conduct (oral, written, graphic or physical) directed against any person because of their race, color, national origin, religion, sex, sexual orientation, age, handicap, or veteran's status and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depiction or treatment, and threatening or actual abuse or harm.

Retaliation against a person who participates in an investigation will not be tolerated. Retaliation includes, but is not limited to, threats, violence against the person or property, ridicule, or bullying.

Discrimination and Harassment Procedures

For redress of grievance against instances of sexual harassment the following procedure should be followed:

Any member of the College community who believes that he or she has been a victim of sexual harassment should bring the complaint to the attention of the administrator responsible for the conduct of the person alleged to have committed the offense.

- Complaint against a Faculty Member: report incident to Vice President and Dean of the College
- Complaint against a Student: report incident to Vice President and Dean of Students
- Complaint against a College Employee: report incident to Chief Financial Officer

Alternatively, the complaint may first be brought to the College Counselor who will, with the consent of the complainant, communicate with the appropriate administrator.

2. An effort will be made to keep the initial discussion between the complainant and the College official confidential. If, however, the complaint is to lead to official action, it must be brought to the attention of the President of the College, who will notify the accused and appoint a committee to investigate the allegations. The College may elect to suspend the accused during the investigation.

3. The committee will inform the President in writing of the results of the investigation. If the committee finds basis for the complaint, the President will in turn advise the alleged offender of the identity of the complainant and charges.

4. Effort will be made to affect an informal resolution of the complaint acceptable to both parties. The Dean of Students advising the accuser may be able to suggest ways in which the complainant can resolve the situation without recourse to a formal investigation. The advisor will keep a written record of the complaint and of the steps taken to affect resolution.

ALCOHOL POLICY

Mississippi Laws Prohibit:

- A. Persons under 21 years of age from purchasing, attempting to purchase, consuming, possessing or transporting alcoholic beverages.
- B. Public intoxication as evidenced by boisterous and offensive conduct or endangerment of self, others or property.
- C. Driving while under the influence of alcohol or controlled substances.
- D. Unlicensed sale or possession for sale, of any alcoholic beverages.

Millsaps College Alcohol Policy

- A. Consumption and distribution of alcohol must be within state laws, local laws, and College policy. Consumption of alcohol by and distribution of alcohol to those who are not of legal age is prohibited.
- B. All residents under the age of 21 are prohibited from having any alcoholic beverages or empty alcohol containers in residence halls.
- C. Alcoholic beverages shall not be possessed or consumed in any classroom, laboratory, or office.
- D. Any alcohol or illegal drug violation committed by a student less than 21 years of age may be reported to the parents/guardian of that student.
- E. Consumption and possession of alcoholic beverages must be discrete and inconspicuous and in conformity with state and local laws. Any alcoholic beverages which are being consumed in public areas must be in containers which are opaque and which are not identifiable as holding alcoholic beverages.
- F. Public intoxication and/or disruptive behavior related to the consumption of alcoholic beverages will be considered a violation of this policy.
- G. Failure to comply with the directive of a member of the College's staff in regard to compliance with this policy will also be considered a violation of this policy.
- H. A student who has violated the College's alcohol policy may be required to enter a program which provides professional help for alcohol abuse or complete an online alcohol education course at that student's expense.
- I. There may be no mention or reference to alcohol in the advertisement of any event.
- J. For any campus events, reasonable limits will be set concerning the amount of alcohol an individual will be permitted to bring into the facility.
- K. Compliance with the alcohol policy is considered to be part of the student's obligation as a student at Millsaps College. Failure to comply with this policy will be considered to be a violation and will result in either a fine being levied and filed in the Office of Student Life or in the filing of charges as enforced by the Code of Conduct.
- L. Providing a student I.D. or Driver's License to another person for purposes of possessing, purchasing, or consuming alcohol is prohibited.
- M. Using or attempting to use a fraudulent or altered Driver's License or other false form of identification to possess, purchase, or consume alcohol is prohibited.

- N. Beer kegs or large distribution containers are not permitted on campus.
- O. Driving under the influence of alcohol on campus may result in, but is not limited to, the following sanctions:
 - The student's car keys will be confiscated immediately.
 - The student must participate in an alcohol program as specified by the Office of Student Life.
 - All DUI incidents will result in the loss of the violator's driving privileges for no less than one month.
 - The minimum fine for DUI will be \$100.00, in addition to the \$100 traffic violation fine.

Note: The Vice President for Student Life and Dean of Students or designee will have the right to increase any or all DUI sanctions depending on circumstances of the incident (including the permanent loss of driving privileges for 2nd offenders).

Guidelines for on/off Campus Events with Alcohol

Only College recognized groups and organizations may sponsor events involving alcohol.

All student events must be registered with, and approved by, the Office of Student Life.

Student groups must use the Event Registration form.

College departments and off campus groups must be approved by the appropriate administrative office and must follow all campus policies and procedures. Sponsoring organizations have the responsibility to inform their members and guests of state law, local ordinances and all College regulations.

1. All campus events are private events and attendance shall be limited to members of the Millsaps community and invited guests, unless made more restrictive by the sponsor of the event.
2. Registration forms for student events must be submitted to the Office of Student Life by noon on the Wednesday before the event is to take place, but no less than 48 hours before the event.
3. All on-campus and off-campus events scheduled on a Thursday night shall end at midnight. Events beginning on Friday or Saturday nights shall end at 1 a.m. After this time no person shall have alcohol outside those areas designated in section D.
4. Sponsoring student organizations shall provide nonalcoholic beverages and food which are easily accessible and available for the duration of the event.
5. All student sponsored events involving alcohol are required to have at least two Monitors unless exemptions have been granted. Campus Safety Officers and additional Monitors may be required as determined by the characteristics of the particular facility being used, the event and/or number of events being sponsored. (Sponsoring organizations will be responsible for the cost of additional Campus Safety Officers when necessary.) At least one Monitor must be of legal drinking age (21). Monitors shall be responsible for: management of the event and compliance with College policies; checking for identification bracelets on those students allowed to consume alcoholic beverages; implementing reasonable precautionary measures to insure that alcoholic beverages are not accessible to persons who appear intoxicated; and such guests are given options for safe transportation or escorts home.

6. The Monitors or any Campus Safety Officer shall have the right to deny access to an event to anyone they determine is impaired by alcohol or other drugs. Monitors shall not be impaired by alcohol or other drugs, nor shall they consume alcoholic beverages while on duty.

7. If an event is sponsored by two or more student organizations, each organization shall be responsible for having a Monitor (in addition to any other Monitors required).

8. All student sponsored events where alcoholic beverages are permitted, will be “bring your own beverage” (BYOB) or third party vendors. Petitions for other options may be presented at the time of registration. Oversized containers of alcohol are prohibited. Examples include, but are not limited to: kegs, beer balls, and common source containers such as punches.

9. Only individuals wearing the designated wristbands shall be permitted to consume alcoholic beverages. Millsaps students, 21 years or older, who wish to consume alcohol must present their Millsaps Student I.D. to a Campus Safety Officer in order to receive a wristband. Guests must show a valid driver’s license or passport, showing date of birth. Wristbands must be worn at all events approved for alcohol if the student is consuming alcohol and will be available from Campus Safety Officers working the south side of campus and at the south gate house. Wristbands may not be shared or exchanged among students.

10. Games, contests, and other activities or paraphernalia designed to encourage rapid and excessive consumption of alcoholic beverages are not permitted.

11. The College acknowledges and supports organizational policies which restrict social functions (i.e., not allowing open parties). Any concerns regarding these restrictions may be addressed to the Vice President and Dean of Students, or the Director of Campus Life.

12. The above stated policies can be amended to allow for special circumstances. Such changes must be approved by the Dean of Students.

RESOURCES

ALCOHOL/DRUG ABUSE – WHERE TO FIND HELP

Alcoholics Anonymous	601-982-0081
Alcohol Services Center	601-948-6220
Alternatives for Life Treatment & Recovery	601-362-3131
Baptist Behavioral Health Services 962-6868	601-968-1102/800-
Brentwood Behavioral Healthcare 863-4004	601-936-2024/800-
CARES Center, Inc./The Ark	601-355-0077
DREAM (Developing resources for Education in America, Inc.) 233-7326	601-933-9199//800-
Harbor Houses of Jackson, Inc.	601-371-7335
MAAP (Mississippi Association of Addition Professionals) 856-8773	601-933-4994/888-
Mississippi Department of Mental Health 24 hour HELP LINE 210-8513	601-359-6298/877-
National Council on Alcoholism and Drug Dependence of Central, MS	601-899-5880
Region 9 CMHC (Hinds Behavioral Health Services)	601-321-2400
St. Dominic Behavioral Health Services 632-5907	601-200-3090/800-

HAZING POLICY

Millsaps College strictly forbids any type of physical, psychological, written or verbal abuse of members of the student body, any campus organization, athletic team, fraternity or sorority at any time. Undue pressure to perform any activities that are contrary to the College's educational pursuits or are illegal, unethical, or result in any type of personal humiliation, are considered hazing and are, therefore, prohibited. Consent to hazing is never a defense to a violation of this policy.

Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups, that is required or expected of prospective members or members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places a prospective member or existing member in a position of servitude as a condition of membership. Prohibited acts of hazing include those covered under Mississippi law.

The following list of hazing behaviors includes, but is not fully inclusive of all behaviors that can be defined as hazing:

- a. any physical act of violence expected of, or inflicted upon, another student
- b. any physical activity expected of, or inflicted upon, another student, including calisthenics
- c. pressure or coercion of another student to consume any legal or illegal substance
- d. making available unlawful substances
- e. excessive fatigue or sleep deprivation as a result of any activities
- f. forced exposure to the weather
- g. kidnapping, forced road trips, and abandonment.

Any violation of this policy will result in disciplinary action

POLICY FOR THE ETHICAL USE OF COMPUTING FACILITIES

The computing facilities at Millsaps College include computers, computer accounts, terminals, printers, networks, software, electronic mail, web home pages, telephones, and long distance telephone service. These facilities are provided to students, faculty and staff for educational, research, and administrative activities. All students, faculty and staff must utilize these systems in an efficient, ethical, and legal manner. Use of these facilities must be consistent with College's standards as stated in Major Facts and the Honor Code. Access to the computing facilities is a privilege, not a right. Failure to adhere to these guidelines may result in action by the College as described below. By logging onto the system, the user agrees that he/she has read this document and will abide by these guidelines.

1. Users may only use those computer accounts / facilities they have been authorized to use by the Department of Computing and Telecommunications. A user may NOT use a computer account assigned to another person. Access granted to computer resources through the negligence or naiveté of another user is not considered authorized use.
2. Computing facilities are to be used for instruction, academics, research and administrative functions. The computing facilities may not be used for commercial purposes or monetary gain. This includes any personal equipment connected to the Millsaps network.

3. Individuals are responsible for all use of their computer accounts and equipment. This includes the content of E-mail messages, web pages, and computer files.
4. Fraudulent, illegal, harassing, embarrassing, obscene, indecent, profane, inappropriate or intimidating materials cannot be sent, printed, requested, displayed or stored.
5. Users are prohibited from reading, modifying, deleting, or copying another user's e-mail. Users are also prohibited from sending unsolicited junk mail, chain letters and for-profit messages.
6. Users may not search for, access, or copy directories, programs, files or data not belonging to them, without express authorization to do so.
7. No one should attempt to modify system facilities, "crash" any computing system, degrade system performance, or subvert the restrictions associated with computer accounts. The willful introduction of computer "viruses" or other disruptive/destructive programs into the Millsaps Computing environment or external networks is prohibited.
8. As users have access to other computers and networks, the following is also applicable: the use of computing systems to attempt to gain unauthorized access to remote systems, decryption of system/user passwords or modifying authorized privilege levels is not permitted.
9. One should not encroach on use of the computer by others. This includes activities that tie up computer resources for excessive game playing or other trivial applications.
10. The World Wide Web (WWW) provides the College with a world wide audience, including prospective students, faculty, staff, alumni, and more. It is a medium for the College to promote itself and its educational mission. The College's presence on the WWW as with all other communication, must portray a positive image. Specific standards and guidelines have been developed for home pages. Please refer to <http://www.millsaps.edu/www/welcome/about/policy.html>.
11. Individual home pages (also referred to as personal home pages) are solely the responsibility of the person creating it (or whose account the page is on). They may not contain the College logo or any official wordmarks. These pages may not contain any illegal, obscene, indecent, profane, intimidating, inappropriate or other material that may embarrass or damage the goodwill or reputation of the College. Individuals are prohibited from creating web pages or other public access documents that draw undue traffic to the college through its network connections.
12. Millsaps College is bound by Title 17 of the United States Code on Copyright and supports the provisions contained therein. Individuals are likewise bound by copyright laws.
13. Various software packages have been licensed to Millsaps College for use. However, neither the College nor its employees own this software or documentation. Unless specifically authorized by the software company, this material cannot be copied.
14. Millsaps College does not condone the illegal or unauthorized duplication or use of software. Every person who uses College computing equipment or any computer while on College property or conducting College business, is individually responsible for complying with all copyright laws and software licensing agreements.
15. Millsaps College recognizes and endorses the privacy of individuals in using the computing facilities and will use good faith in preventing privacy abuses. Users are advised, however, that Millsaps College is a private institution that must protect the integrity and safety of the College and its computing facilities, employees and students. On occasion, authorized individuals of the College may be required to examine files maintained on the College's computer facilities. For example, Computer Services personnel must have access to all files to provide

maintenance, data storage, security of information systems and software auditing. Additionally, the College reserves the right to authorize special examination of computer files if the College determines the action appropriate.

Abuse of computing privileges and any violations of the guidelines and policies established by the College will be considered as serious matters. Infractions may result in (i) loss of use privileges, (ii) referral to the Honors Council, (iii) referral to the Judicial Council, (iv) disciplinary sanctions, (v) dismissal from the College, (vi) termination of employment, (vii) legal action, and (viii) criminal proceedings. During any investigation, the College reserves the right to suspend computing privileges pending a final determination by the College.

GUEST AND VISITATION POLICY

The Board of Trustees has adopted the following visitation policy for the residence halls:

Freshmen visitation privileges are as follows:

First Semester

Monday-Thursday,
10:00 a.m. to 11:00 p.m.
Friday and Saturday,
10:00 a.m. to 2:00 a.m.
Sunday, 10:00 a.m. to midnight

Second semester

Same as upper class students.

Upper class students have the following visitation privileges:

Sunday-Thursday,
10:00 a.m. to 1:00 a.m.
Friday and Saturday,
10:00 a.m. to 2:00 a.m.

- Visitors must be escorted by a resident of that hall at all times. Students are responsible for the behavior of their on or off campus guests.
- There will be twenty-four hour access for the following lobby areas: Bacot, Franklin, Galloway, Ezelle, New South and Sanderson. However, overnight sleeping in the lobby is **prohibited**.
- The fraternity houses and sorority lodges are subject to the college visitation policy.
- Inasmuch as visitation is considered a social activity, visitation privileges can be rescinded for individuals and organizations placed on social probation.

PARKING AND VEHICLE REGISTRATION POLICY

With the exception of short term guests and visitors, all vehicles parked or driven on campus by students, faculty, or staff must be properly registered with the College and identified by the current numbered decal provided. Students must register their vehicles at the beginning of each fall and spring semester, summer terms, or the earliest date thereafter if a vehicle is brought to campus later during the semester.

We do have adequate parking, campus-wide, for Millsaps registered vehicles. However, daytime parking congestion is a fact of life. The congestion is usually created by too many drivers competing for spaces in the central core of the campus. To minimize congestion, we enforce a zoned parking system.

Students are expected to familiarize themselves with the parking regulations. A complete listing of parking regulations, zones and associated policies can be found at www.millsaps.edu/saftey/index.html , which outlines all parking policies, ticketing and appeals information and provides a campus map.

Questions or concerns regarding parking should be directed to the Campus Safety Office.

DRUG POLICY

The College cannot condone violations of federal and state laws regarding any illegal drugs, narcotics and dangerous drugs.

The use, possession or distribution of illegal drugs, narcotics or dangerous drugs is not permitted.

Students, faculty, or staff at Millsaps College are subject to disciplinary action for the possession, manufacture, use, sale, or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance or for being under the influence of any prescription drugs or controlled substance, except for the appropriate use of an over the counter medication or for the prescribed use of medication in accordance with instructions of a licensed physician. Controlled substances include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, PCP, and substances typically known as “designer drugs” such as “ecstasy” or “eve”. Possession of paraphernalia associated with the use, possession or manufacture of a prescription drug or controlled substance is also prohibited. Students, faculty or staff also are subject to disciplinary action for the misuse or abuse of mind-altering substances (e.g., Amyl Nitrate, Ephedrine, etc.)

When there are reasonable grounds for suspecting that the student has violated or is violating either the law or the rules of the College, the student shall be held accountable for such conduct and will be advised of his/her rights within the college judicial system.

In the case of suppliers of drugs, civil authorities shall be notified.

COLLEGE SEARCH POLICY

The Board of Trustees and the Administration affirm the right of the individual to the privacy of his/her room. Authorized college personnel may enter student rooms for normal inspection and maintenance purposes. Contraband will be removed from the room until Judicial proceedings clarify proper ownership.

The student's personal property is not subject to search without express approval of the student, except when a reasonable belief or probable cause exists that the room is being used for a purpose which is illegal or which would otherwise seriously interfere with campus discipline or safety.

The search of a student's personal property can be authorized by the Vice President of Student Life and Dean of Students, or the Director of Campus Life. A search will be conducted by at least two members of the Campus Safety Department or one officer and a Student Life professional. The occupant(s) of the room will be asked to produce identification at the time of the search and be requested to remain in the room. The presence of the student(s) assigned to the room is preferred but not mandatory at the time of the search. The reason(s) for and the procedures of the search will be explained to the occupant(s) of the room prior to the search if occupants are available. All areas of the room are subject to search. Automobile searches are also in the realm of the policy.

SOLICITATION POLICY

No commercial solicitation is allowed in residence halls. Commercial solicitation in other buildings on campus must be approved by a member of the Student Life staff. On campus groups (sororities, fraternities, and student organizations) may distribute appropriate campus-related materials, but such materials must first be approved by the Director of Residence Life or a member of the Student Life staff.

Ordered food (pizza, etc.) and other delivery persons may enter the residence hall lobbies ONLY when met by the student customer. The person(s) ordering the food must take delivery in the lobby. Deliveries to individual rooms are NOT ALLOWED.

GAMBLING POLICY

Gambling is not permitted on campus.

RESIDENCE HALLS POLICY

The College assumes certain legal responsibilities for students, and it is your responsibility to abide by its regulations and policies. Housing contracts are signed at room selection in the spring, and a student has 7 calendar days from signing his/her contract to cancel it without penalty. After such time the student will be bound to the contract for the upcoming academic year unless s/he meets one of the cancellation requirements listed on the contract. Students residing in the College's residential facilities are expected to abide by the following policies and procedures.

Appliances

Because of fire regulation, cooking materials with exposed elements are not permitted in residence hall rooms. Refrigerators in the residence hall rooms cannot be more than THREE CUBIC FEET in size, except in Goodman House, and must be in good working condition. Food

must be in covered containers. Appliances that generate heat draw more current, (i.e., curling irons, blow dryers, electric heaters and electric blankets) and should be used one at a time. Because of heavy use at prime times, circuit breakers can be overloaded. Please be considerate and cautious of how you use them. Always unplug these appliances when you are through using them.

Furniture

Waterbeds, loft beds, and bunk beds (unless the latter is provided by the College) are not permitted. No furniture is to be removed from any residence hall room. Common area furniture (including, but not limited to, furniture located in lobbies, study rooms, hallways) is not to be moved from its common area. Any furniture, belongings, or possessions a student brings into a residence hall is to stay in the student's room. Screens are not to be removed from windows or tampered with in any way. Any violations of the above policy may result in a fine.

Nothing is to be affixed/mounted/placed outside of a resident's room, inside or outside the building. This includes, but is not limited to: satellite dishes, amateur radio antennas, TV antennas, weather tracking devices.

Quiet Hours

The residence hall must be conducive to study and rest at all times. Quiet Hours have been put in place to ensure this occurs. Quiet Hours must be observed Sunday-Thursday 10:00pm-7:00am and Friday and Saturday midnight-10am. A violation of Quiet Hours could be defined as noise emitting from a room (i.e., TV, stereo volume, stereo bass, voices, etc.) that can be heard outside of the room. Although Quiet Hours are set, Courtesy Hours are in effect 24 hours a day. A violation of Courtesy Hours could be defined as excessive noise/voices/music/etc. audible beyond 3 doors down. **24 HOUR QUIET HOURS ARE IN EFFECT DURING, AND THE WEEK PRECEDING, FINAL EXAMS.** A monetary fine will be charged if there is a violation during this period.

Security

Residence halls are locked 24 hours a day.

Theft and vandalism occur infrequently in the residence halls at Millsaps, however, it is your responsibility as a community member to take these precautions against theft, such as:

1. Always lock the door to your room.
2. Keep your keys out of sight when not in use.
3. Do not keep large amounts of money in your room.
4. Lock your bicycle.
5. Keep your car locked and conceal CD players or other expensive equipment. If something is stolen out of your room, report it to your Residence Assistant AND notify campus security immediately, 974-1234.

Door propping is illegal & puts the entire hall in jeopardy – See Protocol. (below)

Propped Door Protocol

- If a student is found propping open a residence hall building, floor or cube door with any material (including, but not limited to: a can, a shoe, a book, any adhesive, magnet, or

coin on the lock mechanism, etc.) s/he will be fined \$50 for the first offense and a referral through the judicial process. A \$100 fine will be assessed for a second offense.

- If an entire cube, floor, or building is found with a propped door three (3) or more times, after adequate notification is made to the floor, building, or cube and if steps have been unsuccessfully taken to identify the perpetrator, each resident of the cube, floor, or building will be fined \$10 for each subsequent time the door is discovered propped open past the third occurrence. If the perpetrator is discovered within the academic semester in which the billing occurs, the fines will be removed from the entire cube, floor, or building and assessed to the individual.

Pets

Pets are not allowed in residence halls. The only animal a student may have in his/her room is a small (under 5 inches) fish kept in a small bowl/tank/aquarium. If a pet other than a small fish is found in a residence hall, a \$50 fine will be levied and the Jackson Small Animal Control Unit will be called to remove the pet.

Room Key Policy and Lock-out Fines

At the beginning of the academic year and at the beginning of the summer session each student will be issued a key to his/her room. If the key is lost, the loss should be reported immediately to the Resident Assistant. The RA will put the student in touch with the housing staff in Student Life so that the proper forms can be completed and a new key can be ordered. The cost ranges from \$40 to \$160 and depends on the building and room in which a student resides. This is necessary for the protection and security of each student living in the room. Keys are expected to be returned at the end of the year upon check out. Failure to return a key at the time of checkout will also result in a fine.

Students locked out of their rooms will be assessed a lock-out fee if the Resident Assistant is needed to unlock their door. The cost is \$1.00 between 8:00 a.m. and midnight and increases an additional dollar each time a person is locked out. Between midnight and 8:00 a.m. the cost to be let in is \$5.00. This fine also increases a dollar each time a resident requires assistance gaining access to their room.

Room Inventory and Damages

In order to protect the residents and the College, an inventory form is filled out for each resident upon check in. The resident and the RA should make comments about the condition of the room on this form. This is the resident's insurance policy. Upon checkout, if the RA or another College official, notices damage to a room that was not noted on the inventory form during check in, the resident(s) of that room will be held responsible for the damage and charges that may apply unless another person is shown responsible for the damage. Off campus students causing damage to rooms will also be held accountable and billed directly.

Anyone witnessing damage to a residence hall or residence hall furnishings should report the damage immediately to a Resident Assistant. In cases where the person(s) responsible for theft or damage of College property is not identified, every resident of said floor, or building, will be billed for the damage. The cost will be split evenly among the residents.

Should a student feel unjustly charged, s/he may appeal the bill to the Director of Residence Life in writing no later than the date specified in the charge letter. Appeal letters received after the date will not be considered.

Millsaps College, the Department of Residence Life, and any of its members are not responsible for student property left in residence hall rooms or public areas of residence halls. In the event that student property is left in residence halls after the housing contract period is over, the property will be removed at the owner's expense. The Department of Residence Life is not responsible for any items abandoned in the rooms of the residence halls, the common areas of the residence halls, or outside of the residence halls.

Students residing on campus are welcome to keep personal furniture/items such as sofas, etc. to make the room feel more like home. However, all of these items should be kept within the student rooms and should not be stored or kept in the hallways or walkways. Additionally, residents' clothing should not be left in hallways, stairwells, balconies, laundry rooms or common area bathrooms. Items or clothing left in the above areas will be treated as trash items and may be removed by Custodial Staff.

Under no circumstances should residents remove any College property from their room.

All lounge and common area furnishings must remain in their designated areas. If lounge furniture disappears and the attempts to locate it fail, the Department of Residence Life reserves the option to do a residence hall room search. Students who are found in possession of public area furniture will be subject to disciplinary action. Any lounge furniture not accounted for will be assessed as a group billing.

Millsaps College and the Department of Residence Life do not permit permanent fixtures or construction of any kind in the residence hall rooms. Modifying electrical or telephone wiring is prohibited. Under no circumstances should nails, screws or wall anchors be used to affix items to walls. Any materials used to affix items to walls or doors, must be completely removed upon checkout (including all tape residue). Stickers and marker boards, mounted for a permanent time period, are not allowed on residence hall property including doors, windows, walls and floors. Damage charges will be issued for the removal of the item(s).

Insurance

The College is not responsible for theft or damage to student's personal items. It is recommended you have insurance coverage. Check your parents' policy, as it may cover your belongings when you are at school. There are also low cost policies available from insurance companies.

Residential Probation

One avenue the College may utilize in cases where students violate Residential Policy is Residential Probation. This is a warning phase in which if a resident or residential probation violates any other policy s/he may be removed from housing with no financial restitution

Room Changes

Room changes will be granted by the Office of Residence Life on a case by case basis. If a resident is left in a room without a roommate the remaining resident will be asked to find a new roommate, or may be consolidated with another resident. In some cases the remaining roommate may have the option to “buy out” the room and remain in it alone.

Painting

Students may NOT paint or make any other alterations to their rooms, furnishings or fixtures. All damages from any attempted (or completed) alterations shall be billed to the occupants of the room last known to have occupied the room.

Maintenance and Repairs

When you have a maintenance problem in your room or hall, report the problem to your RA. A work order will be placed immediately. Repairs will be prioritized by the maintenance staff and completed in a timely manner.

The custodial staff will clean common bathrooms and halls daily Monday-Friday. Residents are responsible for the cleaning and upkeep of their personal rooms.

Common Courtesy

Common courtesy dictates a respect for others in the same living community. With this in mind, cohabitation with anyone other than your roommate is against Millsaps policy. As well, excessive public displays of affection and public nudity are prohibited. This includes, but is not limited to, showering with another individual, nudity outside of the bathroom or a private residence hall room, excessive sexual contact that may deem inappropriate for public display.

Smoking

In an effort to provide healthy lifestyles, all residence halls are non-smoking. If you are found in violation of this policy you will be fined \$25 first offense, \$50 second offense, \$100 third offense and referred to the judicial process.

Residence halls will be closed for Thanksgiving break, winter break, and spring break. Dates and times of hall closings and openings are listed on the housing contract and academic calendar and will be posted by the Residence Life staff. Students may also obtain this information by calling the Division of Student Life at 601-974-1200.

THE MILLSAPS COLLEGE CODE OF CONDUCT

BASIC EXPECTATIONS/INHERENT AUTHORITY

Students at Millsaps, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible. The commitment of the faculty, staff and students to these standards contributes to the high respect in which the Millsaps degree is held. Students must not destroy that respect by failure to meet these standards. Continuation as a student is conditional upon compliance with the requirements of student conduct expressed or implied in this code.

The College has the responsibility and authority to establish high standards for scholarship, student conduct and campus life. Therefore, it cannot condone violations of local, state or federal laws or conduct detrimental to students or to the College; nor can the college condone behavior which exploits another individual's physical or psychological well-being. Students, as adults, and student organizations are presumed to know the law as it applies to illegal conduct prohibited by municipal, state or federal law.

Students are responsible for the behavior of their guests while on Millsaps property and/or at Millsaps functions.

The Millsaps Student Conduct process is not intended to mirror that of any court system. The policies and procedures used are not meant to resemble those in the criminal process. There is a fundamental difference in the nature of student discipline and that of criminal law. Student discipline is meant to maintain a positive living and learning environment. The process is designed to help students make positive choices for themselves, choosing self-responsibility instead of submitting to peer pressure, and to challenge them to accept responsibility for any negative choices.

The Board of Trustees has given authority for all student conduct/disciplinary matters to the President of the College. In turn, and in accordance with the bylaws of the college, the President of the College has defined the interests of the college community to be promoted and protected by such a judicial system and has delegated to the Vice President for Student Life and Dean of Students the responsibility of assigning and maintaining a conduct code.

The Code of Conduct may be reviewed annually and changes require the approval of the Vice President for Student Life and Dean of Students. The Vice President for Student Life and Dean of Students may designate an administrator(s) to provide enforcement of the Code of Conduct and to provide oversight for the necessary student conduct procedures.

The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Vice President for Student Life and Dean of Students is charged with protecting the welfare of all students. Accordingly, in emergency situations, the Vice President for Student Life and Dean of Students has full authority to deal with student conduct according to the circumstances of the emergency and for its duration.

The President holds the final decision on appeal of any case. The responsibility for the appeals has been delegated to the Vice President and Dean of Students.

The College is not designed or equipped to rehabilitate students who do not abide by this Code. It may be necessary to remove those students from the campus and to sever the institution's relationship with them, as provided in this Code.

The Vice President for Student Life and Dean of Students is delegated responsibility pertaining to all students, student organizations, student government, and fraternities and sororities. In addition, the Vice President for Student Life and Dean of Students has the responsibility and authority to discipline such organizations and, for various alleged violations including hazing, may choose to handle such matters in a direct and expedient manner, including taking interim action, until the completion of the conduct process.

CONFIDENTIALITY

Students' conduct records are confidential and will not be released outside the College without the student's specific written permission, except as provided by applicable law.

Each judicial body has specific rules and regulations, however, certain common guiding principles exist. Those rules and regulations are found throughout this book, in the College Catalog and by contacting the appropriate leader of the judicial body.

- The College reserves the right to hear any case in which the party or parties are/were enrolled, regardless of the time passed.
- The Vice President for Student Life and the Dean of Students, and President retain the right to impose interim sanctions, including temporary suspension, prior to the beginning of the administrative process. In cases of temporary suspension, the student shall immediately be removed from the campus for the student's protection, for the protection of others, for the protection of the campus property, or to maintain the normal operation of the College. Before a temporary suspension is imposed, the Dean of Students or a designee shall meet with the student, unless it is impossible or unreasonable to do so, to give the student an opportunity to respond to the charges. A written notice shall be delivered to the student stating the reasons for the action and that a hearing will be scheduled within ten days of the suspension.

STUDENT CONDUCT COUNCIL

The Millsaps students, faculty and administrative officers have created a Student Conduct Council to assure just, timely, and constructive resolution of controversies arising from infractions of Millsaps College social and disciplinary policies. Details describing the Student Conduct Council are found in Student Body Association Constitution Article IV.

Wherever possible violations of student behavior will be handled informally with emphasis placed on the personal growth and development of the student.

The Student Conduct Process and Student Conduct Council presumes every student charged with a violation to be not responsible until proven responsible.

The Chairperson shall make all rulings on matters relating to the conduct of the hearing, including matters regarding evidence, witnesses, and decorum. Changes may be made by the chairman to accommodate unusual circumstances. The chairman, in consultation with the Vice President for Student Life and Dean of Student's designee, shall rule on any request for consolidated or separate hearings for those incidents involving multiple students.

The Student Conduct Council is composed of eleven voting members and is appointed as follows: two faculty members appointed by the Vice President and Dean of the College with the approval of the President; nine student members appointed by a committee chaired by the Student Body Association Second Vice President, composed of three current Student Conduct Council members and two current Student Body Association Officers. The student appointees to the Student Conduct Council must be confirmed by vote of the Student Body Association Senate.

The Vice President for Student Life and Dean of Students (or the Vice President for Student Life's designee) serves as the advisor of the Council. The designee/advisor does not vote.

PROHIBITED CONDUCT

Each student may be subject to this Code whether misconduct occurs on College premises, at College-sponsored activities, or at any location off-campus when such conduct is brought to the attention of the College. It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student. The following list includes, but is not limited to, conduct which may subject a student to disciplinary action.

- a. Attempting, assisting, or encouraging any conduct prohibited by this Code.
- b. Causing physical and emotional harm to any person or causing reasonable apprehension or such harm, including all forms of hazing. (See Hazing Policy)
- c. Disorderly or inappropriate behavior, including destroying or damaging College property or the property of others.
- d. Taking any action or creating any situation that endangers another one's mental or physical health, including but not limited to, the forced consumption of liquor or drugs for the purpose of initiating into or affiliation with any organization or group.
- e. Engaging in conduct directed at a specific person or persons that serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm or death; following a person about in a public place or to or from his or her residence; making remarks in a public place to a specific person that are by common usage lewd, obscene, expose a person to public hatred, or that can be reasonably expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating by voice mail, making a telephone call whether or not a conversation ensues, "Facebook" messaging, texting, blogging, email, graphic means, or other digital means.
- f. Engaging in sexual conduct with another person without the consent of that person.
- g. Violations of the College's Policy Statement on Discriminatory Harassment, which includes sexual harassment. (See Sexual Harassment & Discriminatory Harassment Policies)
- h. Initiating or causing any false report, warning, or threat of fire, explosion or other emergency.
- i. Misrepresenting information or furnishing false information to the College or its representatives.

- j. Forgery, alteration, misrepresentation, counterfeiting, or misuse of any College or other document, instrument of identification, or access device.
- k. Unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for the purposes of distribution. (See Alcohol Policy)
- l. Possession or use of alcoholic beverages by an individual under 21 years of age; or providing alcoholic beverages to an individual under 21 years of age or to one who is noticeably intoxicated. (See Alcohol Policy)
- m. Operation of a vehicle while under the influence of alcohol, drugs, or other substances.
- n. Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, particularly when there is danger to self, others, or property or there is unreasonable annoyance to person(s) in the vicinity.
- o. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug.
- p. Unauthorized use, possession, or storage of any weapon.
- q. Unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or materials.
- r. Unauthorized presence on or use of College premises, facilities, or property, including camping, building a fire, or use of an unauthorized heating, cooking, or electrical device.
- s. Intentionally or recklessly misusing or damaging fire or other safety equipment.
- t. Indecent exposure including exposing one's own genitals, buttocks, or breasts in a public place unless specifically authorized for activities such as theater productions or classes. Indecent attire includes wearing underwear in public.
- u. Theft or misuse of property or services on College premises, at College-sponsored activities, or from College organization(s) or group(s), or possession of stolen property or use of stolen services on College premises, at College-sponsored activities, or from College organization(s) or group(s).
- v. Substantially interfering with the freedom of expression of others.
- w. Interfering with normal College functions, College-sponsored activities, or any function or activity on College premises including, but not limited to, studying, teaching, public speaking, research, College administration, or fire, police, or emergency services.
- x. Disregarding or failure to comply with the directive of a hearing body or College official, including a campus safety officer acting in the performance of his or her duties.
- y. Computer Usage Policy: Disruption of College or other computer systems (e.g. spamming); unauthorized alteration, disclosure, gaining or providing unauthorized access; destruction of College or other computer systems or material; improper access to College or other computer files and systems; or violation of copyright or proprietary material restrictions connected with College or other computer systems, programs, or materials. (See Ethical Use of Computing Policy)
- z. Violation of any government laws or ordinances, or of any College or individual school rules, regulations, or policies. Such College rules, regulations, or policies shall include, but are not limited to, the regulations and policies contained in the: College Housing Undergraduate Housing Agreement and Handbook, and *Major Facts*, the student handbook.
- aa. Falsification, distortion, or misinterpretation of information before a judicial body or Conduct Officer performing a student conduct hearing.
- bb. Disruption or interference with the orderly conduct of disciplinary hearing proceedings.

- cc. Knowingly instituting conduct proceedings without cause.
- dd. Attempting to discourage an individual's proper participation in, or use of, the conduct process/judicial system.
- ee. Attempting to influence the impartiality of a judicial body member prior to or during the course of the conduct proceeding.
- ff. Harassment (verbal or physical) or intimidation of a member of a judicial body prior to, during or after a conduct proceeding.
- gg. Knowingly violating the terms of any disciplinary sanction imposed or any mutual agreement reached in accordance with this Code.
- hh. Influencing or attempting to influence another person to commit an abuse of the conduct process or judicial system.

CONDUCT PROCEDURES- GENERAL

Anyone wishing to report an alleged incident of misconduct under this Code may make such report to the Office of Student Life or the Office of Campus Safety. Reports generated by Housing and Residence Life, Student Life staff, as well as by Millsaps Campus Safety Officers will be forwarded to the Student Life Office. A determination of whether action should be taken in response to a report will be made by the administrators of Student Life. If it is determined that further action should be taken, the case will be assigned to a Conduct Officer by the Office of Student Life. Any incident should be submitted in writing as soon as possible after the incident occurred.

The Office of Student Life will notify the accused student in writing that he or she must make an appointment for a preliminary meeting within five (5) days of the date on the written notice. Failure to schedule or attend this preliminary meeting will automatically result in formal charges of possible violations as described below.

The Conduct Officer will hold a preliminary meeting with the accused student to review the report as well as ascertain the accused student's perspective of the incident. The Conduct Officer will refer the student to the Code of Conduct. The Code may be found on the web at <http://millsaps.edu> or a copy may be provided upon request. In this meeting, the accused student will be asked to decide whether or not he or she wishes to accept responsibility for having violated the Code of Conduct.

If a student accepts responsibility for having violated the Code of Conduct and thereby waives the option of a hearing, the student shall have the following options as to how sanctions will be determined:

1. The student may have the Conduct Officer recommend appropriate sanction(s).
2. The student may choose to meet with another Conduct Officer to have that Conduct officer recommend appropriate sanction(s).

This selection shall be made in writing and recorded by the Conduct Officer.

If a student does not accept responsibility for having violated the Code of Conduct, the Conduct Officer will conduct an investigation to determine if the matter should proceed to formal charges of possible violations, or if it can be disposed of administratively by mutual agreement of the parties involved on a basis acceptable to the Office of Student Life.

If the matter is not resolved following the investigation or is not resolved administratively by mutual agreement of all involved parties, the student will receive a letter stating the formal charges of possible violations. A copy of documents relevant to the case will be given to the accused student and the complainant at least three (3) calendar days in advance of the hearing. These formal allegations of possible violations will be referred to a hearing and a copy of documents relevant to the case will be forwarded to the appropriate judicial body.

The student shall have the following options for a hearing:

1. The student may choose a hearing with another Conduct Officer serving as the hearing officer and to determine the appropriate sanction(s), if any.
2. The student may choose a hearing with the College Judicial Council serving as the hearing panel and to determine the appropriate sanction(s), if any.

This selection shall be made in writing and recorded by the Conduct Officer.

If an accused student or organization fails to respond to any notification in writing concerning the conduct process, the case will be automatically referred to a hearing with the College Judicial Council.

The College reserves the right to place a “hold” on the diploma, degree certification, official transcripts, or registration of the accused student even though he or she may have completed all academic requirements. The diploma, degree certification, official transcripts, or registration may be withheld until the conduct charges have been resolved and/or sanctions as well as other conduct obligations completed.

Conduct Procedures - Greek Organizations & Student Organizations

Anyone wishing to report an alleged incident of misconduct under this Code may make such report to the Office of Student Life. Reports generated by Residence Life and Sorority and Fraternity Life staff as well as by Campus Safety Officers will be forwarded to the Office of Student Life. A determination of whether action should be taken in response to a report will be made by the Office of Student Life. If it is determined that further action should be taken, the case will be assigned to a Conduct Officer by the Office of Student Life. Matters involving Greek organizations may also be referred to the Office of Sorority and Fraternity Life’s Interfraternity Judicial Council or Panhellenic Judicial Council.

In cases pertaining to student organizations, the organization’s president shall represent the organization during all conduct proceedings.

Hearing Procedures - Conduct Officer, College Student Conduct Council

The Vice President for Student Life and Dean of Student’s designee or the College Student Conduct Council, may require any student of the College to attend and/or testify at any hearing or meeting regarding a conduct matter that is covered under this Code. The Vice President for Student Life and Dean of Student’s designee, Conduct Officer, or College Student Conduct Council may request faculty or staff members to attend and/or testify at a hearing or meeting or furnish a written statement.

Notification in writing of a hearing before a Conduct Officer, or the College Conduct Council

as well as the date and time of this hearing will be sent to the student or organization president at least seven (7) calendar days before the scheduled date of the hearing. At this hearing, a decision of “responsible” or “not responsible” will be made, based upon the available information and evidence presented at the hearing, with or without the accused being present. If it is determined that a violation has occurred, a sanction will also be determined and the student/organization president will be notified in writing.

The hearing shall be conducted by the appropriate judicial body (Conduct Officer, or College Student Conduct Council) and all may require any student to testify at the hearing. Rules of evidence that apply in courts of law shall not apply in such hearings. The hearing shall be closed to everyone except the judicial body, appropriate staff, the accused student or organization president, complainant, advisors to the accused student or organization president and the complainant, as well as witnesses during the actual time of their testimony.

As used in the remainder of this Section and the following Section, references to the Student Conduct Council and the Chair shall also refer to the Vice President for Student Life and Dean of Student’s designee or a Conduct Officer.

The accused student or organization president and the complainant may be assisted by an advisor of his/her choice. The advisor must be a member of the Millsaps College faculty or staff, or a student currently enrolled full time. The advisor may not be an attorney. In fraternity and sorority cases, the fraternity advisor or sorority adviser may serve as a hearing advisor, but may not be an attorney.

The advisor acts as either the complainant’s or accused student’s support person during the hearing. The advisor may assist the student in the preparation prior to the hearing, but may not speak during the hearing.

Advisors are allowed to:

- a. Be present at the hearing until such time as the judicial body retires to deliberate the decision. However, if the accused student, complainant, or their advisors fail to appear at the hearing, the hearing may be held in the absence of either or both.

Both the complainant and the accused student or organization president are allowed to:

- a. Be present at the hearing until such time as the Student Conduct body retires to deliberate the decision. However, if either the accused student or organization president, complainant, or their advisors fail to appear at the hearing, the hearing may be held in the absence of either, all, or both.
- b. Present tangible and documentary evidence; and evidence by witness, or by signed written statements of witnesses who do not attend the hearing, including the signed written statements of the complainant or the accused. If witnesses fail to appear, the hearing shall be held in their absence. It is the responsibility of the accused student and the complainant to notify any additional witnesses not called by the hearing body. Additional witnesses must have the prior approval of the Vice President for Student Life and Dean of Student’s designee or Chair of the Student Conduct body. All witnesses should be notified of the date, time, and place of the hearing by the accused student or by the complainant.

- c. Question all witnesses who give evidence at the hearing directly or through written questions presented through the Chair.

The Chair of the Student Conduct Council or Conduct Officer shall have final decision on what evidence may be presented and the tone of questioning. The Chair or Conduct Officer may decide to stop questions at any time.

Hearing decisions - Conduct Officer, College Student Conduct Council

The Conduct Officer or the College Conduct Council deliberates and decides whether the accused student or organization has violated the Code. These Student Conduct bodies determine whether a violation occurred based on whether there is a preponderance of evidence. The hearing body may decide that the student or organization is in violation of a less serious conduct charge. A determination that a student or organization has violated the Code of Conduct requires a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

If the finding of “responsible” (i.e., “in violation”) is determined, the Student Conduct body shall be provided with the record of any previous disciplinary proceedings in which the student or organization was found in violation. On the basis of the hearing and the student’s or organization’s previous record, a decision will be made regarding sanctions by a simple majority vote. In the case of a tie, the Chair shall cast the deciding vote.

Sanctions are based upon the attitudes of the involved student(s), seriousness of the matter, and conduct history of the student or organization.

Whether the Conduct Officer, or the College Student Conduct Council acts as the judicial body, a written decision will be issued in a reasonable time after the date of the hearing. This decision includes: 1) a statement of charges of possible violations; 2) a summary of the facts in the case; 3) the decision; 4) a brief statement of the hearing body’s reasoning; and, if a violation is found, 5) sanction(s).

All decisions of the College Student Conduct Council or Conduct Officer shall be reviewed for completeness by the Vice President for Student Life and Dean of Student’s designee. If the designee was the investigating Conduct officer for a case, the Council’s decision will be reviewed for completeness by the Vice President for Student Life and Dean of Students. The academic dean of the College in which the student is enrolled will be advised of any decision resulting in a sanction of suspension or expulsion.

The accused shall receive written notice of the outcome of the hearing as described above. To the extent permitted by law, the complainant shall also receive written notice of the outcome of the hearing.

Sanctions – Conduct Officer, or College Student Conduct Council

The following sanctions, singularly or in combination, may be imposed upon any student or organization found to have violated the Code of Conduct:

Warning: A notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.

Probation: A written reprimand for violation of specified regulations. Probation may be either college probation and/or residence hall probation. For student organizations, probation may include social probation. Probations are for a designated period of time and include the probability of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulations during the probationary period. College probation signifies that if there are additional violations, a student may place his/her status at the college in jeopardy. Residence hall probation signifies that if there are additional violations, a student may place his/her housing status in jeopardy.

Loss of Privileges: Denial of specified privileges for a designated period of time. This sanction may include, for example, denial of the right to represent the College in any way, denial of the use of campus facilities, or denial of parking privileges.

Restitution: Compensation for loss, damage, or injury. This may take the form of service, monetary compensation, or material replacement.

Educational Sanctions: Projects, classes, or assignments designed to educate a student in connection with the effects of his/her behavior.

Residence Hall Suspension: Separation of the student or organization from the residence halls for a definite period of time, after which the student or organization may be eligible to return. Conditions for readmission may be specified. (Note: This is in addition to the residence hall suspension referred to in the Housing Agreement. This Agreement provides that temporary, permanent, or immediate suspension may be imposed upon a student by the Director of Residence Life at any time when there is reason to believe, based on available facts, that the student represents a threat to the safety, health, or welfare of herself/himself, other persons or property.)

Suspension: Separation of the student or organization from the College for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.

Expulsion: Permanent separation of the student or organization from the College.

Other: Other sanctions as deemed appropriate by a hearing body or a Conduct Officer.

Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student or organization. Conduct sanctions for Residence Hall Suspension, Suspension, and Expulsion shall be entered permanently on a student's record. Sanctions for College Probation shall be entered on a student's record for the term of the probation.

Notification

Formal notification of conduct action resulting in College Probation, Residence Hall Suspension or removal, suspension and expulsion shall be forwarded to the Dean of the College by the Office of Student Life.

Retention of Conduct Records

The Office of Student Life shall maintain files on all undergraduate student conduct reports, records, and hearing proceedings for a minimum of seven (7) years.

STUDENT BODY ASSOCIATION

All regularly enrolled students of Millsaps are members of the Student Body Association (S.B.A.). Those taking at least 3 courses or part-time students who pay the Student Body Association fee have full voting power. The Millsaps Student Body Association is governed by the Student Senate, the Student Conduct Council and the Student Body Association Executive Board.

Student Body Association Officers are elected at-large from the Millsaps Student Body Association. The officers are President, First Vice-President, Second Vice-President, Treasurer, Secretary and Executive Director of Programming. The officers serve a term concurrent with the calendar year.

The Student Senate is composed of 34 voting members elected from the Millsaps Student Body Association. Members of the Student Senate are elected by the third Tuesday in September and serve their constituency the length of the academic year. Student Senate meetings are held on a regular basis with special meetings called by the secretary at the request of 1) the president of the Senate, 2) the Senate, 3) seven members of the Senate or 4) the President of the College.

The duties and functions of the Student Senate according to the Constitution are “to exercise legislative power over those areas of collegiate activity that are the responsibility of the students”, including 1) the apportionment of funds collected by the College as Student Body Association fees consistent with the policies of Millsaps College, 2) the granting or revoking of charters to use campus facilities and funds by student organizations, and 3) conducting Student Body Association elections.

CONSTITUTION OF THE STUDENT BODY ASSOCIATION

Preamble

In order to provide effective participation of students in college governance, to act for the students in matters involving the students’ interests, to help maintain a high quality of life on campus, and to work with the administration, staff and faculty to build and preserve a learning community, the students of Millsaps College do hereby establish this Constitution.

Article I. General Organization

A. Membership and Rights

1. All Millsaps students who pay the student activity fee.
2. All members shall have full right to vote in Student Body Association elections.

3. All members may choose to pursue all elected or appointed positions of student government, but for Articles II & III, Sections 4.

B. Jurisdiction

1. All apportionment of Student Body Association funds consistent with the policies of Millsaps College; administration and Board of Trustees;
2. Any and all areas of student activities, concerns and needs as delegated by the Board of Trustees.

C. Government

1. The government of the Student Body Association shall be executed by the Student Body Association Executive Board, the Student Senate and the Judicial Council.
2. The Decisions of the Senate shall be under the title of SBA.

Article II. The Executive Board

A. Members and Functions

1. President

- a). Presides as chairperson over Senate meetings;
- b). Administers all resolutions and legislation of the Senate;
- c). Forms all ad hoc committees as deemed necessary;
- d). Appoints all ad hoc committee chairpersons subject to approval of the Senate;
- e). Appoints administrative assistants as deemed necessary;
- f). Acts as the official host and representative of the students to all dignitaries and student groups visiting on campus;
- h). May remove any presidential appointee as deemed necessary;
- i). Delegates additional authority or issues direction to members of standing, special, and/or ad-hoc committees;
- j). Acts as the official representative of the Student Body Association to various campus groups and organizations;
- k). Performs all other duties as specified in the Student Body Association Bylaws and statutes;
- l). Serves as ex-officio member of the Board of Trustees;
- m). Attends faculty meetings when invited by one or more faculty members and the invitation is approved by the Dean;
- n). Appoints one student ex-officio member to each of the following Board of Trustees' committees: Academic Affairs, Student Life, and Business Affairs; students meeting the Senate's approval will serve a term of one full academic year;
- o). Directs and administers general policy of the Student Body Association Officers;
- p). Shall not vote in Senate except in the case of a tie.
- q). Has the power to rule on questions arising from ambiguities and errors within the Constitution. The President shall issue a written decision within two weeks of the receipt

of a written request (by any member of the Student Body Association) for a decision in a matter. This decision may be appealed to the Judicial Council.

r). Will serve as chairperson and have full authority over the SBA Executive Cabinet

1. The Executive Cabinet will be tailored to the President him/herself.
2. It shall be comprised of formal or informal advisors of the President's choosing.
3. The SBA Secretary serves as Chief of Staff of the Cabinet members.

2. First Vice President

- a). Serves as ex-officio member of all Senate Committees;
- b). Shall vote as a member of the Senate;
- c). Shall accumulate student applications for all Senate Committees;
- d). Shall develop and plan all SBA retreats and banquets;
- e). Shall serve as a liaison between the SBA and the Alumnae Council;

3. Second Vice President

- a). Shall oversee all SBA elections;
- b). Shall accumulate applications for and nominations by SBA Officers for the All-College council, the Publications Board, the Honor Council, the Judicial Council and the SAPS Programming Board. He/she will then present the Honor Council, Judicial Council and SAPS Programming Board nominees to the Senate for appointment/approval;
- c). Shall chair all interviewing/selection committees for the Publications Board, the Honor Council, the Judicial Council and the SAPS Programming Board.
- d). Shall serve as Chairman of the Socializing Activities and Programming for Students (SAPS) board;
- e). Shall vote as a member of the Senate;

4. Treasurer

- a). Serves as the chair of the Finance Committee;
- b). Receives and evaluates, along with the Finance Committee, all Budget requests from groups requesting funds and submits a comprehensive budget proposal to the Senate;
- c). Informs all campus groups of proper budgeting and expenditure procedures and assists these groups in all budget related matters;
- d). Facilitates the requisition procedure with the Business Office to ensure that all financial transactions of the SBA are performed in a professional manner;
- e). Keeps current and accurate records of SBA expenditures;
- f). Evaluates special requests for the funds from General Account;
- g). Shall vote as a member of the Senate;
- h). Shall be present and assist in signing the major contracts of the Bobashela and any other organizations where the SBA is a major source of financial support;

5. Secretary

- a). Records the minutes of each Senate meeting and oversees the distribution of these minutes to the Senators and the Millsaps Community;
- b). Posts the hour and meeting place of all Senate meetings;

- c.) Shall vote as a member of the Senate;
- d.) Serves as Chief of office operations and Chief of Staff of the Executive

Cabinet;

6. Executive Director of Programming

- a.) Shall serve as Chairman of the Socializing Activities and Programming for Students (SAPS) board;
- b.) Shall oversee all internal SBA programming;
- c.) Shall vote as a member of the Senate

B. Election and Term of Office

1. Each officer shall be elected at large from the Student Body Association.
2. All terms of the SBA Officers shall be concurrent with the calendar year beginning with the spring semester and concluding with the close of the fall semester. An inauguration ceremony shall be conducted by the SBA Officers after the new officers have been elected.
3. If an Officer is removed from his/her position, for any reason, his/her privilege to run for any SBA position will be suspended for one year, starting with the date of removal.
4. Impeachment
 - a.) Grounds for removal of an Officer:
 1. Breach of faith with the Student Body Association;
 2. Not carrying out specific obligations of the office;
 3. Not carrying out general obligations as a member of the Student Body Association or the Executive Board.
 - b.) A majority of the Senate shall be required before a formal impeachment shall be brought before the Student Body Association.
 - c.) Three-fourths of the Senate must find an officer guilty of charges before recommending removal by the Student Body Association.
 - d.) The officer shall then be subject to removal by a majority of those voting in a special election.
5. A new officer shall be elected within two weeks after removal or after any vacancy occurs.

Article III. The Student Senate

A. Members

1. Elections and Terms of Office

- a.) One member shall be the President of the Student Body Association Officers. The President shall serve as chairman of the Senate and shall cast a vote only in the case of a tie.
- b.) Four members shall be the First Vice President, the Second Vice President, the Treasurer and the Secretary of the Student Body Association. They shall vote and have equal status as members of the Senate.
- c.) Members of the Senate, Senators, shall be elected by general election from the various resident districts. The resident districts shall be as follows:

District 1 - Franklin Hall District

District 2 - Bacot Hall District

District 3 - Sanderson Hall District

- District 4 - Ezelle Hall District**
- District 5 - Galloway Hall District**
- District 6 - Goodman House District**
- District 7 - Greek Row District**
- District 8 - New South Hall District**
- District 9 - Campus Wide District**
- District 10 - Independent District**
- District 11 - Off Campus District**
- District 12 - Off Campus Independent**

- d). To determine the number of Senators from the resident districts, the number of residents in that district shall be multiplied by twenty-two. The result shall then be divided by the total college enrollment. Each district shall be entitled to the number of senators equal to the result of said division. Each resident district shall have a minimum of one representative. In the event that this fails to apportion the total number of seats, the remaining seats shall be distributed singularly to the districts in descending order based on the size of their respective remainder after the aforementioned division. An accurate account of the numbers of the students in each district shall be obtained from the College to determine apportionment.
- e). Eight Senators shall be elected by a campus-wide general election.
- f). Two Senators shall be elected by independent students.
1. District 10's Senator will be elected by independents whose residence is on campus. District 12's Senator will be elected by independents whose residence is off campus. This guarantee of two positions does not exclude the right of an independent student to run for any other position on the Senate (District 1-10).
 - g). A Student Body Association member shall qualify for one Senate position either for his or her resident district or the general campus-wide election. A letter of intent shall be required, stating district, if applicable. The letter of intent shall be submitted to the Second Vice President.
 - h). In the event that a Senate seat becomes available in the Fall semester, the SBA President will appoint a new Senator. This person shall serve until the end of the appointed term. One special election shall be held in the beginning of the Spring semester to replace any empty seats vacated during Winter Break. If any seats become available in the Spring semester, the SBA President will appoint a new Senator. This person shall serve until the end of the appointed term.
 2. Each Senator shall be allowed two absences per semester. Should any Senator miss more than two regular and/or emergency meetings a semester, that Senator will automatically be removed from the Senate.
 3. Senators not present during roll call, but present at the remainder of the meeting will be marked by the secretary as tardy. The accumulation of two tardies will be equivalent to one Senate absence.
 4. If a person is removed from a Senate position or a Senate-elect position, for any reason, his privilege to run for any SBA position will be suspended for one year, starting with the date of removal.
 5. Impeachment
 - a). Grounds for removal of a Senator:

- 1). Breach of faith with the Student Body Association;
- 2). Not carrying out specific obligations of office position;
- 3). Not carrying out general obligations as a member of the Student Body Association or to the SBA officers.

b). A majority of the Senate shall be required before a formal impeachment shall be brought before the Student Body Association.

c). Three-fourths of the Senate must find a Senator guilty of charges before recommending removal by the Student Body Association.

d). The Senator shall then be subject to removal by a majority of those voting in a special election.

e). A new Senator shall be appointed within one week after removal or after any vacancy occurs.

B. Powers and Jurisdiction

1. The Senate shall exercise legislative power over those areas of collegiate activity that are the responsibility of students.

2. The Senate shall serve as spokesman for the Student Body Association on all matters of student concern.

C. Senate Committees

1. Delegation of Powers

a). The consideration of any matters within the jurisdiction of the Senate may be delegated to committees which shall be responsible to the Senate.

b). Such committees shall be of three types: standing, special and ad hoc.

c). It shall be the duty of each committee to advise the Senate on matters within its scope of interest. Each committee shall have executive powers only as defined by the Bylaws or by special action of the Senate.

2. Appointments and Terms of Committees

a). Chairs and members of all committees shall be chosen by the First Vice President subject to approval by the Senate.

b). The notices of appointment shall include definitions of the duties and powers of the respective committees.

c). The tenure of an ad-hoc ends within the completion of its assignment.

d). The tenure of standing committees ends at the completion of the academic year.

3. Personnel

a). Unless otherwise restricted, any member of the Student Body Association may be appointed to a standing Senate committee.

4. Reports

a). An ad-hoc committee shall make a report to the Senate on the completion of its assignment.

b). Standing and special committees shall present an annual written report in April to the Senate.

c). Committee chairs shall take attendance at all committee meetings and report absences to the First Vice President and Secretary. An absence from a committee meeting shall count as one tardy, and two tardies shall count as one absence.

D. Senate Meetings

1. Regular Meetings: The Senate shall meet weekly during the fall and spring semesters unless, in the judgment of the chairperson and the Secretary, there is insufficient business to be considered at the scheduled meetings.
- 2.. Emergency Meetings: Special meetings of the Senate shall be called by the Secretary at the direction of the chairperson, at the direction of the Senate, on the request of seven members addressed to the secretary, or at the request of the President of the College. If the Secretary vacates office, a special meeting may be called by the chairperson or Parliamentarian, who shall serve as acting secretary until a replacement is elected.
3. Two-thirds of all voting Senate members shall constitute a quorum for the transaction of business.
4. Meetings of the Senate shall be open to any members of the college community. Visitors shall not have the privilege of the floor except with majority consent of the senate.
5. Decisions of the Senate shall be made known to the college community.

Article IV. The Millsaps Judicial Council

A. Members

1. Nine voting members shall be appointed as follows: two faculty members appointed by the Vice President and Dean of the College with the approval of the President; one administrative staff member appointed by the President; eight student members appointed by a committee chaired by the Second Vice President. This committee shall be composed of three Judicial Council members and two Student Body Association Officers and students appointed to this committee shall be confirmed by the Senate.
2. The Director of Residence Life shall serve in a non-voting advisory capacity.
3. The Judicial Council shall be chosen in the Spring term of each year. Terms of office shall be as follows: faculty members, two members for a one-year term each; student members, seven students each for a one-year term, one student for a two-year term.
4. The Council shall choose a chairperson, vice-chairperson and secretary from the student membership.
5. The Council may choose a judicial liaison, that is not part of the Council, to advise any student of his rights before a council hearing.

B. Jurisdiction of Powers

1. The Judicial Council shall generally have jurisdiction over student disciplinary cases except in the following areas: cases involving extreme psychological and/or emotional problems which will be determined by and handled by the Dean of Students. In such cases the Dean of Students will inform the members of the Judicial Council of the reason for the determination; cases involving academic cheating, plagiarism or unruly behavior in the class room shall be determined and handled through the Office of the Vice President and Dean of the College and/or by the Honor Council; all disciplinary actions taken by the Office of Student Life on behalf of

the Judicial Council and/or in lieu of a formal hearing shall be reported to the members of the Judicial Council by the Director of Residence Life.

2. The Judicial Council shall NOT have jurisdiction over offenses committed outside the college campus except those which occur during participation in a college activity or in an activity affiliated with Millsaps College.

3. The Judicial Council shall have the authority to levy appropriate monetary fines, service hours, alcohol classes as well as other sanctions.

4. The President of the College has prerogative of review in all matters of student discipline. The authority of the President to assume jurisdiction in cases of student discipline is reserved for those instances where, in his/her judgment, the best interests of the College would be served.

5. The Judicial Council has the power of review over decisions of the President of the Student Body Association concerning questions arising from constitutional interpretation and procedure. Any decision made by the SBA President may be overturned by a majority vote of quorum of Judicial Council and replaced by the Judicial Council's own decision. The Judicial Council can refuse to hear any case by a majority vote and the President's decision will then be final.

6. The Judicial Council may suggest amendments or present decisions in writing to the Senate concerning presidential review, the Constitution or the Bylaws.

7. The Judicial Council should review, periodically, the Constitution and Bylaws as recommended in writing by the Senate and SBA Officers.

8. The Judicial Council shall have the authority to reopen cases due to the appearance of additional evidence.

C. Appeals

1. Decisions rendered by the Judicial Council may be appealed to the Dean of Students. Decisions rendered by a Student Life administrator may be appealed to the Judicial Council.

2. Any decision rendered by the Judicial Council and/or an administrator which involves a recommendation of suspension or expulsion from the college will be reviewed by the Dean of Students.

D. Procedures of the Millsaps Judicial Council

1. The chairperson of the Judicial Council shall have plenary authority to control the conduct of persons in the council chambers and is subject to being overruled by a majority of the other members present.

2. When deemed necessary, the chairman or a member of the Student Life staff shall have the power to appoint an examiner to investigate the facts of a case, to present the case to the council, and to examine witnesses.

3. The Judicial Council shall establish rules and bylaws for the conduct of council hearings, subject to review of the Senate.

4. Any member of the Millsaps College community may bring charges against a member of the Student Body Association.

E. Relations to College Policy

1. Each member of the Millsaps Judicial Council is obligated to enforce the disciplinary regulations of the Student Body Association.

2. Each student is bound by honor to display proper conduct in the community and before the Council. Sanctions for refusal to cooperate with the Judicial Council may result in the recommendation of a hold on next semester registration or refusal of graduation in the case of students in their last semesters.

Article V. Conflicts of Interests

A. No member of the Student Body Association shall hold more than one of the following offices at any one time: Senator, Judicial Council member, Honor Council member, Student Body Association Officer or Editor of a chartered Student Body Association publication.

Article VI. Amendment

A. An amendment may be introduced only by a Senator. The proposed amendment must then receive a two-thirds majority vote of the Senate in order to pass.

B. An amendment shall become effective upon ratification by a majority vote in a Student Body Association election.

By-Laws of the Student Body Association

Article I. Student Senate Meetings

A. Meetings of the Senate shall be held at the hour and place designated by the Secretary.

B. The President shall have the authority to change the regular meeting date when such date falls on a holiday or at a time of special campus or community activity.

Article II. Parliamentary Authority

A. In the conduction of Senate meetings, the Robert Rules of Order shall be followed except as otherwise provided by the Constitution or these Bylaws.

B. If deemed necessary, the Officers of the SBA shall appoint, from the Senate, a parliamentarian to rule on issues of parliamentary procedure within Senate meetings. The parliamentarian may be a voting member of the Senate and shall succeed the position of Secretary should that vacancy arise.

Article III. Order of Business

The order of business to be followed at meetings, unless deemed otherwise by the officers of the SBA, shall be as follows:

A. Call to Order

B. Roll Call

C. Reading of Minutes

D. Officer Reports

1. Executive Director of Programming

2. Secretary

3. Treasurer

4. Second Vice President

5. First Vice President

6. President

7. SBA Advisor Report

E. Committee Reports

1. Standing:

Diversity
 Campus Services
 Community Outreach
 Campus Safety
 Academic Affairs

2.Special:

- Admissions
- Finance

3. Ad-Hoc

- G.** Unfinished Business
- H.** New Business
- I.** Special Orders of Business
- J.** Voluntary Remarks
- K.** Adjournment

Article IV. Senate Committees

Standing. Each Senator will be assigned to one standing committee, along with any other Millsaps student who applies to be assigned to a standing committee.

B. Meetings shall be scheduled weekly to be held before the regular weekly meeting of the Senate, or otherwise, under the discretion of the chair or First Vice President.

C. Finances shall be planned by the First Vice President with approval of the Treasurer.

1. Campus Services

a). Composition

1. Chair(s) under the authority of the First Vice President and the Senate who shall oversee the work of this committee.

2. Members will be placed on a sub-committee concerned with one of the following: a) dining services, b) environmental awareness, c) campus maintenance

3. Chair(s) and members to be appointed by the First Vice President.

4. This committee will act in an advisory position to the Vice President of Campus Services.

b). Responsibilities shall include advising the Senate with concerns relating to the structural, dining, or environmental aspects of the campus. Furthermore, the Committee acts as a developer of plans to aid in the fixing of problems by scheduling “Walk-Arounds”, Campus Clean Ups, developing energy saving strategies, engaging with the student body concerning recycling, water conservation, and pollution. The subcommittee concerned with dining services will schedule periodic meetings with Valley Food Services representatives to discuss student concerns as they pertain to dining services. They will also maintain a “Suggestions Box” to be placed in the Caf. The Committee will also receive e-mails addressed to suggestions@millsaps.edu and will either address the concern amongst themselves or forward the e-mail to the appropriate Senate

Committee or Executive Board member. The Committee shall also plan and advertise the Senate Christmas / Spring Parties.

c). This committee will develop, research, write and sponsor legislation pertaining to the committee for the betterment of the College.

2. Community Outreach

a). Composition

1. Chair(s) under the authority of the First Vice President and the Senate who shall oversee the work of this committee.

2. Chair(s) and members to be appointed by the First Vice President.

b). Responsibilities shall include communicating and planning and/or participating in important philanthropic events on and off campus on behalf of the SBA and shall be responsible for planning and advertising the SBA Carnival, as well as coordinating a Millsaps Buddy Walk. This committee will also participate in the Millsaps “1 Campus, 1 Community” project.

c). This committee will develop, research, write and sponsor legislation pertaining to the committee for the betterment of the College.

3. Campus Safety

a). Composition

1. Chair(s) under the authority of the 1st Vice President and Senate who shall oversee the work of this committee.

2. Chair(s) and members to be appointed by the First Vice President.

3. At least one representative from Millsaps Campus Safety.

b). Ticket appeals shall be schedule by the chair and the representative from Millsaps Campus Safety and all student shall be made aware of these schedulings.

c). Responsibilities include advising the Senate on regulations and laws pertaining to security issues; this Committees acts as a liaison between the SBA and Millsaps Campus Safety. It also presides over hearings for ticket appeals. The Committee holds three ticket appeals hearings per semester, plans and advertises Security Forum, and will help in re-striping parking lots.

d). This committee will develop, research, write and sponsor legislation pertaining to the committee for the betterment of the College.

4. Student Services

a). Composition

1. Chair(s) under the authority of the First Vice President and the Senate who shall oversee the work of this committee.

2. Chair(s) and members to be appointed by the First Vice President.

- b). Responsibilities include those of the former Academic Affairs and Diversity committees (ex: planning “Lunch with the Deans” events, planning a “Faculty Appreciation Day,” working with the Millsaps – Wilson Library staff to provide the campus with the best library experience possible, holding events and establishing relationships for the promotion of diversity)
 - c). This committee will develop, research, write and sponsor legislation pertaining to the committee for the betterment of the College.
- B. Special:** Only Senators are assigned to the special committees; every Senator may serve on every special committee.

1. Admissions

a). Composition

1. Liaison(s) under the authority of the First Vice President and the Senate who shall oversee the work of this committee.
2. Liaison(s) to be appointed by the First Vice President.
3. Liaison(s) shall not necessarily be a staff member of admissions.

b). Responsibilities include being a link between Senate and Admissions, organizing Senate involvement with recruitment, notifying Senators of prospective student events, and will assist in the various Admissions Days.

c). This committee will operate on behalf of Senate with Admissions for the betterment of the College.

2. Finance

a). Composition

1. Liaison(s) under the authority of the First Vice President and the Senate who shall oversee the work of this committee.
2. Liaison(s) to be appointed by the Treasurer and/or First Vice President and will work with the Treasurer.

C. Ad-Hoc: Only Senators are assigned to the ad-hoc committees; the SBA President will assign ad-hoc committee assignments.

D. All Committees shall have new duties and/or responsibilities added to their list of goals when deemed necessary by their chair/Liaison and/or the First Vice President.

Article V. Elections

A. SBA sanctioned elections will include, but not limited to, Senate, SBA Officers, Homecoming Court & Queen, All College Council, and Millsaps Most Distinguished Man and Woman. (Only seniors will be eligible for Most Distinguished Man and Woman).

B. Powers of Second Vice President

1. To enforce all rules and regulations established by the Constitution and these Bylaws of the Student Body Association;
2. To issue and collect statements of intent from candidates and to judge the legitimacy of candidates according to established qualifications;

3. To set dates of elections;
4. To hear all complaints brought forth by candidates;
5. To suspend certain election rules when the present situation merits such a suspension.
6. To meet with candidates to explain election rules and procedures and polling area decorum as well as rules for solicitation.
7. Enforce the following criteria to the candidates and to disqualify those who fail to meet these qualifications.
 - o a). The candidate may not use more than thirty signs to solicit the campaign.
 - o b). Senate Election Rules

1. There will be a set week for election designated by the 2nd Vice President :

- a) Friday Prior to Elections, 2:00 PM-All signs for elections may be put up
- b) Wednesday, 8:00 AM-Polls open; polls must be open for a minimum of twenty-four hours.
- c) Thursday, 8:00 PM-Polls close
- d) Friday, 8:00 AM-Run-Off Election if necessary; polls must be open for a minimum of twelve hours.
- e) Following Monday, 8:00 AM-All signs must be taken down and results must have been announced by this time to the candidates, unless extenuating circumstances arise.

Candidates may be charged a fee if campaign signs are not taken down when asked to do so (Fee would be equal to the costs incurred to have campaign material taken down). Also, candidate will be disqualified from taking office, and may not run for an office for a period of one year if the candidate does not meet this qualification.

1. The candidates may not use more than twenty signs to solicit their campaign at any given time.

All signs may be standard poster board size, and may not exceed this size limit.

b) Candidates cannot use clusters of signs that exceed the previously stated maximum sign size

c)If a sign includes any other information other than the name of candidate and the office,such as a slogan, it must be approved by the 2nd VP before being displayed.

8. The candidate must attend the mandatory candidate meeting or if unable to attend, he/she notifies the Second Vice President 24 hours before the meeting and makes alternate plans to receive candidate information

9. The candidate shall not make use of email by means of mailing lists or campus wide lists to solicit his/her campaign-including mailings sent by other people.

10. The candidate may use 'Facebook' and other internet social networks; however, the following guidelines must be followed when doing so:

1. No mass messages may be sent through the network.

11. Sidewalk Chalk may utilized within the candidates campaign:

1. 2nd VP will assign places that the chalk may be used
2. Chalk may not be placed on walls or buildings.
3. A maximum of 5 chalk signs may be used to solicit the candidates campaign
4. These 5 signs are not included in the previous maximum number of signs. These 5 are additional to the previous twenty maximum number
5. All chalk must be removed from the ground by the candidate by the following Wednesday if rain has not done so.
6. If this requirement is not met then it will result in the removal of any office won during the election, and the candidate may not run for any office for the time period of one year.
7. All sidewalk chalk signs must be no larger than a standard poster board
8. All signs displayed must be approved by 2nd VP before written on the ground if it contains any other material besides the name of the candidate and name of office, such as a slogan.”

12. No disqualification from an election may occur without the consultation of the Second Vice President.

C. Voting

1. Millsaps students shall vote on-line with voting software provided by the SBA/College.
2. The Second Vice President must email/display the web address, to vote, during elections.
3. The Second Vice President is in charge of the maintenance of all on-line voting software and passwords.

D. Polling Times

1. Polls shall be open a minimum of six hours in run-off elections and twelve hours in general elections.

E. Write-In Ballots

1. In any general election, it shall be permissible for any qualified voter to write the name of a student on the ballot. This act shall indicate that the voter is casting the vote for that written name appearing on the ballot.

F. Procedure

1. Candidates running in elections held by the SBA must submit a statement of intent. These statements must include:
 - a). Name that is to appear on the ballot
 - b). Candidate's campus mailing address
 - c). Candidate's telephone number
 - d). Candidate's username
 - e). Candidate's classification

- f). Office/position which the candidate seeks
- g). signature of candidate stating that he/she has read and understood all elections rules and will comply with them or risk disqualification

2. No person may be a candidate for more than one office in any election.
3. Each candidate shall meet with the Second Vice President who will inform the candidates of their responsibilities and it shall be the duty of the candidate to read and obey these regulations.
4. Elections will be held with all qualified candidates' names on the ballot in alphabetical order by position, and the voters shall vote for the number of positions available.
5. The candidate with the greatest number of votes shall be considered the winner with the exception of the following elections: SBA Officers and Millsaps Most Distinguished Man and Woman.
 - a). In an election for an SBA Officer or for Millsaps Most Distinguished Man and Woman in which no one receives a majority of the votes, a run-off will be held between the two candidates with the highest number of votes.
 - b). In the event of a tie during run-offs, the candidates will go before the Senate for a deciding vote.
6. Posting of election results shall include only the names of the winning candidates. The Second Vice President will provide a copy of the results including names, number of votes, and percentages to any candidate who requests it.
7. In all general elections, only those students who are undergraduates, full-time, and in good financial standing may cast a ballot. A list of qualified voters shall be present on the ballot.
8. Each voter must present a current Millsaps' I.D. for verification to the poll worker. This will serve as a form of registration if the on-line voting software is unavailable to a student.

G. Violations

1. All students shall comply with the rules and policies for elections as stated by the SBA Constitution, Bylaws and Second Vice President. All students shall be responsible for any campaigning on their behalf. This responsibility shall include enforcing the election rules and policies to any President shall provide a written warning to the student who violates, or whose campaign violates the rules and policies of the elections, which shall include instructions for eliminating the violation(s). If the violation(s) occur again, or are not dealt with as instructed in the warning, the Second Vice President shall disqualify the student, and a written letter of disqualification shall be issued stating the reason(s).
2. Any candidate wishing to protest the election must file a written petition declaring this intent and the grounds for the protest within seventy-two hours of the closing of the polls. This petition must be submitted to the Second Vice President in writing and a recount may be requested in this petition.

3. Petitions will be heard without delay by the Second Vice President in consultation with the officers and judgment passed. Any violations of the rules, regulations, or procedures established shall constitute grounds for holding a new election or for the disqualification of a candidate.

4. Candidates who have been disqualified may submit a written appeal to the Second Vice President and the appeal will be decided on before the election.

H. Millsaps Most Distinguished Man and Woman

1. Qualifications

- a). must be a Senior
- b). must have a cumulative GPA of 3.0 or better
- c). must be nominated by five students and one faculty member.

I. Homecoming Court

1. The Millsaps College Homecoming Court shall consist of eight female members of the Millsaps College Student Body Association. Five members of the Court shall be seniors; one shall be a junior; one shall be a sophomore; and one shall be a freshman. The Homecoming Queen shall be selected from among the five senior members of the court.

a). Nomination Procedure

1. Any two members of the Millsaps Student Body Association may nominate any female member of the Student Body Association as a candidate for Homecoming Court maid by submitting a letter of intent to the Second Vice President of the Student Body Association.

2. Letters of intent must contain the signatures of the two nominating persons and the signature of the nominated person.

b). Election Process

1. Each academic class will elect the respective number of representatives. The female candidates receiving the highest percentage of a class-wide vote will be designated as the Homecoming Court.

2. In the case of a tie, there will be an extra slot allocated on the court for the candidates involved in the tie.

3. After the election of the court, a run off election will be held with the five senior court members. The person receiving the highest number of votes during the run off shall be the Queen. Only those who are elected to the court shall be eligible for Queen.

c). Announcement of the Court and Queen

1. The Homecoming Queen shall be announced during the half time festivities of the Millsaps College Homecoming Football Game. The Second Vice President is responsible for the submission of the name of the queen to the Office of the Sports Information Director for the announcement.

2. The Second Vice President is charged with the responsibility of not revealing the name of the Queen prior to the announcement.

J. All College Council

1. Members

- a). Four Student Representatives on behalf of the whole of the Millsaps community
- b). One seat must be filled by an independent, this guarantee of one seat does not exclude the right of an independent student to run for the other seats on the council.

2. Qualifications

- a). Any member of the SBA is eligible to run and if elected will serve on the All College Council until the next election the following year.

3. Elections will be held at the end of the Spring Semester and members will become active at the Fall meeting of the All College Council.

K. Senate Awards

1. The Senate will vote in April, each year, on four SBA Awards to be awarded at the Student Life Awards ceremony.
2. The awards and criteria are as follows:
 - a.) SBA Leader of the Year - must be a senior who displays the best leadership character in the SBA, has shown devotion to the SBA during their Millsaps career and is a role model for present and future Senators, Officers, and Judicial Council members. The winner is voted on by the entire Senate and given a \$250 cash award.
 - b). Outstanding Senator Award - any member of the SBA senate who went above the duties and responsibilities of a senator for the betterment of the senate; one who has consistently developed significant legislation, shown leadership, and given service. The winner is voted on by the entire Senate and given a \$250 cash award.
 - c). Senate Committee of the Year Award - recognizes the members of the Senate committee that has been active in producing significant legislation and activities for the improvement or change of the Millsaps College campus community. The winner is chosen by Executive Board.
 - d). Outstanding Non-Senator Committee Member - must be a non-senate member of a Senate Committee who has shown consistent devotion to the Committee's goals and has contributed greatly to the activities of the committee. Nominee is presented by Committee chairperson, and winner is voted on by entire Senate. This award will only be given in those years when Committee chairpersons feel that a nomination is warranted.

Article VI. Approval of Expenditures

A. Any expenditure of SBA funds in the excess of \$250.00 shall be reported to the Senate.

B. To request funds a recognized organization must send a written request to the Finance Committee two weeks before the end of the semester to receive reimbursement for these

funds, organizations/groups should present all receipts and a written description of the funds spent to the Treasurer.

C. Once the requesting organization head/treasurer has turned in their receipts and the explanation of the receipts, the Treasurer will contact them with how to get their money. For all amounts below \$100.00, the responsible person will receive an accounts payable voucher in their box that they can take to the business office to get their money. For all amounts over \$100.00 the responsible person(s) will receive a check in their mailbox from Millsaps College.

D. Any active group on campus including organizations recognized but not allocated money in the SBA Budget may request funding from the SBA in the form of a new proposal. A certain amount of the SBA Budget will be allocated each year for such proposals.

Article VII. Amendments

A. These articles may be amended by a two-thirds majority vote in the Senate.

B. Also under Article VI of the Millsaps College SBA Constitution.

CAMPUS OFFICES AND SERVICES

ADMISSIONS OFFICE

Located on the first floor of Sanders Hall
Phone: 601-974-1050

Please feel free to give the Admissions Office names and addresses of current high school juniors and seniors or transfer students you feel might wish to know more about Millsaps.

Information about the College, admissions and opportunities for financial assistance will be provided. The Admissions Office also sponsors Presidential Ambassadors, a select group of paid upper class student hosts and Pathfinders, a group of student volunteers who assist in recruitment activities.

ALUMNI RELATIONS

Location: Whitworth Hall 202
Phone: 601-974-1038 or 1-866-Millsaps (1-866-455-7277, the Alumni Relations toll-free number)
FAX: 601-974-1088

Millsaps engages its alumni in an active partnership, leveraging their expertise, commitment, and passion for the College in ways to advance the institution. Whether hosting an alumni social event, serving on the Alumni Association Board of Directors, supporting Admissions, acting as an alumni mentor via the Career Center, or assisting the Office of Communications as an email contact, alumni consistently serve as advocates and promoters of the College.

The Office of Alumni Relations acts as a liaison between Millsaps and its alumni and friends.

Events such as class reunions, Homecoming, and regional alumni receptions are planned and coordinated through this office. This office also sponsors the Alumni Association Board of Directors.

Alumni may access *mymillsaps.com*, the Alumni Online Community, a free service that includes an online alumni directory, permanent email forwarding address, and information about alumni news and events. Registration (including a personal User I.D. number) is required to use the Online Community. For more information, go to *mymillsaps.com* or contact the Alumni Relations Office at alumni@millsaps.edu.

ATHLETICS

Location: Hall Activities Center 205

Phone: 601-974-1190

FAX: 601-974-1209

INTERCOLLEGIATE

There are nine men's varsity teams and nine women's varsity teams. The program for men includes baseball, basketball, cross-country, football, golf, lacrosse, soccer, track, and tennis. The women's program includes basketball, cross-country, golf, lacrosse, soccer, softball, track, tennis, and volleyball.

The programs are conducted by guidelines established by the National Collegiate Athletic Association Division III and the Southern Collegiate Athletic Conference.

Those who participate in intercollegiate athletics are required to observe and maintain the same academic standards as other students.

A copy of the Disclosure Form documenting information related to the Equity in Athletics Act is on file in the athletic offices as well as the Office of Student Life.

BUSINESS OFFICE

Located on the first floor of the Academic Complex

Phone: 601-974-1100

The Business Office handles all aspects of student accounts including student billing, payment plans, and refunds.

Student employee payroll is also processed by this office. In addition, all other financial matters for the college are handled through the Business Office. Personal checks to a maximum of \$100 may be cashed in the Business Office with proper identification.

CAMPUS BOOKSTORE

Location - Lower level of College Center

Phone: 601-974-1230

The Bookstore carries all required texts and supplies for your courses, plus general books and supplies, gift items and cards, T-shirts and other sportswear, sundry items and some drug items.

The Bookstore is owned and operated by Follett College Stores.

CAMPUS RECREATION

The Maurice H. Hall Activities Center is the home of campus recreation at Millsaps College. Recreational activities include intramural sports, open recreation, group exercise, fitness, sports clubs and special events. Anyone needing more information on the Hall Activities Center or any type of recreational activities should call 974-1189.

Since all recreation programs are voluntary, and since the College strives to provide safe premises and adequate control over intramural competition, group exercise and other recreation programs, Millsaps College, the Office of Student Life or any employees of Millsaps College shall not assume liability for injuries received in any recreation activity.

Each recreation participant should do everything he or she can to promote a safe program. If an intramural participant is injured and finds it necessary to receive medical attention, he or she should either name the parent or guardian as responsible party for payment of any medical bills. Under no circumstances should the student name the Office of Student Life or Millsaps College as the responsible party for medical bills.

Intramural Sports

We have over 25 intramural sport offerings including both league and tournament play. Sports include flag football, basketball, indoor soccer, volleyball, softball, ultimate Frisbee, ping pong, , dodge ball, wiffleball and many others.

CAMPUS SAFETY

Located in the New South Atrium

Emergency Phone: 601-974-1234

Operations Office Phone: 601-974-1180

The Campus Safety Department's responsibilities include security, fire prevention and safety. The daily operation of the department is administered by the Senior Lieutenant. Campus Safety Officers (security) are on duty 24 hours per day, every day of the year. In order to contact security day or night dial 974-1234 and, you will be speaking directly to the officers on duty. Stay on the line and give the officers your name, the details of your emergency and your location.

Another communications device that can be used to reach Security is the Emergency Call Boxes. To activate these boxes you must press the button on the box and you will be directly connected to the Campus Safety dispatcher.

Under ordinary circumstances Millsaps residents are advised to call the Campus Safety Office. In the unusual and unlikely event of electronic failure of the 974-1234 emergency notification system, residents may call local police for crime-related emergencies at 911.

In the event of serious breach of Millsaps College rules and regulations or upon probable cause that such a violation has taken place, the personnel of the Millsaps Campus Safety Department may restrain any student in an appropriate manner for a reasonable time so as to

allow the arrival of the Lieutenant or his designee, other administrative officials of the College, or outside agency (e.g. Jackson Police) to make an investigation.

Student I.D. Program

Every student taking a course for credit must have an I.D. card. The I.D. card, issued to the holder, is the property of Millsaps College. This card is your means of identification in connection with food services, library privileges, athletic events and facilities, student health services, the bookstore, the Business Office and any other college functions to which you may be entitled as a Millsaps student.

This I.D. card should be carried at all times and must be presented (and/or surrendered) upon the request of authorized Millsaps College personnel including officials of the Campus Safety office or a Student Life staff person.

The status of a non-Millsaps person will be assumed for any person (including any student) who refuses to present or surrender Millsaps-issued or other official identifications to authorized college personnel. Such persons will be escorted from the campus. In case of violation of legal statutes such violators will be remanded to the civil authorities.

Gate System

After stated hours there are two entrances to the campus. They are: the north entrance at Riverside and State streets; and the south entrance at the intersection of Webster and Marshall streets. The north entrance serves as the Dispatch Center for Campus Safety and is staffed 24 hours a day. The gate at the south entrance is only opened with a valid Millsap ID and staffed during night hours. Persons driving a Millsaps registered vehicle will be allowed to enter, one vehicle per gate cycle. Non-Millsaps vehicles will be stopped and then allowed to enter only after the driver has signed in with the gate officer.

THE CAREER CENTER

Locations:

- 1) Third floor of the Campbell College Center – (601) 974-1346
- 2) First floor of Murrah Hall – (601) 974-1214
- 3) Online at <http://millsaps.edu/career/index.shtml> – email careercenter@millsaps.edu

The Career Center staff looks forward to working with you this year and is open Monday - Friday, 8:00 a.m. - 4:30 p.m. After hours appointments are also available. The Career Center offers a number of programs and services to assist students and alumni with their academic and career development. Individual appointments, workshops, seminars, and other programs are available throughout the year. The five major services offered by the Career Center include:

Career Planning and Exploration:

This process begins the first year of college as students assess their interests, values, abilities and personality. Students are welcome to visit a counselor to discuss their career path. Advanced computerized career guidance systems and other vocational assessments are available. There is also a resource center with magazines, books, and reference material about the world of work.

Student Employment:

Numerous part-time work opportunities are listed online with the Career Center including college jobs, work-study, community service, and off-campus jobs. Summer employment listings are available from local, regional, and national organizations.

Internships:

The internship-for-credit course is available for both local and national internships in various academic disciplines and areas of career interest. Taken for credit only, the course has a writing requirement of 4 electronic journals, an evaluation, and a work log. Open to all students from any major, the student should apply for an internship in the semester before the internship is taken. Summer internships are secured in the spring semester.

Graduate and Professional School Information:

Highlighted by the annual fall Graduate School Fair, representatives from regional graduate and professional schools meet with current Millsaps College students. Other resources are available to assist students in the process of selecting schools and programs of study and developing alternate career plans. In addition, the Career Center houses numerous reference guides, catalogs, and other media on graduate and professional school programs and admission tests

Job Search Assistance:

Available to all seniors, graduate students, and alumni, this service aids those individuals with the management of their job search. Information on resumes, cover letters, interviews, job search strategies, and other related topics are available through workshops, appointments, and other programs. The resume referral service is open to graduating students and alumni who have registered online with the Career Center. Annual networking events provide candidates the chance to meet potential employers. On-campus recruiting also takes place in the fall and spring semesters.

OFFICE OF THE CHAPLAIN

Location - Upper Level of the Campbell College Center, #311

Phone: 601-974-1205

The Chaplain is a spiritual friend to students, faculty, and staff. She/he accompanies all persons on their spiritual journeys—appreciating the diversity within the Christian faith, affirming other religious traditions, and respecting those who do not identify with any spiritual path.

The Chaplain oversees the campus ministry program at Millsaps College, especially as advisor to the Campus Ministry Team. She/he offers spiritual guidance and counseling, works with various college committees, and coordinates with the Student Life staff in addressing various issues affecting students and the College. The Office of Chaplain also supports other campus ministry groups on campus, including Wesley Fellowship, Canterbury Club, Catholic Student Association, Thursday Night Bible Study, Millsaps Christian Fellowship, Fellowship of Christian Athletes and Jewish Culture Organization, and serves as a resource person for the

leadership of other campus ministry groups. The Chaplain supports the C.A.L.L.S program (Considering a Life of Leadership and Service), the Faith and Work Initiative, One Campus One Community, and the Religious Studies faculty in planning and presenting annual Summers Lectures. She/he is also heavily involved in community service experiences by providing ideas, opportunities, and resources for students looking for such opportunities. In addition to encouraging active expressions of spiritual commitment through service, the Chaplain fosters contemplative awareness and practice.

The Office of the Chaplain also administers the McNair Fund for Christian Missions. The McNair Fund for Christian Missions, established through the generosity of Mr. David McNair, a Millsaps alumnus and local businessman, provides stipends for Millsaps students, faculty, and staff who wish to participate in Christian mission work, especially on an international basis.

As a United Methodist minister, the Chaplain works with local congregations and the Mississippi Conference of the United Methodist Church and links students with regional and national student events. She/he assists Admissions counselors in identifying prospective United Methodist students, helps with recruitment, and promotes United Methodist student scholarships. The Chaplain serves on the board for The Center for Ministry.

In the area of Church Relations, the Office of the Chaplain cooperates with the Conference, District, and local churches in providing resources and facilities for their events. The Chaplain reports on the ministry activities of various groups at the College in conjunction with apportionment requests. She/he plans, promotes, and implements the Annual Conference Dinner for Millsaps alumni and friends.

Religious Life/Campus Ministry

Experiences contributing to the spiritual growth of members of the college community are the concern of the Office of Chaplain, the various religious groups on campus, and the churches and other congregations of the city of Jackson. The Campus Ministry Team, an ecumenical and interfaith student group that facilitates a caring and compassionate community at Millsaps, coordinates much of the campus ministry program. Task groups plan field trips, fellowship experiences, service projects, special forums on a variety of subjects, special seasonal observances and many other events. The underlying concern is to encourage persons to become informed and compassionate members of their faith communities, the larger society, and the world. The Campus Ministry Team is open to everyone regardless of religious background or belief. Initial involvement is customarily through involvement in one of the task groups. Information is available from the Team co-chairs, from any member of the CMT Council, or from the Office of the Chaplain. Denominational campus ministry groups offer weekly meetings of music, Bible study, topical programs, fellowship, and support. C.A.L.L.S. (Considering a Life of Leadership and Service) is a program of the Faith and Work Initiative that brings together students exploring vocation and considering ministry and service as their life's work.

OFFICE OF COMMUNICATIONS

Located on the second floor of Sanders Hall
Phone 601-974-1033

The Office of Marketing and Communications coordinates and oversees the marketing and communications efforts of the College, and provides accurate and timely information to the internal and external constituents of the College. Its goal is to increase public awareness of the College, both locally and nationally, through effective marketing principles and communication strategies that enhance Millsaps' image with a consistent message. The department members work in public relations, marketing, publications, graphic design, and website management to promote Millsaps' priorities and to create a holistic understanding of the College and its mission.

Information Technology Services

Located on the first floor of the Academic Complex
Phone: 601-974-1140
HelpDesk: 601-974-1144, 1155

Today, computing is ubiquitous - at school, at work and at leisure. To meet the expectation of access anywhere, Millsaps provides wireless access to computing resources campus wide. Additionally public access computer labs are available to students and include network printer access. Computer labs are located in the Millsaps-Wilson Library, Olin Hall, John Stone Hall, Murrah Hall and Sullivan-Harrell Hall.

Residential Networking, ResNet

Located in New Hall South Atrium
Phone: 601-974-1899

Students may access the network from residence halls via a personal computer. All residence halls offer wired and wireless access. This allows the student convenient 24 hour access to personal network storage, electronic mail and the Internet. ITS Student Support Staff are available during the academic calendar year.

Telecommunications

Most on-campus extension telephones can be used to make local off-campus calls. To place a local call, dial 9 plus the number you are calling. To place an on-campus call, dial the 4 digit extension number.

Local telephone service is provided at no charge in each residence hall room. It is not permissible to subscribe to or access any services which will result in charges billed to the college (i.e. pay per minute services, incoming toll free numbers, voice messaging services, etc.) Opening calling card accounts on a college number is also prohibited. Students may not change the carrier **PIC** on college telephone numbers.

For telephone repairs in a residence hall room, contact the Help Desk at 974-1144

COUNSELING SERVICES

Location: Upper Level of College Center

Phone: 601-974-1206

The mission of Millsaps College Counseling Services is to enhance the ability of students to achieve their full potential academically and socially. This is accomplished by helping each student client develop the personal awareness and life skills to overcome problems and set positive goals, and by supporting each in integrating all learning experiences (past and present, academic and non-academic) into a clear sense of self and a meaningful philosophy and approach to life.

To accomplish these goals, Counseling Services provides brief counseling/therapy and consultation services to all undergraduate and graduate students. Students who need medication prescribed, longer term therapy, or specialized treatment programs are referred by the Director of Counseling and Wellness Services to off-campus professionals and treatment programs in the community. All on-campus services are provided free of charge.

Students commonly seek personal counseling for such issues as relationship problems (family difficulties, roommate or friendship conflicts, girlfriend or boyfriend problems, sexual identity issues); social adjustment difficulties (homesickness, loneliness, shyness); assistance with stress management, depression, anxiety, self-esteem issues, anger management; and to get to know and understand themselves better. They also seek academic counseling on campus to learn better general study habits, learn better time management skills, to reduce procrastination or test anxiety, and for assistance in developing study skills strategies. Appointments can be made Monday through Friday by calling 601- 974-1206. The Director of Counseling and Wellness Services may be reached by E-mail at “boothjc@millsaps.edu” to make appointments if that is more convenient.

DINING SERVICES

Location - College Center

The cafeteria (the Caf”) is on the main floor behind the water wall in the William Leon Rogers Room.

The Kava House is located on the lower level across from the bookstore.

The Meal Plan is for twenty-one meals per week. Each week begins with Saturday breakfast and ends with Friday dinner.

Dining Services Policies:

- Students living in residence halls or fraternity housing are required to purchase a meal plan through the Millsaps Business Office.
- All students on the meal plan will have a Millsaps identification card. This card is required to be presented to the food service cashier, prior to obtaining food.

- All persons entering the Caf’ are to stop before the cashier to allow the identification card to be scanned, pay, or identify they are attending a meeting, but not eating.
- The Caf’s meal program is **“all you can eat while in the dining room.”** Ice cream and coffee are the only carry out foods allowed.
- The Kava House offers the “OutTakes” meal program to allow for food to be obtained during the serving hours and consumed at a later time.
- The I.D. card is void if anyone, other than the owner of the card, is using it for the purchase of a meal. The card will be retained by the cashier, and the owner will have to see a manager in Dining Services to retrieve the card.
- Unused meals cannot be carried over to the next meal or used to purchase meals for guests.
- Sick students may send their I.D. with a note, to the food service supervisor, requesting a meal be brought to them by a friend. The I.D. will be scanned to account for meals eaten.
- Special diets may be provided upon appropriate request. Make appointment with food services management to discuss the specifics of this request.
- Only one meal may be used during each meal period.
- All programs and promotions held in the Caf’ or Kava House are to be coordinated and approved through Student Life and Food Services offices.

Any person or persons entering through un-authorized entry point will meet with the Director of Dining Services regarding the violation. The Director of Dining Services will submit information regarding the violation to the Vice President and Dean of Student Life. Further action regarding the matter will be handled by Student Life.

SERVICES FOR STUDENTS WITH DISABILITIES

Location: Boyd Campbell College Center 308

Phone: 601-974-1228

FAX: 601-974-1229

Millsaps College does comply with the American Disabilities Act and Section 504 of the Rehabilitation Act of 1973. In order for accommodations or modifications to be considered, it is necessary for a student to provide specific and detailed documentation of his/her disability which is current and up-to-date. This documentation must be completed by a physician, psychologist, or certified educational specialist. Students with disabilities who need information about appropriate steps to follow in order to obtain accommodations should contact the Director of Services for Students with Disabilities, at (601)-974-1200.

FINANCIAL AID

Located on the second floor of Sanders Hall

Phone: 601-974-1220

The Office of Financial Aid provides assistance in funding the student's college costs awarding institutional, federal and state aid. All scholarships and financial aid require annual renewal. The priority deadline is March 1 for the next academic year.

WESSON HEALTH CENTER

Location - Lower Level of the College Center

Phone: 601-974-1207

Fax Number: 601-974-1768

The College provides medical care during the regular academic year to students suffering from minor illnesses. The Center is available for first aid, evaluation and over-the-counter treatment of routine illnesses and health counseling and education. The college physician holds an on-campus clinic regularly (hours posted in health center). Appointments are made through the nurse. Fees for lab work, diagnostic tests, and off-campus medical care are the responsibility of students or their parents.

After Hour Care

The Wesson Health Center operates on regular office hours Monday through Friday during the regular school year. The Health Center is NOT open during summer school. It should be noted that the cost of an emergency room visit can be quite expensive, and the student may opt to go to a walk-in clinic that does not require an appointment (MEA, 5606 Old Canton Rd., 957-3333 or Baptist Medical Clinic, 1513 Lakeland Dr., 366-3288). The student does have to pay to be seen at these clinics. If the student has an emergency, they should go to the nearest emergency room.

Excuse Policy

Responsibility for class attendance and for completion of assignments rests primarily with the student who should be encouraged to assume this responsibility by communicating directly with instructors or others concerning class absence and missed assignments. When indicated and authorized as part of clinical management (such as an illness verified by a physician, hospitalization, when a student is at home recuperating from an illness, physical injury, etc.), the nurse, under the supervision of the college physician, may recommend alteration of academic requirements, deferment of responsibilities, non-participation in certain activities and other appropriate measures for "health reasons" without release of privileged material. Also, the nurse may verify the student's having received care.

LANGUAGE LEARNING CENTER

Located on the third floor of Murrah Hall Annex

The multimedia Language Learning Center houses twenty five networked computers that are used to enrich and support language courses at all levels. Each week, students taking 1000, 1010, and 2000 meet their language class four times and also attend laboratory sessions for one additional hour. The Language Learning Center also provides access to the world-wide web and to satellite television broadcasts from all over the world. For further information, please

contact Sarah Wamester, Language Lab Director (974-1315 or e-mail: WAMESS) or Dr. Claudine Chadeyras, Chair of Modern Languages (974-1319 or e-mail: CHADEC).

LIBRARY

The Millsaps-Wilson Library

Phone: 601-974-1070

Library Hours Fall and Spring Semesters

Mon - Thurs	7:50 a.m. - 2:00 a.m.
Friday	7:50 a.m. - 8:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	2:00 p.m. - 2:00 a.m.

Holiday, summer, and special hours are posted on the door and on the web

The library maintains a variety of services and collections to support the academic needs of students. The Library is open 103 hours per week in the Fall and Spring semesters, including a 2:00am closing Sunday - Thursday and 8:00 p.m. on Friday. A variety of seating and study spaces are available.

There are over 200,000 volumes and 16,000 journals in print or online. These are supplemented by arrangements with many other libraries for borrowing books and copies of articles. Special collections include Rare Books, Methodist and College Archives, Kellogg Children's Literature, Lehman Engel Performing Arts, Eudora Welty, Harmon Smith Christian Ethics, and Paul Ramsey Applied Ethics Collections, and the Johnson Military History Collection. There is a large collection of videotapes, music cd's, dvd's, and vinyl records.

The library web catalog, periodical indexes, online journals, and over 70 databases are available from the Library's web page (library.millsaps.edu). Assistance with the use of all library resources is available at the Reference Desk in the Information Commons.

Library notices and messages are sent by email. Books may be renewed by e-mail to circulation@millsaps.edu, or by phone (974-1073, Mon-Fri 8 - 5). A variety of help pages and research guides on library procedure and policy are available in the library and on the web pages. Computers are available in the Information Commons on the main floor, in study rooms, and in the Library Computer Lab located on the first floor of the library, west wing, which is open for student use when not reserved for classes.

Students may request a PIN number which will allow them renew library books online. Most books are charged out for 21 days. There is a grace period of 7 days after the first overdue notice. Two renewals are allowed. Most fines are \$.10 per day but reserve desk and interlibrary loan fines vary. All library fines and fees must be paid to receive grades or to graduate.

The library staff offers instruction in the use of its resources to individuals and classes. A librarian is on duty almost all times to assist students. There are coin-operated photocopiers and machines for copying microforms. A book drop at the front door and near the Whitworth Gate allows the return of books after-hours.

The library is primarily a place of study and research. Students are expected to be considerate of other library users; food, tobacco, cell phones, and loud behavior are prohibited. Students are

advised that the College Honor Code includes the honest use of library materials and computers. Complaints will normally be handled in the prescribed judicial procedure.

Students who are physically challenged may have difficulty gaining access to some materials. Some collections are accessible only by stairs but all students should feel free to request help when they need it. Library users who have difficulty with stairs may enter the library on the second floor of the Academic Complex by using the phone at the door to gain entry. A unisex restroom that will accommodate disabilities is available in the Academic Complex on the first floor, west wing. Reasonable accommodations will be made for disabilities of all types. Early notice is advised.

OFFICE OF MULTI-CULTURAL AFFAIRS AND INTERNATIONAL STUDENT PROGRAM

Location: Boyd Campbell College Center 307

Phone: 601-974-1208

The Millsaps College Multi-Cultural Affairs & International Student Programs Office (MCA/ISP) functions as a catalyst to help sustain community where differences are valued in the context of common goals. MCA/ISP serves as an outlet to foster and encourage diversity, offering a comfortable arena where everyone is welcomed to the table for healthy intellectual exchange on issues of diversity. MCA Programs and activities are available to serve ALL. Here at Millsaps College we recognize the ever-increasing challenges of diversity both worldwide and locally. All students, staff/faculty and often community members are invited to participate and support MCA programs.

International Student Programs

The Office of MultiCultural Affairs and International Student Programs provide auxiliary services and support for foreign undergraduate and graduate students at Millsaps College. The Millsaps College MCA/ISP office provides personal assistance with immigration and visa procedures, housing assistance, advising, orientation to college life, and adjusting to educational practices and life in the United States. More specifically, MCA/ISP Office is an advocate to help students maintain their U.S. visa status. MCA/ISP Office meets federal regulation compliance requirements by reporting to the Student and Exchange Visitor Information System (SEVIS) on all F1 visa holders enrolled at Millsaps College.

The MCA/ISP Office is committed to providing the best possible support for international students so they are able to reach their academic and personal development goals while at Millsaps College. Because of the picturesque appeal and size of the college, Millsaps can offer more vital individual attention and needed stability to international students - wonderful opportunities that are hard to find at other American colleges and universities. Millsaps provides a number of programs for all students to experience a diverse program of study. Located on the third floor of the Boyd Campbell College Center, adjacent to the MCA/ISP Director's office, the CARE Annex (Cultural Activity Resource and Enrichment Annex) is a welcoming space available for all students (domestic and international) interested in sharing and learning more about the diversity of cultures.

Other exciting programs of interest implemented through the MCA/ISP Office include: the annual *Multicultural Festival; Passages, Poetry and Pastries* (a cultural theme based monthly program); *MCA Diversity Group, Cultural Connections, The International Club* (designed to meet the specific needs and interests of international students); *Global Movie Nights, field trips, and many other cultural activities*. Millsaps International Buddy System (MIBS) – a student volunteer program created to provide additional support and ease international students with their adjustment to American culture. The goal is to engender international students to become fully acclimated and engaged in the environment of Millsaps College, activities include: *global movie film presentations, a shuttle service, area field trips, and many other cultural activities*.

OFFICE OF PERFORMING ARTS

Location: Christian Center

Phone: 601-974-1422

The Millsaps Players

The Millsaps Players present three major productions each school year. In addition, senior theatre majors may choose to direct short plays as their senior projects.

Membership in Players is open to all students, and effective participation in the productions can lead to membership in Alpha Psi Omega, national honorary dramatics fraternity.

Recent major productions have included *Who's Happy Now?, Wait Until Dark, A Man for All Seasons, Dracula, Carnival, The History of Fear, The Great Western Swamp* (world premiere), *The Robber Bridegroom, Charley's Aunt, Fiddler on the Roof, Hansel and Gretel, The Night Thoreau spent in Jail, Lend Me a Tenor, Nonsense, Matamorphoses, The Cover of LIFE and The Golem* (world premiere).

The Millsaps Singers

Singers is a mixed voice choir performing a cappella and accompanied music. Their repertoire features literature ranging from the Renaissance period to recent world premiers of major choral works.

The Millsaps Singers is a highly-visible, musically sophisticated organization that welcomes students from all disciplines.

The Millsaps Chamber Singers

The Millsaps Chamber Singers was formed in the fall of 1993 to bring choral presentations of the highest quality to United Methodist congregations in Mississippi. They perform works accessible to church choirs and draw on the standard church repertoire. Members are chosen from the Millsaps Singers by audition and receive scholarship assistance in return for their participation.

The Chamber Singers tour once a month to United Methodist churches in Mississippi and annually throughout the United States. Recent national tours have focused on the Midwest (St. Louis and Chicago) and the Southwest (Dallas, San Antonio, and Houston).

POST OFFICE

Location - lower level of the Campbell College Center
Phone 601-974-1232 or 601-974-1231

Hours: 10 - 4:30 Mon-Fri.

Please put name and box numbers on all mail. Any campus mail without a box number is sorted last. All campus mail must be in box number order.

Mail is delivered to the College once a day. First class mail is handled before campus mail. Outgoing mail is picked up at 2:45 p.m., Monday-Friday, no Saturday or Sunday service. The post office is a sub-station of the United States Postal Service and provides all the normal services of a post office. UPS and FedEx overnight carriers are available; packages must be in the post office by noon for pick up on that day.

Use this format for your address:

Name
Box (all six digits)
Millsaps College
1701 N State Street
Jackson, MS 39210-0001

Please see our web page at www.millsaps.edu/postoff for other information.

OFFICE OF RECORDS

Located on the first floor of the Academic Complex
Phone: 601-974-1120

If you want to drop or add a class, request a transcript, find out how many hours you still need to graduate, apply for your degree, or ask questions about veterans' benefits, stop by the Office of Records.

Transcripts: all requests for official copies of transcripts must be submitted to the Office of Records at least 24 hours before the transcript is needed. However, during busy periods such as mid-term, pre-registration, Commencement, registration, etc., there may be some delay. Therefore, transcripts should be requested well in advance of these periods.

Millsaps College will not release your transcript until all accounts are paid in full. Should a party otherwise obligated to pay a just debt to the College fail to pay any such debt or cost to the College, then the debt may be turned over to an agent for collection and any such cost of collection must also be paid in full before the transcript is released.

Disciplinary records are maintained for seven years in the Office of Student Life and are kept separate from academic transcripts. Students need to be aware that reference to disciplinary action may be released to third parties only upon authorization by the student when he/she lists the college as an institution of prior attendance

Student Records

The Family Educational Rights and Privacy Act of 1974 guarantees Millsaps students the right to review, inspect, and challenge the accuracy of information kept in a cumulative file by the institution. It also ensures that records cannot be released without the written consent of the student. There are the following exceptions:

1. Records may be released to school officials, faculty, and faculty advisers who have a legitimate educational interest.

2. Records may be released when the information is classified as “directory information.”

The following categories of information have been designated by Millsaps College as directory information: name, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, and information needed for honors and awards. Students who do not wish such information released without their consent should notify the Office of Records and the Office of Communications in writing prior to the end of the first day of classes.

3. Violations of drug and alcohol policies may be disclosed to parents of students who are under the age of 21.

4. Disciplinary proceedings of violent crimes or non-forcible sex offenses may be disclosed to the victims of the crime regardless of the outcome of the proceedings. They may also be disclosed if the accused was found to have violated the College’s rules or policies.

5. Records may be released to a court if a parent or student has initiated legal action against the College or if the College has begun a legal action against a parent of a student.

6. Records may be released to the Mississippi Office of Student Financial Aid if a student’s legal residence is in the state.

If students would like their parents to have access to their records, they must give written consent in the Office of Records. This consent must be renewed at the beginning of each academic year.

RESIDENCE LIFE

Location: 3rd floor of the Boyd Campbell College Center

Phone: 601-974-1200

FAX: 601-974-1229

Student housing is an important service rendered by any college. Consequently, Millsaps places emphasis on the learning process that takes place within the residence halls. The Residence Life program is administered by a team of professionals including the Vice-President and Dean of Student Life, the Director of Residence Life, the Director of Housing Operations, Residence Hall Directors, and Resident Assistants. These Residence Life Team members provide a number of services to the Millsaps community. Some of these services include: A 24

hour on-call professional; continual in-hall programming through the RA network; an on-call RA staff member from 8 a.m. – 8 a.m. each day; facilitation of the Housing Assignment process, as well as numerous other avenues of assistance.

Housing assignments for new students are made by the Residence Life staff in late June and are determined by several factors, including roommate preference and items marked and information provided on the housing preference sheet. For the best housing and roommate matching possible, it is imperative that only the student fill out the housing form and that completed applications be submitted early in the Admissions process.

Millsaps is a residential college based upon the belief that significant amount of learning and growth takes place outside of the classroom. As such, a residency requirement has been established. All students classified, by credit units, as freshmen or sophomores are required to live in College residence halls. Exceptions to this policy may be granted if the student is married or lives with his or her immediate family in the Jackson vicinity. Freshmen are not allowed to live in a fraternity house during the academic year. Sophomores who have a desire to reside in a fraternity house must receive approval from the Residence Life staff before they may occupy a room.

Residence hall rooms, with the exception of Charles, Susanna, and John Halls, are designed to house two individuals each, and single rooms, when available, are limited. Therefore, students should plan accordingly. Those students wishing to room together must make their request known on their housing applications. Individuals without roommates will be paired up based on the information provided on their housing preference sheet. Assignments for upper-class students are made in the spring. The process is arranged through Residence Life, and students' classifications and GPAs factor into the rankings and selection procedures. Students can contact their Resident Assistant or the Office of Residence Life for more information. Room rent cannot be refunded after the semester begins.

Current students who have become academically ineligible before the beginning of the fall semester, if readmitted, will be put on a waiting list for room assignments.

STUDENT LIFE

Location: 3rd floor of the Campbell College Center

Phone: 601-974-1200

FAX: 601-974-1229

The Student Life Division includes the following offices or departments: Varsity Athletics, Recreation and Intramurals, Student Publications, Student Government, Multicultural Programs, International Student Advisement, International Study or Study Abroad, Student Activities and Organizations, Services for Students with Disabilities, Facilities Reservation and Coordination, Summer Conferences and Camps, Housing and Residence Life, Student Conduct, Campus Safety and Security, Fraternity and Sorority Life, Leadership Development, First Year Student Programs and Retention, The Career Center, Student Employment, Student Life Technology and Systems, Vice President and Dean of Students, and Counseling and Wellness Services.

Most learning outside the classroom occurs in activities sponsored or guided by the Student Life Division and its administrators. Student Life administrators, coaches, and campus safety officers contribute to students' overall well-being and success.

Division of Student Life Vision Statement

We develop a college community that is educationally focused, socially engaged, and inclusive of the following values: respect, learning, intellectual and spiritual curiosity, personal wellness, integrity, inclusive of human difference, and justice for all persons.

Division of Student Life Mission Statement

The Division of Student Life serves and educates our college students through intentionally created co-curricular programs, services, and experiences that support the Core Missions of Millsaps College. Through developing each student's intellect, spirit, health, leadership qualities, interpersonal skills, ethical principles, and citizenship within the campus, local and work communities, we excite the holistic growth of our students.

ACADEMICS

ACADEMIC HONOR CODE

Article I: The Honor Code

Millsaps College is an academic community dedicated to the pursuit of scholarly inquiry and intellectual growth. The foundation of this community is a spirit of personal honesty and mutual trust. Through their Honor Code, the students of Millsaps College affirm their adherence to these basic ethical principles.

An Honor Code is not simply a set of rules and procedures governing students' academic conduct. It is an opportunity to put personal responsibility and integrity into action. When students agree to abide by an Honor Code, they liberate themselves to pursue their academic goals in an atmosphere of mutual confidence and respect.

The success of the Code depends on the support of each member of the community. Students and faculty alike commit themselves in their work to the principles of academic honesty. When they become aware of infractions, both students and faculty are obligated to report them to the Honor Council, which is responsible for enforcement.

The Millsaps Honor Code was adopted by the student body and approved by the faculty and Board of Trustees in 1994.

Article II: Offenses and violations of the Honor Code

The following is a representative, but not exhaustive, list of academic offenses covered by this code:

- A. Plagiarism
- B. Dishonesty on examinations and tests
 1. Using any outside material deemed not usable by the professor of the course
 2. Giving or receiving answers while taking a test
 3. Revealing the content of an exam before others have taken it
- C. Dishonesty on assignments
 1. Receiving unauthorized help on an assignment
 2. Submitting the same paper for two classes unless approved by the professors of both classes
 3. Interfering with another student's course materials
- D. Lying about academic matters, including missed assignments or absences
- E. Unauthorized use of a computer file, program, user name, or password.
- F. Unauthorized use of, tampering with, or removing community materials from laboratories or the library.

Article III: The Pledge

The pledge to be signed by all students upon entering the College is as follows:

As a Millsaps College student, I hereby affirm that I understand the Honor Code and am aware of its implications and of my responsibility to the Code. In the interests of expanding the atmosphere of respect and trust in the College, I promise to uphold the Honor Code and I will not tolerate dishonest behavior in myself or in others.

Each examination, quiz, or other assignment that is to be graded will carry the written pledge:

“I hereby certify that I have neither given nor received unauthorized aid on this assignment. (Signature)” The abbreviation “Pledged” followed by the student’s signature has the same meaning and may be acceptable on assignments other than final examinations.

Article IV: Reporting Offenses

It is the responsibility of students and faculty to report offenses to the Honor Council in the form of a written report. This account must be signed, the accusation explained in as much detail as possible, and submitted to the Dean of the College. The accused will receive a copy of the report, but without the name of the accuser. Otherwise, the report will be kept in confidence until the time of the hearings. Each party will attend separate hearings, and all proceedings of each hearing will remain confidential. All parties will be notified of the hearings and their procedures within a period of seven days from the date the report is submitted.

Article V: The Honor Council

A. Composition and Selection of the Council

1. Three faculty members, one each from the Division of Arts and Letters, the Division of Science and Mathematics, and the Else School of Management, appointed by the Dean of the College.
2. Eleven student members appointed by a joint committee consisting of the President and two Vice Presidents of the Student Body Association, and the Honor Council chair, with class representation as follows:
 - 1) non-voting freshman
 - 2) sophomores
 - 2) juniors
 - 2) seniors
 - 4) graduate students

When a hearing involves a graduate student, all four graduate members will sit on the panel and the two sophomore members will not be seated.

The terms of office for the Honor Council will be as follows: faculty members, three-year staggered terms; graduate students, one year; undergraduate students, two-year terms in staggered intervals excluding one senior position that will be filled each year and function as a one-year term.

Students will apply for positions on the Honor Council in the spring semester. Appointments will be made by March 15, with members taking their seats at the beginning of the following academic year.

The freshman and graduate student members will apply and be appointed by September 15 of the year in which they are to begin their terms.

Appointments of undergraduate student members will be ratified by the Student Senate; graduate student members will be ratified by the Graduate Business Association.

The Dean of the College will act as ex-officio member of the Council to aid in scheduling meetings and maintaining records and decisions on file.

B. Qualifications for student membership:

All members must be in good standing with the College and must make a commitment to attend meetings of the Council as called. The College community encourages diversity among the members of the Honor Council.

C. Responsibilities of the Honor Council:

The Council will elect student members to serve as Chair, Vice Chair, and Sergeant-at-Arms. The Chair will be responsible for calling meetings as required. After hearing the facts of a case, the Honor Council will deliberate, and upon a vote of at least 3/4 of the voting members present, make recommendations to the Dean of the College for disposition of the case up to and including expulsion of the guilty party from the College.

Article VI: Appeal

The accused may, within a period of five days, appeal the decision of the Honor Council to the President of the College, who will review the case on its substantive and procedural grounds.

Article VII: Amendment

This document may be amended by a three-fourths vote of the student body and a three-fourths vote of the faculty

Honor Council Procedures

In order to ensure a fair hearing for all parties, the Honor Council has established the following procedures.

Prior to the hearing:

The Chair of the Honor Council will notify both the accuser and the person accused of the charges, and the date, time and place of the hearing. Notification will be made through campus mail and e-mail. This letter will also contain the names of individuals from whom the accused may seek counsel about Honor Council procedures.

The accused may request copies of all evidence submitted in the case. Such requests should be made in writing (e-mail is acceptable) to the Chair of the Council. Please allow 24 hours for copies to be made. To protect confidentiality, names of any student involved other than the accused will be deleted.

The accused may ask up to two members of the Millsaps community - students, faculty or staff - to appear on their behalf. The names of those individuals must be submitted to the Honor Council at least 48 hours in advance of the hearing.

At the hearing:

The Honor Council will interview each person (accuser, accused, and witnesses, if any) individually.

The accuser will be asked to explain the circumstances leading to the charges, and to document any evidence submitted to support them.

One or more expert witnesses may be consulted by the Council in cases involving foreign languages, computer science, or any area of study when additional expertise is necessary to make an informed decision.

The Chair of the Honor Council will read the charges aloud. The accused will be asked to enter a plea of "guilty" or "not guilty", and to present any factual information s/he has about the circumstances leading to the charges.

Witnesses, if any, will be asked to provide any factual information they can that bears on the circumstances leading to the charges.

The Honor Council will then excuse all parties and deliberate the merits of the case. In the event of a determination of “Guilty”, the Council will also deliberate the sanctions to be applied. All decisions of the Honor Council take the form of recommendations to the Vice President for Academic Affairs, who is responsible for notifying the accused and the accuser of the results, and for enforcing the sanctions.

The accused may appeal the decision of the Honor Council in writing to the President of the College within a period of 5 days. The President may review the case on procedural and substantive grounds.

Members of the Honor Council, 2010 - 2011

Mark Herndon, Chair	Ms. Ashleigh Powers, Faculty Secretary
Oliver Galicki, Vice-Chair	Dr. Susan Taylor
Sameer Goel, Sergeant – At – Arms	Dr. Lynn Raley
Lamees El-Sadek	
Suzanne Glemot	
Alex Lawson	

Persons interested in 2010-2011 Honor Council procedural information may obtain it from Dr. Rachel Heard, faculty advisor. Students interested in serving on the Honor Council should obtain application forms from the Student Body Association (undergraduate) or the Graduate Student Body Association (Else School).

ACADEMIC ADVISING

Why is academic advising important?

At Millsaps College, sound advising of students about their academic program is an integral part of our educational mission. While it is ultimately the responsibility of each student to fulfill all of the requirements necessary to the completion of the chosen major or minor, the College has a responsibility to make available appropriate assistance in course selection, in choice of major or minor subjects, and in selecting any collateral preparation needed to enhance a student’s professional and personal potentials.

Academic advisors are mentors to their students, helping them to understand the value of academic planning not only as a means of fulfilling degree requirements, but also in the context of setting personal, professional, and intellectual goals and bringing them to fruition. Academic planning is a natural part of the liberal arts education, empowering and enabling students to take responsibility for shaping their own lives.

Responsibilities of Students:

- Make timely appointments with your advisor and keep them. Read and use the information in the College Catalog (<http://millsaps.edu/records/catalog/>), the student handbook Major Facts (http://millsaps.edu/student_life/majorfacts.pdf), and communications from the Office of Records.
- Work with your advisor to define your academic plan and future goals.

- Use other services on campus such as counseling (http://www.millsaps.edu/student_life/student_counseling/) or the Career Center (<http://www.millsaps.edu/career/>) when recommended by your advisor.
- Track your own progress in class and toward your academic goals.
- Ask your advisor questions about majors, campus services, and professors.
- Prepare for pre-registration meetings by studying published descriptions of requirements, course options, and class schedules.
- Make decisions based on accurate, verifiable information and take responsibility for your decisions.

The ultimate responsibility for meeting academic requirements of the College belongs to you, the student.

Responsibilities of Advisors:

- Develop a working relationship with the student through trust, listening, and communication.
- Assist students in defining their academic and future goals.
- Help students develop a schedule that serves their needs and interests.
- Encourage your students to identify and commit to a major program of study
- Provide accurate information about degrees, majors, departments, and pre-professional programs.
- When necessary, refer students to the counselor, chaplain, or other services for personal concerns outside the realm of academics and career preparation.
- Refer students to other academic and career support services and activities on campus as needed.
- Review course changes and other academic transactions requiring an advisor's signature and recommend appropriate action as required.
- Monitor the student's progress in classes and toward goals.
- Help students to investigate possible links between their academic work and future plans.
- Allow students to make decisions and thus have ownership of the choice.
- Keep accurate and complete records of all students advised.

The Student Academic Responsibility Pledge:

I fully acknowledge my responsibility for completing all College degree, and major field requirements.

I affirm my responsibilities to:

- decide upon and declare a major course of study as early as possible
- be familiar with policies pertaining to my academic major as presented in the Catalog
- make and keep regular appointments with my advisor, for which I am well-prepared
- inform my advisor of situations that cause me to deviate from my curricular plan
- seek out faculty and staff who can assist me with academic and career planning when needed
- read my e-mail and check my post office box on a regular basis
- constantly evaluate my interests, strengths, and weaknesses, and adjust my plans accordingly
- be an engaged student while at the College

The Core Curriculum

The Core Curriculum (<http://www.millsaps.edu/records/catalog/>) at Millsaps is truly the heart of a liberal education. It is designed to introduce you to the breadth of knowledge that every educated person should have, and to help you develop the skills that you will need to succeed in college and beyond. Most of the Core is concentrated in your first two years, and serves as the foundation for the more narrowly focused study of your major. The final piece of the core, however, is reserved for the senior year. This capstone course, Reflections on Liberal Studies, relates the work of your major to the goals of a liberal education. It may be the senior seminar in your major or an interdisciplinary course specifically designed for this purpose, but either way you will be challenged to reflect upon your Millsaps education and to integrate what you have learned throughout your college years. You will see how your education has prepared you for life in the twenty-first century.

To complete the core curriculum, you must take courses covering specific areas during your four years at Millsaps: Introduction to Liberal Studies (Core 1); the humanities, including history, literature, religion and philosophy, and the fine arts (Cores 2-5: IDST courses or Heritage); social and behavioral science (Core 6); natural science (Core 7 and 9); mathematics (Core 8 and 9); and Reflections on Liberal Studies (Core 10, usually in your senior year). Specific courses meeting each requirement are listed in the Catalog (<http://majoraccess.millsaps.edu>) and indicated as such in the Course Schedule.

Choosing a major:

The Core Curriculum will undoubtedly introduce you to subjects you have not encountered before, and may cause you to think differently about some of those that you have studied previously. Use these courses as an opportunity to “try on” different possible majors to see what you enjoy most. Take advantage of the “Meet Your Major” fair during the fall semester to explore what each major has to offer. Use the services of the Career Center (SC 326) (<http://millsaps.edu.career/>) to help you discover your aptitudes and interests.

When you find a subject that fits you well, talk to the chair of the appropriate department to find out more about that major. If you have a particular career goal in mind, such as teaching, health care, or law, also talk to the faculty advisor for that area. The Career Center and many student organizations offer workshops and discussions on various career options, so watch for notices about those meetings.

Note: Millsaps does not offer majors such as “pre-law” or “pre-medicine”; your major will be in a specific academic discipline such as English, biology, or economics.

Declaring a major is fairly simple: pick up a “Declaration of Major” form from the Records Office <http://millsaps.edu/records/index.shtml> and take it to the chair of your chosen department to sign. Return the completed form to the Records Office. You may do this at any time you feel ready, although it is a good idea to complete at least one course in that subject area first! However, you must declare a major before the end of your sophomore year.

Choosing your degree:

Millsaps College offers three undergraduate degrees: the Bachelor of Arts (B.A.), Bachelor of Science (B.S.) and Bachelor of Business Administration (B.B.A.). Each has its own requirements in addition to the Core requirements that all Millsaps students take.

The Bachelor of Arts degree is typical in the humanities and in some social sciences. It requires demonstrated proficiency at the intermediate level in a foreign language.

The Bachelor of Science degree is most often sought by students in the natural sciences and some social sciences. It requires successful completion of Analytical Geometry and Calculus I, and a minimum of four courses in at least three different science disciplines.

The Bachelor of Business Administration is taken by students in accounting or business administration. It requires a suite of specific courses, which are listed in the College Catalog.

Further information about degree requirements, majors, minors, areas of concentration and special programs may be found in the College Catalog, available on-line at www.millsaps.edu and www.millsaps.edu/records/catalog.

Who is my advisor?

After you enroll at Millsaps you will be assigned an academic advisor. This is usually a faculty member with whom you have a class and this person typically serves as your academic advisor until you declare a major. For transfer students, your advisor at the time of enrollment was the Director of Academic Support Services. Once you declare a major, an advisor will be assigned in the major department. **While you may declare a major as soon as you are ready, a major must be chosen before the end of your sophomore year.**

When does academic advising happen?

Academic advising is not limited to a specific time. Whenever you have questions about your academic progress, career plans, or course selection, make an appointment with your academic advisor to talk about them.

However, there are two specific times during the year when you must make an appointment with your advisor: the pre-registration periods during spring and fall, when you choose your courses for the following semester. Pre-registration for spring classes usually takes place in mid-November, and pre-registration for fall courses and summer classes usually takes place in mid-April.

A note on privacy: The 1974 “Family Educational Rights and Privacy Act” (FERPA) protects your educational records by limiting access to them only to College employees who must have the information as part of our jobs, and does not allow us to discuss the information with other people, including your parents, without your permission. Release forms are available in the Office of Records.

What should I do during pre-registration?

About a week or so before pre-registration period, you should pick up a copy of the course schedule for the upcoming semester and a blank course schedule card from the table outside the Records Office (AC 142). As you look through the course schedule to see what will be offered, think about the following:

Select courses that you think are appropriate to your needs and goals. Check the catalog to make sure you have taken any prerequisites for the courses you select.

Look up the necessary information, and try to develop a tentative schedule for yourself. If possible, try to plan ahead several semesters, to get an idea of the “shape” of the rest of your college years. Check to be sure that you have taken any prerequisite courses for the ones you plan to sign up for.

The week before you need to turn your registration card in to the Records office, make an appointment with your advisor. Bring the Course Schedule and your own plan to the meeting. Talk through your plan with your advisor to be sure it is workable, and that you haven't overlooked anything. Make this meeting an opportunity to discuss your progress toward your degree and life goals. Be sure to listen to what your advisor says - there may be things you haven't thought about that s/he can help you with!

Your advisor must sign your registration card before you can take it to the Records Office to register.

NOTE: If you are planning to take courses in summer school, you should have your advisor sign your summer school registration card during the April pre-registration period, even though you won't turn it in until later.

How can I change my advisor?

If you want to change your advisor from the one assigned when you enrolled, you may do so by asking another faculty member to be your advisor. If they agree, pick up a “Change of Advisor” form from the Records Office, fill it out completely, and ask your new advisor to sign it. Once you have turned it in to the Records Office, your academic advising file will be transferred to your new advisor.

Phi Beta Kappa and Beta Gamma Sigma

Phi Beta Kappa is the nation's oldest academic honorary. It recognizes and encourages excellence in the liberal arts. The Millsaps College chapter, the oldest in Mississippi, elects new members from the senior class each year. To be eligible for consideration for this very prestigious membership, you must complete both a foreign language at the 2000 level and either Analytical Geometry & Calculus I or Survey of Calculus, in addition to having a high overall GPA, broad cultural interests, and good character. Beta Gamma Sigma is a national honor society dedicated to the principles and ideals essential to a worthy life as well as to a commendable business career. Election to memberships in Beta Gamma Sigma is the highest national recognition a student can receive in an undergraduate or masters program in business or management.

ACADEMIC RESOURCES

Pre-professional advisors:

Business	Dr. Penny Prenshaw	MH 113A	974-1348
Engineering	Dr. Shadow Robinson	SH 203	974-1348
Health professions	Dr. Kristi Stensass	OH 149	974-1402
	Dr. Kurt Thaw	SH 384	974-1380
Nursing	Dr. Debra Mann	OH 219	974-1415
Human Services careers	Dr. Stephen Black	SH 383	974-1381
Legal professions	Prof. Harvey Fiser	MH 127	974-1268
Pre-ministerial	Mr. Raymond Clothier	MHA 212	974-1470
Teaching certification	Dr. Connie Schimmel	SH 244	974-1352

Other useful resources:

Business Office	Academic Complex 144	974-1100
Campus Safety (emergencies)	New South Hall Lobby	974-1180 974-1234
Campus Bookstore	Student Center, 1 st floor	974-1230
Campus Post Office	Student Center, 1 st floor	974-1231
Career Center	Student Center 326	974-1215
College Receptionist	Sanders Lobby	974-1000
College Counselor	Student Center 336	974-1206
College Chaplain	Student Center 310	974-1205
Computer Services	Academic Complex 112	974-1140
HelpDesk		974-1144
Director of Academic Support Services	Academic Complex 101	974-1134
Library	Millsaps-Wilson Library Bldg.	974-1070
Lost & Found	Campus Safety Office	974-1180
Records Office	Academic Complex 142	974-1120
Student Life	Student Center, 3 rd floor	974-1200
Wesson Health Center	Student Center 100	974-1207

College Officials:

Dr. Robert Pearigen, President	974-1001
Dr. David Davis, Interim Senior Vice President & Dean of the College	974-1010
Louise Burney, Vice President for Finance	974-1101
Dr. Elise Smith, Associate Dean of Arts & Letters	974-1292
Dr. Tim Ward, Associate Dean of Sciences	974-1385
Dr. Kim Burke, Acting Dean of Else School of Management	974-1250
Dr. Brit Katz, Vice President for Student Life & Dean of Students	974-1206