



# MAJOR FACTS

Student Handbook

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## INTRODUCTION

Major Facts, the student handbook, is intended to provide important and relevant information to Millsaps' students. All students are encouraged to read the handbook. The information printed is as accurate and updated as possible. However, this does not preclude the possibility of content changes occurring during the academic year. Any changes will be updated on the Millsaps College website.

### **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*

## **ACADEMIC HONOR CODE/CODE OF CONDUCT**

### **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 includes, but is not limited to, the following actions:
  - 1. using words or ideas that are not your own without citing the source
  - 2. copying from a text word for word without both using quotation marks and citing the source
  - 3. paraphrasing or summarizing a source without citing the source
  - 4. using language or sentence structures that are too close to the original text even while the paraphrase has mostly your own language
  - 5. using online paraphrasing tools and artificial intelligence (AI) generators to generate all or part of your assignment, unless you have specific and direct permission from an instructor to do so
  - 6. copying pictures, charts, graphs, or other illustrations without citing the source
  - 7. using your own work from a past class without citation or approval from the instructor
- 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 read out loud and signed by all incoming first-year and transfer students at the opening convocation ceremony 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 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, and the accusation explained in as much detail as possible and submitted to the Associate Dean for Academic Affairs by completing this Academic Integrity form.

The accused can request 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 Honor Council

1. Three faculty members, one each from the division of the arts and humanities, the division of sciences and the Else School of Management, appointed by the Provost and 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 first year student
  - 2) second year
  - 3) third year
  - 4) graduating students
  - 5) graduate students
3. 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.

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4. 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.
5. The first-year and graduate student members will apply and be appointed by September 15 of the year in which they are to begin their terms.
6. Appointments of undergraduate student members will be ratified by the student senate; graduate student members will be ratified by the Graduate Business Association.
7. The Associate Dean for Academic Affairs 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 Associate Dean for Academic Affairs for disposition of the case up to and including expulsion of the guilty party from the college.

## ARTICLE VI: WITHDRAWAL

- A. A student cannot withdraw from a course while an honor code allegation is under investigation.
- B. A student that is found guilty of an honor code violation may not withdraw from the course in which the violation occurred.

## ARTICLE VII: APPEAL

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

## ARTICLE VIII: 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.

#### A. Prior to the hearing:

1. 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 primarily through email. This letter will also contain the names of individuals from whom the accused may seek counsel about Honor Council procedures.

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2. 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.
3. 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.

#### B. At the hearing:

1. 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.
2. One or more expert witnesses may be consulted by the Honor Council in cases involving foreign languages, computer science or any area of study when additional expertise is necessary to make an informed decision.
3. 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 present any factual information s/he has about the circumstances leading to the charges.
4. Witnesses, if any, will be asked to provide any factual information they can that bears on the circumstances leading to the charges.
5. 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.

#### C. Verdicts

All decisions of the Honor Council take the form of recommendations to the Associate Dean for Academic Affairs, who is responsible for notifying the accused and the accuser of the results and for enforcing the sanctions.

#### D. Appeals

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

#### Faculty Members:

Dr. Krissy Rehm, faculty advisor

Dr. Priscilla Fermon

Dr. Shalini Bhawal

Persons interested in 2024-2025 Honor Council procedural information may obtain it from Dr. Krissy Rehm, 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).



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### CODE OF CONDUCT

Basic Expectations/Inherent Authority

As members of an academic community dedicated to the achievement of excellence, students are expected to meet high standards of personal and ethical conduct. Students are responsible for the behavior of their guests while on Millsaps property and/or at Millsaps functions.

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 student conduct system and has delegated to the Vice President of 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 of Student Life and Dean of Students.

### PROHIBITED CONDUCT

Each student is 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 cause acts of violence to the person to whom the remark is addressed. Communication may also include voice mail, telephone, social media comments/posts/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 and sexual misconduct.
- 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

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- 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 service on college premises, at college-sponsored activities or from college organization(s) or group(s) or possession of stolen property or use of stolen service 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 service.
  - 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 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 Agreement and Major Facts, the student handbook.
    - aa. Attempting to institute conduct proceedings without cause, disrupt or interfere with a conduct proceeding or provide false information to a conduct Officer performing a student conduct hearing or judicial body
    - bb. Attempting to discourage an individual's participation in or use of the conduct process, attempting to influence another person to commit an abuse of the conduct process harassment or intimidation of a judicial body member or Conduct Officer prior to, during or after a proceeding

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- cc. Knowingly violating the terms of any disciplinary sanction imposed or any mutual agreement reached in accordance with this code.

### **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 are in any way related to the purpose of the organization. Circumstances for which an organization may be held responsible include, but are not limited to, the following:

- An alleged offense is committed by one or more of the Officers or authorized representatives, acting within the scope of their organizational capacity.
- 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.
- 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.
- One or more of its members or Officers permit, encourage, aid or assist in committing the violation.
- Organization funds are used to finance the activity.
- The organization chooses to protect one or more individual offenders who are members or guests of the organization.
- One or more members of the organization fails to report to appropriate college officials any knowledge or information about the alleged violation.
- The alleged offense occurs as a result of an organization-sponsored, financed or endorsed event.
- The alleged violation occurs on the premises owned or operated by the organization.
- A pattern of individual violations of college regulations is found to have existed without proper and appropriate organization control, remedy or sanction.
- After hearing a conduct case, the hearing Officer, administrator or deems the offense by its nature, was an organizational offense, in addition to or in lieu of an individual offense.
- All forms of prohibited conduct applicable (see section on the college Code of Conduct).

### **CONDUCT CODE VIOLATION REPORTING**

The Vice President of Student Life and Dean of Students or their designee is delegated responsibility pertaining to all students, student organizations, student government and fraternities and sororities. In addition, the Vice President of Student Life and Dean of Students or their designee 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.

Anyone wishing to report an alleged incident of misconduct under this code may make such a report to the Office of Student Life or the Office of Campus Safety. Any incident should be submitted in writing as soon as possible after the incident occurred. Reports generated by Office of Housing, student life staff, as well as by Millsaps campus safety Officers will be forwarded to the Office of Student Life.

### **CODE OF CONDUCT HEARING PROCEDURES**

A determination of whether action should be taken in response to a report will be made by the student life staff. 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. In cases pertaining to student organizations, the organization's President shall represent the organization during all conduct proceedings.

The Office of Student Life will notify the accused student in writing that they must make an appointment for a preliminary meeting within five business 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 Vice President of Student Life and Dean of Students or their designee 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 Conduct Officer may request faculty or staff members to attend and/or testify at a hearing or meeting or furnish a written statement.

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. 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).

If a student does not accept responsibility for having violated the Code of Conduct, the Conduct Officer will investigate 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 and a hearing will be initiated. 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 student conduct 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. ***This option is only available if the Student Conduct Council is fully selected and trained.***

Notification in writing of a hearing before a Conduct Officer or the Student Conduct Council as well as the date and time of this hearing will be sent to the student or organization President at least five business days before the scheduled date of the hearing.

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The standard of proof that is applied for student conduct proceedings is preponderance of evidence. This means the violation is more likely than not to have occurred.

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.

Student conduct hearings shall be closed to everyone except the Conduct Officer or the Student Conduct Council, 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.

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 advisor 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:

Be present at the hearing until such time as the Conduct Officer or the Student Conduct Council 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 administrative 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 Conduct Officer or the Student Conduct Council. Additional witnesses must have the prior approval of the Conduct Officer or the Student Conduct Council. 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 by the Conduct Officer or chair of the Student Conduct Council. This individual shall have final decision on what evidence may be presented and the tone of questioning. The Conduct Officer or chair may decide to stop questions at any time.

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The Conduct Officer or the Student Conduct Council deliberates and decides whether the accused student or organization has violated the Code. The Conduct Officer or the Student Conduct Council 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 Conduct Officer or chair shall cast the deciding vote.

If the finding of "responsible" (i.e., "in violation") is determined, the hearing 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.

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 shall be reviewed for completeness by the Vice President of Student Life and Dean of Students or their designee. The Provost and Dean of the College 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. If found responsible for a violation, a student may file a written appeal of the decision or sanctions within five business days following the date on the outcome letter. Disagreement with the finding or with the sanctions is not, by itself, grounds for appeals. The three grounds upon which an appeal of the decision or sanctions may be made are:

- The party believes a procedural error occurred, which the party feels may change or affect the outcome of the decision;
- The party has substantive new evidence that was not available to the investigator or the parties at the time of the hearing and that may change the outcome of the decision;
- The party feels that the severity of the sanction is inappropriate given the details of the case.

The President holds the final decision on appeal of any case. The responsibility for the appeals has been delegated to the Vice President of Student Life and Dean of Students. The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the Vice President of Student Life and Dean of Students. The decision will be issued within a reasonable period of time, generally no longer than 30 days after receipt of the appeal.

### *Sanctions for Conduct Code Violations*

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

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

Conduct sanctions for Residential Facilities 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.

#### *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.

#### *Retention of Conduct Records*

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

## **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 at Millsaps and is handled fairly yet firmly.

### **TITLE IX**

Although Title IX is commonly associated with sex-based discrimination in athletics, the law is much broader. Title IX of the Education Amendments of 1972 is a federal law that states:

**“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.”**

Title IX prohibits sex discrimination in all university programs and activities, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignment, grading, recreation, athletics, housing, and employment.

Sex- and gender-based violence and unwelcome sex-based conduct that creates a hostile environment are prohibited by Millsaps College. Such behaviors violate the community values and principles of our institution and disrupt the living, learning and working environment for students, faculty, staff and other community members. Title IX regulations and college policy forbid discrimination and sex-based harassment predicated on sex, gender, sexual orientation, and gender identity. Title IX and college statutes also protect against retaliation for those individuals making or participating in complaints of sex discrimination. For more information about Title IX, visit the US Department of Education [website](#).

### **JURISDICTION**

Millsaps may investigate any alleged violations of this policy that occur in the context of a college program or activity or that otherwise affect the college's working or learning environments, regardless of whether the alleged conduct occurred on-campus or in the United States by a respondent classified as a student or employee, and a complainant, who at the time, was participating in or attempting to participate in the college's educational program.

In situations where the alleged sexual misconduct occurred outside of the context of a college program or activity or where the respondent is not a member of the college community (including when the respondent has graduated or left the college), the college may be unable to investigate or take disciplinary action, but may address the situation and provide appropriate resources to impacted individuals and, where appropriate, the broader college community.

Millsaps' Title IX policy confers obligations on all guests or non-student visitors who attend or participate in on-campus activities. While not subject to institutional conduct processes or procedural rights it is expected that community values and principles of our institution be adhered to by those in attendance at any college function or event.

### **PURPOSE**

Millsaps College is committed to fostering an environment in which all members of the campus community are safe, secure and free from sexual misconduct of any form. The college expects that all



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interpersonal relationships and interactions — especially those of an intimate nature — will be based on mutual respect, open communication and clear consent. When learning of conduct or behavior that may not meet these standards, community members and the college are expected to take an active role in upholding this policy and promoting the dignity of all individuals.

## DEFINITIONS

The following terms and definitions are important components of this policy. Criminal and other applicable state laws may use different definitions of these terms. The definitions are intended to give meaning to these terms in the context of the Millsaps community.

**Complainant:** Individual who is reported to have experienced prohibited conduct, regardless of whether the individual makes a report or seeks disciplinary action.

**Formal complaint:** A writing submitted by the Complainant or signed by the Title IX coordinator alleging sexual misconduct against a Respondent that in turn leads to an investigation.

**Confidential employee:** An employee of a recipient whose communications are privileged or confidential under Federal or State law.

**Disciplinary sanctions:** Consequences imposed on a respondent following a determination under Title IX that the respondent violated the recipient's prohibition on sex discrimination.

**Party:** Students, employees, agents, or other authorized persons providing aid, benefits, or services under a school's education program or activity.

**Peer retaliation:** Retaliation by a student against another student. It encompasses actions taken against a student, employee, or third party participating (or attempting to participate) in a recipient's program or activity by another student.

**Recipient:** Educational institutions or organizations that receive federal financial assistance from the U.S. Department of Education.

**Relevant evidence:** Evidence pertinent to proving whether facts material to the allegations under investigation are more or less likely to be true.

**Respondent:** Individual who has been accused of prohibited conduct.

**Sex-based harassment:** Unwelcome conduct based on sex, including sexual orientation and gender identity.

**Supportive measures:** Non-disciplinary, non-punitive individual services offered to complainants or respondents. These services are provided as appropriate, reasonably available, and without fee or charge. They aim to assist individuals affected by conduct that may constitute sex discrimination, including sexual violence and other forms of harassment.

**Third party:** Individual who is not a college student, faculty member, or staff member (e.g., vendors, alumni/ae, or visitors).

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**Witness:** Individual who may have information relevant to a report of prohibited conduct. A witness may be a student, an employee, or a third party.

## POLICY

### Consent

Consent represents the cornerstone of respectful and healthy intimate relationships. Millsaps College strongly encourages its community members to communicate — openly, honestly and clearly — about their actions, wishes and intentions when it comes to sexual behavior and to do so before engaging in intimate conduct. It is always the responsibility of the individual initiating sexual contact (or undertaking a new type of sexual activity) to confirm that consent is present before acting and is present during sexual activity.

In regards to consent, it is important to remember:

- Consent can be withdrawn at any time, as long as it is clearly communicated.
- Consent cannot be coerced or compelled by force, threat, deception, or intimidation.
- Consent cannot be assumed based on silence, the absence of “no” or “stop,” the existence of a prior or current relationship, or prior sexual activity.
- Consent cannot be given by someone who is incapacitated.

A person is incapable of consent if they are unable to understand the facts, nature, extent, or implications of the situation due to drugs, alcohol, a mental disability, being asleep or unconscious, or based on their age. With respect to alcohol and drugs, intoxication and/or impairment are not presumptively equivalent to incapacitation.

When determining whether consent was present, the college will consider whether a sober, reasonable person in the same position knew or should have known whether the other party could or could not consent to the sexual activity. In instances such as this it should be assumed that consent does not exist.

When determining whether consent was present, the college will consider whether a sober, reasonable person in the same position knew or should have known whether the other party could or could not consent to the sexual activity. In instances such as this, it should be assumed that consent does not exist.

For purposes of this policy, consent is present when clearly understandable words or actions manifest a knowing, active, voluntary and present and ongoing agreement to engage in specific sexual or intimate contact.

### *Aspects of Valid Consent*

For purposes of this policy, consent is present when clearly understandable words or actions manifest a knowing, active, voluntary and present and ongoing agreement to engage in specific sexual or intimate contact.

Consent must be all of the following:

Knowing: Consent must demonstrate that all individuals understand, are aware of and agree to the “who” (partners), “what” (acts), “where” (location), “when” (time) and “how” (the same way and

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under the same conditions) of the sexual activity. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.

**Active:** Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission or the lack of verbal or physical resistance (including the lack of a “no”) should not — in and of themselves — be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location or going on a date.

**Voluntary:** Consent must be freely given and cannot be the result of respondent’s intimidation (extortion, menacing behavior, bullying), coercion (severe or persistent pressure causing fear of significant consequences from respondent if one does not engage in sexual activity), force (violence, physical restraint or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect) or fraud (material misrepresentation or omission about oneself or the present situation in order to gain permission for sexual or intimate activity).

**Present and ongoing:** Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time, provided the person withdrawing consent makes that known in clearly understandable words or actions.

## PROHIBITED CONDUCT

Millsaps College prohibits all forms of sexual misconduct. Such conduct violates the community values and principles of the institution and disrupts the living, learning and working environment for students, faculty, staff and other community members. Therefore, the college prohibits the actions listed below. An attempt to commit an act identified in this policy, as well as assisting or willfully encouraging any such act, is also considered a violation of this policy. An act may violate one or more parts of this policy. Community members may also be held responsible for the misconduct of their visitors and guests.

### 1. Sexual Assault

**Sexual penetration without consent:** Any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.

**Sexual contact without consent (e.g., fondling):** Knowingly touching or fondling a person’s genitals, breasts, thighs, groin or buttocks, or knowingly touching a person with one’s own genitals, breasts or buttocks, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.

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Statutory rape: Sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred. Age of consent in the state of Mississippi is 16.

#### 2. Sexual Exploitation

Taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present and deliberately infringes on one's reasonable expectations of privacy and/or safety. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):

- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
- Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
- Recording any person engaged in sexual or intimate activity in a private space without that person's consent;
- Distributing sexual information or sexually related content in any form including, images or recordings about another person without that person's consent or sharing via electronic means in group chats, texts, e-mails, and posting on social media;
- Recruiting, harboring, transporting, providing or obtaining another person for the purpose of sexual exploitation;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

#### 3. Stalking

Knowingly engaging in a course of conduct directed at a specific person that one knows or should know would cause a reasonable person to fear for their safety (or the safety of a third party) or suffer substantial emotional distress. Conduct that can amount to stalking may include two or more actions directed at another person, whether done directly, indirectly, through others, via devices or via any other methods or means (specifically including electronic means such as social media), including but not limited to:

- Following a person;
- Being or remaining in close proximity to a person;
- Entering or remaining on or near a person's property, residence or place of employment;
- Monitoring, observing or conducting surveillance of a person;
- Threatening (directly or indirectly) a person;
- Communicating to or about a person;
- Giving gifts or objects to, or leaving items for, a person;
- Interfering with or damaging a person's property (including pets); or
- Engaging in other unwelcome contact.

#### 4. Relationship, Dating, and Domestic Violence and Abuse

Physical and sexual violence and abuse between persons in an intimate relationship where the conduct is so severe, pervasive and persistent as to significantly interfere with an individual's ability to learn and/or work or cause substantial emotional distress, when judged both objectively (meaning that a reasonable person would find the behavior to be abusive) and subjectively (meaning the impacted individual felt the behavior was abusive).

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These actions may include, but are not limited to:

- Physical abuse: hitting, slapping, shoving, grabbing, pinching, biting or hair pulling;
- Psychological/emotional abuse: a pattern of behavior undermining an individual's sense of self-worth or self-esteem, constant criticism, diminishing one's abilities, name-calling or damaging one's relationship with one's children;
- Sexual abuse: attacks on sexual parts of the body, treating one in a sexually demeaning manner, coercing or attempting to coerce any sexual contact or behavior without consent.

Individuals encompassed in the definition of Relationship Violence include, but are not limited to:

- Persons who have or have had a dating relationship;
- Persons who have or have had a social relationship of a romantic or intimate nature;
- Current and former spouses;
- Current and former domestic partners;
- Intimate partners or dating partners who share or formerly shared a common dwelling;
- Persons who otherwise have a child in common or share a relationship through a child.

Relationship violence and abuse may be committed by a person, past or present, involved in a social, sexual or romantic relationship with the alleged victim. Individuals encompassed in the definition include those in casual sexual encounters, partnerships where a dwelling is or has been shared, and those who have joint custody of a child.

#### 5. Sexual Harassment

Sexual harassment is any unwelcome conduct of a sexual nature where:

1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing or participation in any college program and/or activity, or is used as the basis for college decisions affecting the individual (often referred to as "quid pro quo" harassment); or
2. Such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent or pervasive that it unreasonably interferes with, limits or deprives an individual from participating in or benefitting from the college's education or employment programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).

Examples of conduct that may constitute sexual harassment include:

- Pressure for a dating, romantic or intimate relationship;
- Unwelcome sexual advances;
- Unwelcome touching, kissing, hugging or massaging;
- Pressure for or forced sexual activity;
- Unnecessary references to parts of the body;
- Remarks about a person's gender, nonconformity with gender stereotypes or sexual orientation;

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- Sexual innuendos or humor;
- Obscene gestures;
- Sexual graffiti, pictures or posters;
- Sexually explicit profanity;
- E-mail, texting (“sexting”) and Internet use that violates this policy.

All forms of sexual misconduct identified in this policy are also prohibited forms of sexual harassment.

## REPORTING

### Reporting Sexual Misconduct

The college strongly encourages reporting of sexual misconduct. Members of the college community who believe they have experienced sexual misconduct have the right to choose whether or not to report the incident to the college or law enforcement and in most circumstances, have the right to choose whether or not to pursue a sexual misconduct complaint with the college once the college receives a report. The information below is for individuals who wish to report incidents of sexual misconduct.

### Reporting Incidents to the College

An individual who has experienced sexual misconduct may choose to report to a Title IX coordinator. Anyone wishing to make a report may do so in person, by email, by regular mail, by phone or using the online form. To speak to someone confidentially without making a report to the college, please see the Resources Section below.

While anonymous reports will be reviewed by the Title IX coordinator, the college’s ability to address misconduct reported by anonymous sources is significantly limited.

There is no time limit for reporting an incident of sexual misconduct. However, the college encourages reports to be made as soon as possible after the incident. The passing of time makes reviewing the evidence more difficult and the memories of involved parties may become less reliable. The college reserves the right to investigate or otherwise address any report, regardless of when it is made, based on the concern for the safety or well-being of the college community.

Individuals impacted by sexual misconduct may contact the Title IX coordinator to receive support, resources and information even if they do not wish to move forward with the Complaint Resolution Process described below.

The staff identified below are specially trained to work with individuals who report or are accused of sexual misconduct and have knowledge about on- and off-campus resources, services and options — including the availability of supportive measures, as discussed in the Supportive Measures and Accommodations section below.

### Title IX Team

Patrick Cooper, *Title IX Coordinator (Students)*

Director of Residence Life/Title IX Coordinator

[coopeap@millsaps.edu](mailto:coopeap@millsaps.edu)

Student Life, Campbell College Center, 328

601-974-1469

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Jaime Fisher, *Title IX Coordinator (Athletics)*  
Associate Athletic Director & Head Women's Volleyball Coach  
Senior Women's Administrator  
[burnsjm1@millsaps.edu](mailto:burnsjm1@millsaps.edu)  
Hall Activities Center, 214 601-974-1475

Melinda Barrow, *Title IX Coordinator (Faculty/Staff)*  
Director of Human Resources  
Academic Complex, 106  
[barroma@millsaps.edu](mailto:barroma@millsaps.edu)  
601- 974-1443

### To File a Report Electronically

Individuals may use the form at the following link to electronically file a report of sexual misconduct:  
[Submit a Title IX Complaint | Millsaps Advocate \(symplicity.com\)](#)

The outreach from the coordinator will generally include information about: medical and confidential counseling and support resources; options for pursuing a complaint and/or reporting the incident to law enforcement; how to request a protective order or no-contact directive; how to request supportive measures from the college; how to preserve evidence; and where to access more information. The outreach will also include an invitation to meet with or provide additional information to a Title IX coordinator.

### Reporting Incidents to Law Enforcement

Millsaps College encourages individuals to report incidents of sexual misconduct to campus safety and/or local law enforcement officials. Timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including sexual violence and may lead to the arrest of an offender or aid in the investigation of other incidents.

An individual who has experienced sexual misconduct has the right to choose whether to file a police report. Filing a police report can result in the investigation of whether sexual violence or related crimes occurred and the prosecution of those crimes against a perpetrator. Filing a report does not mean one is pressing charges, rather it ensures there is a record should one decide to proceed with charges later.

Campus safety employees are college employees and therefore are obligated to promptly report incidents of sexual misconduct of which they become aware during the scope of their work. Campus safety employees will make reports to the Title IX team regardless of whether the individual who experienced the sexual misconduct chooses to pursue criminal charges.

Local law enforcement agencies include:

- Millsaps Campus Safety  
601-974-1234
- Hinds County Sheriff's Department\*  
601-974-2900
- Jackson Police Department\*  
601-359-3125

*\*Call Millsaps Campus Safety at 601-974 1234 and request that Jackson or Capitol Police be contacted.*

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### **Reporting Obligation**

All college employees (including student employees) are obligated to promptly report sexual misconduct of which they become aware in the scope of their work for the college to the Title IX Coordinator or member of the Title IX team, unless they are a resource listed below in the Resources, Confidential Support, Advocacy and Counseling section. The college encourages all individuals to report sexual misconduct.

### **Supportive Measures and Accommodations**

Supportive measures are individualized services offered as appropriate to either or both the reporting and responding parties involved in an allegation of sexual misconduct, prior to an investigation or while an investigation is pending. Supportive measures are not punitive in nature and include counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, campus escort service, restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of campus and other similar accommodations. It may be appropriate for the college to take supportive measures during the investigation of a complaint.

Supportive measures will be individualized and appropriate based on the information gathered by the Title IX coordinator, making every effort to avoid depriving any student of their education. The measures needed by each party may change over time and the Title IX Coordinator will communicate with parties throughout an investigation to ensure that any supportive measures are necessary and effective based on the parties' evolving needs.

As noted above, an individual may request to receive support — including the measures mentioned in this section — even if they do not choose to participate in the college's Complaint Resolution Process.

### **Retaliation**

Millsaps College strictly prohibits retaliation against any member of its community for reporting an incident of sexual misconduct or for participating, in any manner, in an investigation or hearing related to a report of sexual misconduct. The college considers such actions to be protected activities in which all members of the Millsaps community may freely engage. Members of the community are prohibited from engaging in intimidation, coercion, discrimination, threat, or other adverse action taken against another person due to their participation or potential participation, in any proceeding under this policy. The Millsaps community is strongly encouraged to report any alleged incident of retaliation under this policy to the Title IX Coordinator or member of the Title IX team, who shall investigate the matter and take appropriate actions to address such conduct.

### **Amnesty of Sexual Misconduct Complainants and Witnesses**

Students may report sexual misconduct and related issues to the college without fear of self-incrimination concerning campus violations, including alcohol, drug and/or residential facilities visitation policies.

### **Free Expression and Academic Freedom**

Millsaps is firmly committed to free expression and academic freedom. The college is equally committed to creating and maintaining a safe, healthy and harassment-free environment for all members of its community, and firmly believes that these two legitimate interests can coexist. Discrimination, harassment and retaliation against members of the Millsaps community are not protected expression or



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the proper exercise of academic freedom. The college will consider academic freedom in the investigation of reports of sexual misconduct or retaliation that involve an individual's statements or speech.

#### **Title IX and VAWA Statement**

It is the policy of Millsaps College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the college's educational programs and activities. It is also Millsaps' policy to comply with the federal Violence Against Women Act ([VAWA](#)) amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act and the accompanying regulations (collectively referred to as VAWA). Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking and dating or domestic violence and to publish policies and procedures related to the way these reports are handled. Millsaps College has designated the Title IX Coordinator, with assistance of the Title IX team, to coordinate Millsaps' compliance with Title IX and VAWA and to respond to reports of violations. The college has directed its director of campus safety to coordinate Millsaps' compliance with the Clery reporting related VAWA requirements.

#### **CONSEQUENCES OF VIOLATING THIS POLICY**

##### Sexual Misconduct Violations

When an individual violates this policy, sanctions are determined based on several factors, including the severity of the conduct and any prior policy violations. Sanctions and corrective actions can include, but are not limited to:

- Verbal warning
- Written warning
- Advisory letter
- Conduct review
- Disciplinary hold on academic and/or financial records
- Performance improvement/management process
- Required counseling or coaching
- Required training or education
- Campus access restrictions including campus residence
- No trespass order issued by campus safety (with respect to campus locations)
- No-contact directive (with respect to an individual)
- Loss of privileges
- Loss of oversight, teaching or supervisory responsibility
- Probation
- Demotion
- Loss of pay increase
- Transfer (employment)
- Revocation of offer (employment or admissions)
- Disciplinary suspension
- Suspension with pay (employment)
- Suspension without pay
- Expulsion
- Recommendation of degree revocation
- Termination of employment

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- Revocation of tenure
- Termination of contract (for contractors)

The college may assign other sanctions as appropriate in each particular situation. Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in applicable policies or handbooks that may be developed over time or contracts. In addition to imposing sanctions, the college may take steps to remediate the effects of a violation on the impacted parties and others.

Following an investigation, the college may offer additional measures, and/or take other action to eliminate any hostile environment caused by the sexual misconduct, prevent the recurrence of any sexual misconduct and remedy the effects of the sexual misconduct on the complainant and the college community. Such measures may include, but are not limited to, the actions referenced above as well as training or other measures.

### **Violations of Directives Related to Supportive Measures**

Violations of directives related to supportive measures may lead to an investigation and disciplinary action, which may include, but is not limited to, any of the sanctions and corrective actions listed in the previous section, including expulsion or dismissal from the college; or termination of employment, including revocation of tenure.

### **Retaliation**

Individuals who are found to have engaged in retaliation are subject to disciplinary action that may include, but is not limited to, any of the sanctions and corrective actions listed above, up to and including expulsion or dismissal from the college; or termination of employment, including revocation of tenure. Sanctions for retaliation may be applied regardless of whether there is a finding on the underlying sexual misconduct complaint.

### **Medical Service Available Near the Millsaps College Campus**

[University of Mississippi Medical Center](#)\*

2500 North State Street

Jackson, MS 39216

601-984-1000

\*Sexual assault nurse examiners (SANE) are on site. Physical Evidence Recovery Kits (P.E.R.K) are available so evidence may be collected.

### **Crossroads Clinic – Mississippi State Department of Health\*\***

Jackson Medical Mall

350 W. Woodrow Wilson Avenue

1st Floor – Suite 454

601-432-3231

[cdc.gov/sti/](http://cdc.gov/sti/)

\*\* Free STI/STD testing and treatment. Walk-ins welcome or call for an appointment.

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### **Preserving Evidence**

Many sexual misconduct offenses also are crimes in the state or locality in which the incident occurred. For that reason, survivors of sexual misconduct often have legal options that they can pursue. For example, a survivor may seek a protective order from a court against the perpetrator(s); pursue a civil action against the perpetrator(s); and/or participate in a law enforcement investigation and criminal prosecution of the perpetrator(s). Regardless of whether an incident of sexual misconduct is reported to the police or the college, Millsaps strongly encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible, as this will best preserve all legal options for them in the future.

Additionally, such evidence may be helpful in pursuing a complaint with the college. While the college does not conduct forensic tests for parties involved in a complaint of sexual misconduct, results of such tests that have been conducted by law enforcement agencies and medical assistance providers may be submitted as evidence that may be considered in a college investigation or proceeding, provided they are available at the time of the investigation or proceeding.

Below are suggestions for preserving evidence related to an incident of sexual misconduct. It is important to keep in mind that each suggestion may not apply in every incident:

### **General Evidence Preservation Suggestions**

In order to best preserve their legal options in the future, individuals should consider not altering, disposing of or destroying any physical evidence of sexual misconduct.

If there is suspicion that a drink may have been drugged, an individual should inform a medical assistance provider and/or law enforcement as soon as possible so they can attempt to collect possible evidence (e.g., from the drink, through urine or blood sample).

Individuals can preserve evidence of electronic communications by saving them and/or by taking screen shots of text messages, instant messages, social networking pages or other electronic communications, and by keeping pictures, logs or copies of documents that relate to the incident and/ or perpetrator. Even if survivors choose not to make a complaint with the college regarding sexual misconduct, they may consider speaking with campus safety or other law enforcement to preserve evidence. Please note that, as college employees, campus safety would have to report the concern to the Title IX Coordinator.

### **Evidence Preservation Specific to Sexual Assault**

Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), individuals who have been sexually assaulted and wish to preserve evidence should go to a hospital or medical facility immediately to seek a medical examination and/or evidence collection. Under Mississippi law, any cost for an emergency medical or forensic examination for a victim of sexual violence that is not covered by private insurance or a federally financed insurance program will be covered by the Mississippi Office of the Attorney General, Division of Victim Compensation. No bill for the examination will be submitted to the victim, nor shall the medical facility hold the victim responsible for payment. (Section 99-37-25 of the Mississippi Code Annotated)

An individual who has been sexually assaulted and wishes to preserve evidence should, if possible, not shower, bathe, douche, smoke, brush teeth, eat, drink, use the bathroom or change clothes or bedding before going to the hospital or seeking medical attention.

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If the individual who has been sexually assaulted decides to change clothes or bedding and wishes to preserve evidence, they should not wash the clothes worn or bedding used during the assault, and should bring them to a hospital, medical facility or the police in a non-plastic (e.g., paper) bag.

## **EDUCATIONAL TRAINING, AWARENESS, AND PREVENTION PROGRAMS**

The college offers a variety of training, awareness and prevention programs to help prevent sexual misconduct within the Millsaps community. The college strives to ensure that such programming is developed to be culturally relevant; trauma informed; inclusive of diverse communities and identities; sustainable; responsive to community needs; informed by research or assessed for value, effectiveness and outcome; and considerate of environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels. Additionally, the college provides annual training to investigators, and adjudicators are trained on issues related to sexual misconduct, investigation and resolution.

## **RESOURCES**

Confidential Support, Advocacy and Counseling

The following resources are available for individuals to discuss incidents and issues related to sexual misconduct on a confidential basis. Confidential resources will not disclose information about incidents of sexual misconduct to anyone, including law enforcement or the college, except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or where federal or state law requires a report be made. Confidential resources can provide survivors with information about support service and their options. Because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential counselor does not constitute a report or complaint to the college and will not result in a response or intervention by the college. A person consulting with a confidential resource may later decide to make a report to the college or law enforcement.

## **CONFIDENTIALITY**

The purpose of the Millsaps Policy on Discrimination and Harassment is to provide the college community with a positive working and educational environment that is free of discrimination and harassment. Complaints of discrimination or harassment will be investigated in a manner that is consistent with this goal. All participants in an investigation will be advised that they should keep the complaint and the investigation confidential.

Millsaps College cannot promise total confidentiality in its handling of discrimination and harassment complaints. Millsaps makes every reasonable effort to handle inquiries, complaints and related proceedings in a manner that protects the privacy of all parties. Each situation is reviewed as discreetly as possible, with information shared only with those who need to know to investigate and resolve the matter.

In certain circumstances, the college may be able to address discrimination or harassment concerns and stop problematic behavior without revealing to the alleged respondent the identity of the person who complained and/or the individuals involved in the investigation. However, this is not possible in every matter, as situations may require the disclosure of the complainant's identity in order to fully investigate the matter and/or to enable the respondent the ability to fully respond to the allegations against them.

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Throughout its proceedings, Millsaps will be sensitive to the feelings and situation of the alleged victim and/or reporter of discrimination or harassment. Nevertheless, the college has a compelling interest to address all allegations of discrimination or harassment brought to its attention. Millsaps reserves the right to take appropriate action in such circumstances, even in cases when the complainant is reluctant to proceed.

On-Campus Confidential Resources  
Millsaps College Counseling Service  
Campbell College Center, 3rd Floor  
601-974-1207  
[counseling@millsaps.edu](mailto:counseling@millsaps.edu)

Office of the Chaplain, Campus Ministry and Church Relations  
Christian Center, 128  
601-974-1488  
[chaplain@millsaps.edu](mailto:chaplain@millsaps.edu)

Wesson Health Center  
Campbell College Center, 100  
601-974-1207  
[health@millsaps.edu](mailto:health@millsaps.edu)

Community Resources  
The Center for Violence Prevention  
P.O. Box 6279  
Pearl, MS 39208  
601-932-4198 (24 hours/day)  
1-800-266-4198  
<http://mscvp.org>

MS Coalition Against Sexual Assault  
888-987-9011  
800-656 HOPE (24 hrs/day)  
[Mscasa.org](http://Mscasa.org)

## **DISMISSAL**

Under Title IX regulations, colleges and universities may dismiss a Title IX complaint for any of the following reasons:

- the college or university is unable to identify the respondent;
- the respondent is not participating in the college or university's education or activity and is not employed by the college or university;
- the complainant voluntarily withdraws any or all of the allegations, the Title IX Coordinator declines to initiate a complaint, and the college or university determines that, without the complainant's withdrawal, the remaining allegations would not constitute Title IX sex discrimination if proven; or
- the alleged conduct, even if proved, would not constitute Title IX sex discrimination.

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Upon dismissal for any reason (mandatory or discretionary), the Title IX Coordinator will promptly send written notice of the dismissal and the rationale for doing so. The letter will be sent simultaneously to both parties.

This dismissal decision is appealable by any party under the procedures for appeal. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate.

## **POLICY ON COMPLAINTS/GRIEVANCES**

The college has a policy to ensure that all concerns and complaints are given careful consideration and responded to in a timely manner. The Office of Student Life accepts student complaints and concerns through formal procedures or informal communications. Students may register 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:

- Alcohol Policy
- Drug Policy
- Ethical Use Computer Policy
- Expression and Assembly Policy
- Gambling Policy
- Hazing Policy
- Residential facilities Policy
- Parking and Vehicle Registration Policy
- Search Policy
- Signage Policy
- Solicitation Policy

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

- Student life and residential issues — Vice President of Student Life and 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 the Office of Student Life at [studentlife@millsaps.edu](mailto:studentlife@millsaps.edu)

## **ALCOHOL POLICY**

Millsaps College students may keep and consume alcoholic beverages only within the privacy of their room in the residential facilities and only in accordance with the Mississippi state law which prohibits the drinking of alcoholic beverages for those under 21 years of age. Regardless of age and state law regulations, no student is allowed to consume or possess open containers of alcoholic beverages outside the confines of a student's room, including hallways, lounges, stairwells or areas adjacent to or outside of the residence hall. Students will be held responsible for their actions in all mental and physical conditions, including those induced by alcohol.

Mississippi State Law Prohibits:

1. Persons under 21 years of age from purchasing, attempting to purchase, consuming, possessing or transporting alcoholic beverages.

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2. Public intoxication as evidenced by boisterous and offensive conduct or endangerment of self, others or property.
3. Driving while under the influence of alcohol or controlled substances.
4. Unlicensed sale or possession for sale of any alcoholic beverages.

#### Millsaps College Alcohol Policy:

1. 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 (21) is prohibited.
2. All residents under the age of 21 are prohibited from having any alcoholic beverages or empty alcohol containers in residential facilities. Residents over the age of 21 may possess a reasonable amount of alcohol in their residence hall room.
3. Alcohol may only be consumed within the confines of a student's residence hall room or at approved college events. Alcoholic beverages shall not be possessed or consumed in any classroom, laboratory, public outdoor space or office.

#### Student Events with Alcohol

1. Only college recognized groups and organizations may sponsor events involving alcohol.
2. Recognized student organizations may sponsor a maximum of four events with alcohol on campus each semester.
3. 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.
4. 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.
5. Registration forms for student events with alcohol must be submitted to the Office of Student Life at least two weeks in advance.
6. Recognized student organizations cannot schedule events that conflict with major all-campus events (Welcome Week, Homecoming, Major Madness and other events deemed "all-campus" events by the college) without the authorization from the Office of Student Life. Student organizations are encouraged to plan ahead to prevent these types of scheduling conflicts.
7. Student-led events with alcohol present must keep an accurate guest/attendance list and be able to present the guest list to college officials upon request. All non-Millsaps students in attendance at the event must be signed in with Millsaps student sponsor who is responsible for that guest per the Millsaps College residential guest policies.
8. There may be no mention or reference to alcohol in the advertisement of any event. No event can be advertised publicly on social media or off-campus with the intent to encourage non-Millsaps students to attend.
9. Student events with alcohol can only be held on Thursday, Friday and Saturday. All on-campus events scheduled on a Thursday night must end at midnight. Events beginning on Friday or Saturday nights shall end at 2 a.m. After this time no person shall have alcohol outside those areas designated under the Millsaps College Alcohol Policy.
10. For any campus events, reasonable limits will be set concerning the amount of alcohol an individual will be permitted to bring into the facility.

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11. All student sponsored events involving alcohol are required to have at least two sober monitors per 50 guests unless exemptions have been granted. Security Officers are required at all student events with alcohol 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 security Officers at a monetary rate determined by campus safety.) 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; implementing reasonable precautionary measures to ensure that alcoholic beverages are not accessible to persons who appear intoxicated; and such guests are given options for safe transportation or escorts home.
12. 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). The monitors, any Campus Safety Officer or other security Officers shall have the right to deny access to an event to anyone they determine is impaired by alcohol or other drugs. Monitors shall not consume alcohol.
13. All student sponsored events where alcoholic beverages are permitted, will be "bring your own beverage" (BYOB) or will utilize third party vendors. Oversized containers of alcohol are prohibited. Examples include, but are not limited to: kegs, beer balls and common source containers such as coolers.
14. Any alcoholic beverages which are being consumed in public areas must be in containers which are discrete and inconspicuous and which are not identifiable as holding alcoholic beverages. NOTE: This is allowed only within the location and time of a college or student sponsored event that has been approved by the appropriate offices.
15. Games, contests and other activities or paraphernalia designed to encourage rapid and excessive consumption of alcoholic beverages are not permitted. The college acknowledges and supports organizational policies which restrict social functions (i.e., not allowing open parties).
16. Fraternities and sororities are expected to follow their international organization's policies and procedures. The college reserves the right to contact any international organization regarding policy violations.

## RELIGIOUS EXEMPTION

Millsaps College is committed to the ongoing development of a dynamic, nurturing and respectful community that complies with local, state and federal laws, including the Drug Free Schools and Communities Act. One's presence at Millsaps College requires compliance with the laws and standards of behavior of the community.

The legal drinking age in the state of Mississippi is 21 years old and alcoholic beverages may not be provided (served, distributed or furnished) to persons younger than 21 years of age in the state of Mississippi. Religious-based exemptions to college guidelines and state laws regulating the consumption of alcohol by minors are outlined in this policy and are consistent with statutory exceptions available under Mississippi law.

Millsaps' Methodist-related lineage is one of social justice, commitment to freedom of thought, welcoming acceptance/inclusion of all people and critical reflection on the most important questions in life. Methodist tradition manifests a deep concern for the physical and spiritual well-being of all people; affirms the joining of reason and faith; and urges the guardianship of the expression of religious life on



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campus. In keeping with this lineage, Millsaps College honors the presence of persons from diverse faith traditions. Many organized faith traditions celebrate rituals with the consumption of wine as a principle set piece of religious observance.

From within our historic Wesleyan proclamation of 'open hearts, open minds', Millsaps College allows wine to be used for religious rituals as an exemption from the otherwise applicable state laws and college guidelines concerning the consumption of alcohol on campus. To be eligible for the religious ritual exemption the following conditions must be met:

- a. the religious tradition must be recognized and authorized by the Office of the Chaplain as part of a duly approved student religious organization for purposes of operating on campus;
- b. a faculty-staff advisor and appropriate celebrant authorized by the faith tradition must be present for the ritual or observance;
- c. the appropriate celebrant should bring no more wine than necessary to support the liturgical needs of the ritual or observance;
- d. all unused wine must be safely and completely removed upon completion of the ritual or observance to prevent post-ritual social consumption; and
- e. use of alcohol other than wine is only allowed if advance written approval is obtained from the Dean of the Chapel. Violations of the religious exemption policy are subject to the college student Code of Conduct or to the college Faculty and/or Staff Handbooks.

## **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 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, and PCP." Possession of paraphernalia associated with the use, possession or manufacture of a prescription drug or controlled substance is also prohibited.

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.

## **ALCOHOL/DRUG ABUSE RESOURCES**

[Alcoholics Anonymous](#)

Alcohol Service Center  
Phone: 601-948-6220

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### [Alternatives for Life Treatment & Recovery](#)

Phone: 601-362-3131

### [Baptist Behavioral Health Service](#)

Phone: 601-968-1102

800-962-6868

### [Brentwood Behavioral Healthcare](#)

Phone: 601-936-2024

800-863-4004

### [CARES Center, Inc./The Ark](#)

Phone: 601-355-0077

DREAM (Developing Resources for Education in America, Inc.)

Phone: 601-933-9199

800-233-7326

### [Harbor Houses of Jackson, Inc.](#)

Phone: 601-371-7335

### [Mississippi Department of Mental Health](#)

Phone: 601-359-6298 (24-hour help line)

877-210-8513 (24-hour help line)

### [Narcotics Anonymous](#)

National Council on Alcoholism and Drug Dependence of Central, MS

Phone: 601-899-5880

### [Region 9 CMHC \(Hinds Behavioral Health Services\)](#)

Phone: 601-321-2400

Mobile Crisis: 601-955-6381 (24-hour mental health crisis response)

## **ETHICAL USE COMPUTING POLICY**

The computing facilities at Millsaps College include computers, computer accounts, printers, networks, software, electronic mail, telephones and telephone systems. These information technology solutions are provided to students, faculty and staff for educational, research and administrative activities related to the college. Students, faculty and staff are required to utilize these systems in an efficient, ethical and legal manner. Use of these facilities must be consistent with college standards as stated in Major Facts and the honor code. Access to the computing facilities is a privilege, not a right.

By logging onto the system, the user agrees that he/she has read this document and will abide by these guidelines. Failure to adhere to these guidelines may result in action by the college as described below.

Users may only use those computer accounts or facilities they have been authorized to use by the Office of information technology service (ITS). A user may NOT use a computer account assigned to another

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person. Access granted to computer resources through the negligence or naivety of another user is not considered authorized use.

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.

Individuals are responsible for all use of their computer accounts and equipment. This includes the content of email messages, cloud storage and computer files.

Fraudulent, illegal, harassing, embarrassing, obscene, indecent, profane, inappropriate or intimidating materials cannot be sent, printed, requested, displayed or stored.

Users are prohibited from reading, modifying, deleting or copying another user's email. Users are also prohibited from sending unsolicited junk mail, chain letters and for-profit messages. Users may not search for, access or copy directories, programs, files or data not belonging to them without express authorization to do so.

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.

Users may not extend the college's network with the public or other users beyond what has been configured by ITS. Users are not permitted to connect any network devices or systems (e.g., switches, routers, wireless access points, security cameras, VPNs and/or firewalls) to the college's network. Exceptions may be made on a case-by-case basis by requesting consultation with ITS. As users have access to other computers and networks, the following is also applicable: use of computing systems in attempting to gain unauthorized access to remote systems, decryption of system/user password(s) or modify authorized privilege levels are not permitted.

Millsaps College is bound by Title 17 of the United States Code on Copyrights and supports the provisions contained therein. Individuals are likewise bound by copyright laws. The college endorses and supports the EDUCOM Code on Software and Intellectual Rights. Various software packages have been licensed to Millsaps College for use. However, neither the college nor its employees own this software or documentation. Material cannot be copied without specific authorization by the software company.

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.

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, ITS personnel must have access to all

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files to provide maintenance, data storage, security of information systems and software auditing. Additionally, the college reserves the right to authorize or require 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:

- loss of use privileges
- referral to the Honor Council
- referral to the student code of conduct process
- disciplinary sanctions
- dismissal from the college
- termination of employment
- legal action
- criminal proceedings

During any investigation, the college reserves the right to suspend computing privileges pending a final determination by the college.

## **EXPRESSION AND ASSEMBLY POLICY**

Purpose: The safety and wellbeing of the Millsaps College community, including students, faculty, staff, alumni and visitors are of paramount importance. Accordingly, this policy sets forth guidelines and expectations for personal and public expression, assembly and visitors while on college owned or controlled property.

### Persons or Areas Affected

This policy is applicable to all students, faculty and staff of Millsaps College, as well as all visitors and groups present on college owned or college-controlled property. Primary responsibility for the communication and implementation of this policy will reside with the Office of Student Life, with support from the Office of Campus Safety.

### Outline of Policy

Access to college owned or controlled property shall primarily be limited to students, faculty and staff and their visitors or guests, for the purposes of study, work, teaching and conducting or attending other college business or activities. The college is a private institution and, as such, reserves the right to lawfully restrict or prohibit access to college owned or controlled property and to prohibit certain individuals from being present on college owned or controlled property at any time at its discretion.

All individuals — visitors and others — present on college owned or controlled property shall conduct themselves in accordance with the law, college policies, as well as in a manner that maintains a safe environment. Conduct including, but not limited to, intentional or negligent disruption of the operations of the college, excess noise, threats, harassment, physical abuse, intimidation, endangerment to the health or safety of any person or property or unauthorized entry into, obstruction of or occupation of any college owned or controlled property is subject to regulation and prohibition under this policy.

If an individual or group engages in behavior or conduct that is inconsistent with this policy or any other college policy or that is otherwise inconsistent with the best interests of the college, the individual or group will be asked to refrain from such conduct and may be asked to vacate college owned or

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controlled property at once. Failure to adhere to this request may result in law enforcement being summoned to take appropriate action, including possible removal for trespassing.

#### Personal Expression

Millsaps College is a community of scholars in pursuit of excellence. As such, open inquiry, freedom of speech and expression and civility and respect for the views of others are fundamental principles that guide our community life and personal interactions. It is also true that challenge and discomfort are essential at Millsaps, while proscription and coercion of thought have no place. Students shall be free to think independently and to discuss whatever subjects they wish. They shall be free to support causes, exchange views and advance ideas, and at the same time, they shall be expected to develop reasonable and responsible forms of self-expression.

In the classroom and in conferences, instructors should encourage free discussion, inquiry and expression. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct outside of class in matters unrelated to academic standards. Students shall be free to take reasoned exception to the data or views offered in any course of study and reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled as well as acquiring and demonstrating the skills and competencies required.

Students shall enjoy the same freedom of speech, peaceful assembly and the right to petition that all faculty and staff enjoy. Information about student views, beliefs and political associations shall be considered confidential and shall not provide the basis for professional evaluation or recommendation.

#### Public Expression

Organizations (student and off-campus alike) must follow approved procedures for sponsoring speakers, scheduling events and reserving and using college facilities. Policies and regulations related to sponsoring speakers shall not restrict the content of the speaker's message.

As members of the college community, students bring a variety of interests to the campus and have the right of free association to join with other students with similar interests to form organizations according to the guidelines published by the Office of Student Life.

Student organizations, when chartered, recognized and authorized by Millsaps College, are understood to be valuable components of the educational process. Not all of the actions nor viewpoints of student organizations are endorsed by the college. Students should be free, individually and collectively, to express their views and concerns on issues of institutional policy and on matters of general interest to the student body. In order to facilitate this expression on campus, the presence of an identified student representative for the organization is encouraged and expected by administrators when gatherings, protests, picketing or demonstrations occur.

Signage and other publicly displayed forms of communicating an individual or organization's message must comply with existing signage policies available in the Office of Student Life.

Profane, obscene or provocative messages that potentially incite violence or campus disruption are subject to review and possible removal by the Office of Student Life, Department of Campus Safety and/or the Office of Marketing and Communications.

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The following procedures for scheduling events and invited speakers will be in effect for all of Millsaps College's locations:

- Only recognized student organizations may request space on-campus for events. The student organization recognition process includes writing a constitution, finding a faculty or staff advisor, a list of five interested members and an Organization Recognition Application through Wufoo.
- Student organizations must submit event registration applications for all events on and off campus. The Wufoo forms may be accessed on the college website. All on-campus events must be submitted for approval from the Office of Student Life 14 business days before the event date and at least 18 business days before — if the event includes setup requests. Student Life staff will review the forms and submit space reservation requests on behalf of the student organizations. Event Scheduling staff review and process the reservation requests.
- In the event of a credible likelihood, based on prior incidents or current evidence, that an event is likely to be the target of threats or violence, the Emergency Management Team will conduct a risk assessment of the event, consulting with local law enforcement as needed, in order to advise the administration.
- Representatives from campus safety and business affairs/risk management will review the risk assessment and determine resources or measures that might be necessary to ensure that the event can proceed without undue risk to the speaker and/or members of the community. This review will include a consideration of the Millsaps Emergency Management Plan.
- In those exceptional cases where this review indicates significant risk to the community, the President and senior administration will work with event sponsors to determine measures to maximize safety and mitigate risk. Events that present imminent and credible threats to the community and that cannot be mitigated by revisions to the event plan are subject to cancellation by the President and/or senior administration of the college.

Within the context of established college policies, peaceful assembly and picketing are recognized as legitimate methods of personal expression for students, faculty and staff. However, an assembly need not and must not take the form of violence, destruction, damage, physical abuse or confrontations that substitute physical force for orderly efforts to attain one's ends. Consistent with well-respected time, place and manner guidelines, the freedom to assemble is protected only so long as it does not interfere with the rights and freedoms of others, including (but not limited to) the disruption of college operations that include classrooms, laboratories, office, business and pedestrian/vehicular traffic. Students who violate this regulation will be referred to the Office of Student Life for immediate action. Depending on the degree of involvement, destruction of property and/or level of disruption, the student may be warned, placed on disciplinary probation, fined, lose campus privileges, be suspended or be permanently expelled. Faculty and staff will be held accountable according to the policies and procedures of their respective handbooks.

### **GAMBLING POLICY**

Gambling is not permitted on the campus of Millsaps College.

### **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,

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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.
- h. any expectation of illegal activity (trespassing, theft, etc.)
- i. any expectation of personal servitude (cooking, errands, cleaning personal homes/vehicles, etc.)
- j. requiring new members to wear embarrassing or humiliating attire

Any violation of this policy will result in disciplinary action.

## **RESIDENTIAL FACILITIES AND VISITATION POLICIES**

Millsaps is a residential college based upon the belief that a 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 first or second year are required to live in college residential facilities. Meal plans are required for all students who live on campus. Exceptions to this policy may be granted if the student is married or lives with their immediate family in the Jackson metro area. Those eligible or planning to live off campus should contact the Office of Financial Aid to determine if there will be a loss of scholarship. First year students are not allowed to live in a fraternity house during the academic year.

All students who live on campus are required to sign a housing agreement on an annual basis. All housing policies may be found in the current housing agreement.

Information about meal plan options may be found at [www.millsaps.campusdish.com](http://www.millsaps.campusdish.com). Once a student's meal plan selection has been submitted, changes may not be made until the end of the semester.

### Housing Assignments

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 based on the information provided on the

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housing application. Assignments for upperclass students are made in the spring. Room rent cannot be refunded after the semester begins.

Housing assignments for new students are made by the Office of Student Life staff in early summer and are determined by several factors, including roommate preference and items marked and information provided on the housing application. 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.

#### 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.

#### Guest and Visitation

Students have the following visitation privileges:

- Visitors are allowed in residential facilities during the following times:
  - o Sunday-Thursday, 10:00 a.m. to 1:00 a.m.
  - o 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 guests on or off campus guests.
- There will be twenty-four-hour access to the lobby and courtyard area; however, overnight sleeping in the lobby is prohibited.
- The fraternity houses and sorority lodges are subject to the college visitation policy.
- Visitation privileges may be rescinded for individuals and organizations placed on social probation.

#### Holiday Closings

Residential facilities will be closed for Thanksgiving break, winter break and spring break. Dates of hall closings and openings are listed on the housing agreement and [academic calendar](#). Students may also obtain this information by calling the Office of Student Life at (601) 974-1200.

#### Insurance

The college does not assume responsibility for the resident's or other person's loss of money or valuables or for the loss of, or damage to, personal property. The college shall not be liable for injury to the resident or their guests occurring in the residential facilities, assigned room or on the grounds of the institution. It is recommended that the resident contact an insurance carrier concerning the availability of protection against such losses. Renters insurance is recommended.

#### Items Left in Room

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



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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 will be removed.

#### Maintenance and Repairs

When students have a maintenance problem in a residential facility, they should report the problem to their Resident Assistant (RA). Repairs will be prioritized by the maintenance staff and completed in a timely manner. The housekeeping staff will clean common bathrooms and halls daily Monday-Friday. Residents are responsible for the cleaning and upkeep of their personal rooms and suite bathrooms.

In the event of an emergency, students should contact [Campus Safety](#) at (601) 974-1234.

#### Propped Door Protocol

Door propping is illegal & puts the entire residential facility in jeopardy.

- If a student is found propping open a door to a residential facility with any material (including, but not limited to: a can, a shoe, a book, any adhesive, magnet or coin on the lock mechanism, etc.) they will be fined for the first offense and a referral through the student conduct process. An increased fine will be assessed for a second offense and potential housing suspension may be considered.
- If an entire floor or building is found with a propped door three or more times, after adequate notification is made to the floor or building, and if steps have been unsuccessfully taken to identify the perpetrator, each resident of the floor or building will be fined 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 floor or building and assessed to the individual.

#### Quiet Hours

The residential facility 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 READING DAYS AND FINAL EXAMS.**

#### Removal of College Property and Room Modifications

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 Office of Student 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 community charge. Millsaps College and the Office of Student Life do not permit permanent fixtures or construction of any kind in the residence hall rooms. 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). Damage charges will be issued for the removal of the item(s) and any associated repairs.

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#### Room Condition and Damages

A Room Condition Form is filled out for each resident upon check in. The resident and the Resident Assistant (RA) should make comments about the condition of the room on this form. Upon checkout, if the RA or another college official notices damage to a room that was not noted on the Room Condition 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. Anyone witnessing damage to a residential facility or 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, they may submit a written appeal to the Director of Residence Life.

#### Room Key and Lock Out Policy

At the beginning of the academic year and at the beginning of the summer session each student will be issued a key to their room. If the key is lost, the loss should be reported immediately to the Office of Student Life so that the proper form can be completed and a new key can be ordered. The charge for a new key will be assessed to the student's account. 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 who are locked out of their residence hall room should contact the RA on duty. Each student will be allowed one free lock out per semester. Subsequent incidents will be subject to a fine.

#### Security

Residential facilities are locked 24 hours a day. It is the responsibility of all community member to take precautions against theft, including but not limited to:

1. Always locking the door to residential rooms.
2. Do not prop doors.
3. If something is stolen or missing out of a room or vehicle, report it to Campus Safety immediately, 601-974-1234.

#### Smoking

In an effort to promote healthy lifestyles, all residential facilities are non-smoking. This includes, but is not limited to cigarettes, hookah pipes, electronic cigarettes and equipment used to vape. Violations of this policy will be referred to the student conduct process. Students may not smoke in the staircases or on the porches of residential facilities.

## **PETS AND EMOTIONAL SUPPORT ANIMALS**

The only animal a student may have in his/her room is a small (under five 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.

As defined by the Fair Housing Act, an emotional support/therapy/comfort animal may provide emotional support, calming, stability and other kinds of support. The presence of the animal must be necessary in order to provide the resident with a disability the use and enjoyment of the dwelling. There must be an identifiable relationship or nexus between the disability and the support the animal provides. Emotional support/therapy/comfort animals do not perform work or tasks that qualify them as "Service Animals" under the Americans with Disabilities Act. No emotional support/therapy/comfort

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animal may be in a residential facility without it having been approved as an accommodation for the resident by the Title IX Coordinator and Office of Student Life.

Being found with an unapproved animal in a residential facility may disqualify a student from the ESA application process for that semester. Guests of any resident may not bring an emotional support/therapy/comfort animal into a residential facility. Only one approved ESA per housing space will be permitted. Emotional Support animals are only permitted in an individual's residence. For more information, please contact the Title IX Coordinator, Office of Student Life, for the Emotional Support/Therapy/Comfort Animals Information and Application Packet.

For more information about Emotional Support Animals and application packets, contact the Title IX Coordinator at (601) 974-1200 or [ada@millsaps.edu](mailto:ada@millsaps.edu).

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

## **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 routine inspections and maintenance purposes. Contraband will be removed from the room until conduct 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 Safety. 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.

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#### Discriminatory Harassment Policy

Millsaps College affirms the principle that its students, faculty and staff have a right to be free from discriminatory harassment by any member of the campus community. Harassment of any person or groups of persons on the basis of race, color, national origin, religion/faith tradition, sex, sexual orientation, gender identity, gender expression, age, disability or veteran's status is a form of discrimination specifically prohibited in the 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.

Discriminatory harassment includes conduct (oral, written, graphic or physical) directed against any person because of their race, color, national origin, religion/faith tradition, sex, sexual orientation, gender identity, gender expression, age, disability or veteran's status and what 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 of mistreatment and threatening or actual abuse or harm.

The Vice President of Student Life and 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 responsible for a violation of the discriminatory harassment policy. Sanctioning the organization does not preclude the college from acting against individual members of a student organization who participated in the event. Retaliation against a person who participates in an investigation of discriminatory harassment will not be tolerated. Retaliation includes, but is not limited to: threats, violence against the person, damage or destruction against the person's property, ridicule or bullying.

#### **SIGNAGE POLICY**

The purpose of the Campus Signage policy is to ensure consistent monitoring and maintenance of any and all signage posted on the Millsaps College campus.

#### Persons or Areas Affected

Primary responsibility for the communication and implementation of this policy will reside with the Office of Student Life, with support from the Office of Marketing and Communications and the Maintenance and Facilities department. This policy is applicable to all students, faculty and staff of Millsaps College.

Outline of Policy Signage is defined as any material (paper signs, banners or plastic or campaign-style signs) used to promote organizations or events occurring on or off the campus of Millsaps College. The privilege to post signs or banners around campus is extended to recognized student organizations and academic departments only. All signs should be in good taste and cannot make any reference to alcohol, drugs or other offensive material. A limit of three (3) of the same signs, posters, flyers may be posted in one building. The only adhesive material that should be used is painter's tape. The use of any other type of tape including duct tape and/or mailing tape or any other type of adherent is prohibited due to the damage caused to surfaces. Painter's tape is available at the Office of Student Life front desk.

Additionally, signs and flyers cannot be placed on tables, furniture or other surfaces. They must be hung appropriately according to this policy.

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Staff from the Office of Student Life reserve the right to remove and discard any flyers, posters, signs, etc. that violate this policy. Outside or external vendors must receive advance approval from the Office of Student Life before posting on campus. They are held to the same standard as recognized student organizations and academic departments in reference to the number of signs and responsibility for removal. Signs are not permitted on glass windows; main entrance and exit doors; or on classroom or office windows. Signs placed in these areas will be removed and discarded.

Banners may only be hung on railings of buildings for a designated period of time, with the advance approval of the Office of Student Life. Banners should be pertinent to a specific campus event. No banners may be hung on railings of buildings during commencement, homecoming or other specific campus events unless approved by the Office of Student Life. Banners and signs may be posted one week in advance of an event and should be taken down within 48 hours of the event. Organizations and/or departments are asked to remove their own signs.

Recognized Student organizations and academic departments may submit electronic versions of their fliers via the Office of Marketing and Communications Project Request form to be shown on screens in the Leggett and in the Christian Center. These digital screens will rotate information about various events and programs. All applicable rules for flyers, posters, signs are enforced for graphics submitted for the screens.

Repeated violations of the signage policy may result in loss of privilege to hang signs in campus facilities.

## **SOLICITATION POLICY**

No commercial solicitation is allowed in residential facilities. Commercial solicitation in other buildings on campus must be approved by a member of the Office of 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 Office of Student Life.

Ordered food 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 permitted.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

### **STUDENT ORGANIZATIONS**

Student organizations provide a sense of community, belonging and engagement for students at Millsaps College as well as opportunities to develop leadership skills. The Office of Student Life has a relationship with student organizations by providing general support and advisement. As part of that relationship, organizations are required to adhere to policies guiding student expectations and behavior. New student groups should begin to seek recognition as a registered student organization through the Office of Student Life.

All student organizations/clubs/honoraries must be registered with the Office of student life. Registered organizations are provided the benefit of access to Student Body Association funding, reservation of campus space for programs and events as well as direct support from the Office of Student Life. Requests for funding through the Student Body Association (SBA) must be completed each fall and spring and approved by the SBA Finance Committee. The SBA Treasurer coordinates these 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.

### **STUDENT EVENTS**

#### *Fall Semester Events*

Millsaps College hosts a number of student events and traditions that are unique to the college.

- Welcome Week — During the first week of the academic year, first year students and returning students participate in academic, social and community engagement events across campus to celebrate the start of the school year.
- Convocation — First year students, faculty and others attend this formal academic event. New students are asked to recite and sign the Millsaps honor code during this event.
- First Friday — This ceremony celebrates the arrival of the new student scholars to the Millsaps community. Students pledge to uphold the student Conduct Code and are challenged to uphold high standards. The ceremony is held on the fourth night of the students' tenure at the college.
- Involvement Fair — Hosted each year in the fall semester by the Student Body Association, this event provides students an opportunity to explore options for involvement on campus.
- Homecoming — This annual fall event attracts large numbers of alumni back to campus for reunions, parties and activities related to the weekend. Students participate in events throughout the week on campus, culminating with a football game and presentation of the Homecoming Court.
- Diwali — Students are invited to celebrate the Hindu Festival of Lights with dance and music.
- Advent Lesson and Carols — This annual event of readings and seasonal music is sponsored by the Dean of the Chapel and Millsaps Singers.

#### *Spring Semester Events*

- Annual Tougaloo College and Millsaps MLK Celebration Day — Events celebrate the life, activism and legacy of Dr. Martin Luther King, Jr. Coordinated programming is designed to reflect and promote social justice 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

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become tradition to honor our scholarship fund donors and our student scholarship recipients on this day.

- Major Declaration Day — All sophomores are invited to officially declare their chosen academic major and celebrate with their academic department.
- IgNite — IgNite is the evening continuation of Major Declaration Day. It is a celebration of the spark for education that Millsaps helps cultivate in its students' lives; a call to the sophomore class, as they transition to their final years at Millsaps, to leave a legacy at an institution that has given so much to them.
- Tap Day — Sponsored by Omicron Delta Kappa, this event recognizes students who have been chosen to join honor societies.
- Major Madness — Major Madness is an annual weeklong celebration each spring. This weekend of events includes a crawfish boil, games and much more.
- Eve of the 7th Season — this ritual marks the end of the junior year. Featuring the numerous historical landmarks on campus, the procession concludes with the presentation of lapel pins; and the introduction to the Senior Year Experience.
- Last Hurrah — Held prior to Commencement, this party is co-sponsored by the Office of Alumni Relations, the Student Body Association and the Senior Year Experience as a celebration of graduating students.
- Commencement Weekend — A Baccalaureate Service is held at Galloway Memorial United Methodist Church. Commencement Exercises are held in the Bowl on campus. Individual student awards presented at Commencement Exercises include: the Founders' Medal for Academic Excellence, the Laney Award for Writing Excellence and the Fortenberry Award for Leadership Excellence.

## FRATERNITIES AND SORORITIES

Millsaps College has five Interfraternity Council (IFC) fraternities, three National Panhellenic Conference (NPC) sororities and four National Pan-Hellenic Council (NPHC) organizations. The sororities are Chi Omega, Kappa Delta, Phi Mu, Alpha Kappa Alpha Sorority, Inc. and Zeta Phi Beta Sorority, Inc. The fraternities are Kappa Alpha Order, Kappa Sigma, Lambda Chi Alpha, Pi Kappa Alpha, Sigma Alpha Epsilon, Alpha Phi Alpha Fraternity, Inc and Kappa Alpha Psi Fraternity, Inc.

A student must be in good academic standing with the college to join a fraternity or sorority.

Questions regarding the Millsaps fraternity and sorority community may be directed to the Office of Student Life (601) 974-1200. Additional information may be found on the fraternity and sorority life page on the Millsaps website: [Fraternity and Sorority Life | Millsaps College](#).

## PROGRAM AND ACTIVITIES COUNCIL (PAC)

PAC is the Millsaps College, student-programming board that operates collaboratively as an affiliate of the Student Body Association. PAC, composed of council members, event planners and general members, selects entertainment and programs for the student body in effort to enhance our campus culture, inspire student involvement and engagement and increase the pride of being a Major. For more information regarding PAC, please email [studentlife@millsaps.edu](mailto:studentlife@millsaps.edu).

## STUDENT BODY ASSOCIATION

All regularly enrolled students of Millsaps are members of the Student Body Association (SBA). Those taking at least 3 courses or part-time students who pay the Student Body Association activity fee have

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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, Vice President, treasurer, secretary, executive director of programming (PAC) and the executive director of diversity. The Officers serve a term concurrent with the calendar year.

The student senate is composed of voting members elected from the Millsaps Student Body Association in accordance with guidelines established in this constitution. 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. Jurisdiction

1. The jurisdiction of the Student Body Association government includes all apportionment of Student Body Association funds consistent with the policies of Millsaps College, the administration and the Board of Trustees;
2. Includes any and all areas of student activities, concerns and needs as delegated by the Board of Trustees.

#### B. Government

1. The government of the Student Body Association shall be composed of the Student Body Association executive board, the student senate, The student conduct and review council and the Honor Council.

#### C. Membership and Rights

1. All Millsaps students who pay the Student Body Association student activity fee;
2. All members shall have the full right to vote in Student Body Association elections;
3. The Millsaps Student Body Association is governed by the Student Body Association executive board, the student senate, the student conduct and review council and the Honor Council;



4. All Members may choose to pursue all elected or appointed positions of student government unless there is a conflict of interest.

## Article II. The Executive Board

### A. Construction

The acting Officers are President, first Vice President, treasurer, secretary and executive director of programming.

### B. Members and Functions

#### 1. President

- a. Presides as chairperson over senate meetings;
- b. Acts as the official host to all dignitaries and student groups visiting campus and acts as the official representative of the SBA to all campus groups and organizations;
- c. Serves as an ex-officio member of the Board of Trustees;
- d. Will serve as chairperson and have full authority over the SBA Executive Cabinet.
  - (1) The executive cabinet will be tailored by the President, which can consist of formal and informal advisors;
    - (a) May remove any of his/her appointees.
  - (2) The SBA executive board secretary serves as chief of staff to the President.

#### 2. Vice President

- a. Serves as ex-officio member of all senate ad-hoc committees;
- b. Shall develop and plan all SBA retreats and banquets;
- c. Shall collect nominations by SBA Officers and senators and applications for the Honor Council and the student conduct and review council nominees to the senate for appointment or approval;
- d. Shall chair all interviewing and selection committees for the Honor Council and the student conduct and review council.

#### 3. Treasurer

- a. Receives and evaluates all budget requests from groups requesting funds and submits a comprehensive budget proposal to the senate;
- b. Informs all campus groups of proper budgeting and expenditure procedures and assists these groups in all budget related matters;
- c. Facilitates the requisition procedure with the Business Office to ensure that all financial transactions of the SBA are completed;
- d. Keeps current and accurate records of SBA expenditures;
- e. Evaluates special requests for the funds from the General Account.

#### 4. Secretary

- a. Serves as Chief of Office operations to the SBA executive board;
- b. Charged with maintaining a calendar;
- c. Charged with recording minutes during senate minutes;
- d. Serves as head of public relations;
- e. Maintains a running list of all clubs and their leaders;

- f. Makes reservations for the SBA;
- g. Charged with scheduling SBA retreats and banquets.

- 5. Executive Director of Programming & Activities Council (PAC)
  - a. Shall serve as chairman of the PAC committee.

- 6. Executive Director of Diversity
  - a. Shall serve as chairman of the SBA Diversity Council;
  - b. Coordinates meetings, programs and events focused on inclusivity

C. Election and Terms of Office

- 1. Each Officer shall be elected by a majority vote from the Student Body Association;
- 2. All terms of the SBA executive board Officers will be concurrent with the calendar year beginning with the spring semester and concluding with the close of the fall semester;
- 3. In the case of a vacancy, a special election will occur in which the senate nominates and elects a new Officer by majority vote.

Article III. The Student Senate

A. Powers and Jurisdiction

- 1. The senate shall have legislative power over all areas of student life that fall under the Student Body Association;
- 2. The senate shall serve as spokesperson for the Student Body Association on all matters of student concern.

B. Composition

- 1. Executive board Officers shall attend senate meetings regularly but they are not considered members of the senate;
- 2. Senators shall be elected by general election and composed of the following representatives: four freshmen, four sophomores, four juniors and four seniors
- 3. The senators shall be elected by members of their constituencies.
- 4. In the event that a senate seat becomes available in the fall semester or spring semester, the SBA Senate will accept nominations for a replacement and will vote during a regular Senate meeting to replace a vacant seat who will serve until the end of the vacated term.
- 5. If any senate seats are vacated over Winter Break, a special Senate election shall be held in the spring semester to fill these seats and the senators will serve until the end of term.

Article IV. The Student Conduct and Review Council

A. Jurisdiction of Powers

- 1. The student conduct and review council shall have jurisdiction over review of questions arising from constitutional interpretation and procedure, and student disciplinary cases except in cases involving extreme psychological and/or emotional problems which will be determined by and handled by the Vice President of Student Life and Dean of Students;
- 2. Acts in accordance with the college Code of Conduct;
- 3. Shall have authority to levy monetary fines, service hours, alcohol education classes,

- probations, suspensions, expulsions, as well as other sanctions;
4. The President of the college has the 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. Shall have the authority to reopen cases due to the appearance of additional evidence;
  6. Any decision made by the SBA President may be overturned by a majority vote of the student conduct and review council and replaced by the Council's own decision. The student conduct and review council can refuse to hear any case by a majority vote and the President's decision will then be final.

**B. Composition**

1. Eleven voting members shall be appointed as follows: two faculty members appointed by the Vice President of Student Life and Dean of Students with the approval of the President of the college; one administrative staff member appointed by the Vice President of Student Life and Dean of Students; eight student members appointed by the SBA Vice President and the chairperson of the student conduct and review council, to be approved by the majority of the senate;
2. The Assistant Dean for Student Life, or his/ her designee, shall serve in a non-voting advisory capacity;
3. All voting members will serve a one-year term;
4. All members shall be chosen in the spring term of each year or appointed when vacancies occur;
5. The student conduct and review council shall have the power to choose its own chairperson and executive structure.

**Article V. The Honor Council**

**A. Jurisdiction of Powers**

1. The Honor Council shall preside over cases involving breaches in the honor code including but not limited to cases involving academic cheating, plagiarism and unruly behavior in the classroom.

**B. Composition**

1. Nine voting members and one non-voting member shall be appointed as follows: three faculty members representing each division of the college appointed by the Dean of the college with the approval of the President of the college; seven student members appointed by the SBA Vice President and the chairperson of the Honor Council, to be approved by the majority of the senate;
2. Student members consist of one non-voting freshmen, two sophomores, two juniors and two seniors;
3. If necessary, the Dean of the Else School shall nominate two graduate students, to be approved by the majority of the senate;
4. All members shall be appointed when vacancies occur.

**Article VI. Impeachment**

- A. Grounds for Removal of a SBA executive Officer, senator, Honor Council member, or student conduct and review council member**

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1. Breach of faith with the Student Body Association;
2. Not carrying out specific obligations of the Office in which they serve;
3. Not carrying out obligations as a member of the Student Body Association.

#### B. SBA executive board and senate impeachment procedure

1. A majority vote of the senate shall be required before a formal impeachment procedure can begin;
2. All charges shall be reviewed by the student conduct and review council;
3. Three-fourths of the senate must find a senator or executive board member guilty of the charges before removal.

#### C. Student conduct and review council impeachment procedure

1. Two voting student conduct and review council members must send a report to the SBA senate before a formal impeachment procedure can begin;
2. All charges shall be reviewed by the Honor Council;
3. Three-fourths of the senate must find the student conduct and review council member guilty of the charges before removal.

#### D. Honor Council impeachment procedure

1. Two voting Honor Council members must send a report to the SBA senate before a formal impeachment procedure can begin;
2. All charges shall be reviewed by the student conduct and review council;
3. Three-fourths of the senate must find the member guilty of the charges before removal.

### Article VII. Conflicts of Interests

- A. No member of the Student Body Association shall hold more than one of the following Offices at one time: senator, student conduct and review council member, Honor Council member, Student Body Association

### Article VIII. Amendments

- 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. Senate Meetings

#### A. Time and Manner

1. Meetings shall be held at a predesignated time and place set by the SBA Secretary;
2. The senate shall meet weekly during the fall and spring semesters unless, at the discretion of the chairperson, there is insufficient business to be considered at the scheduled meeting;
3. Special meetings of the senate shall be called by the chairperson, at the direction of the senate, on the request of five members addressed to the secretary or at the request of the President of the college;
4. The chairperson shall have the authority to change the regular meeting place, date and time at his/her discretion in extemporaneous circumstances.

#### B. Procedure

1. When senate meetings are conducted, Robert's Rules of Order shall be followed except as otherwise specified by the constitution or these by-laws;
2. A parliamentarian may be selected from the senate by the senate with a majority approval of the senate to rule on parliamentary procedures;

#### C. Attendance

1. Each senator is allowed two absences per semester. If any senator misses more than two meetings, they will be automatically removed from the senate;
2. Each tardy counts as half an absence;
3. Meetings of the senate shall be open to any members of the college community. Visitors shall not have the privilege of the floor except at the discretion of the chairperson and during the Voluntary Remarks Section of the Agenda.

#### D. Order of Business

1. Meetings, unless deemed otherwise by the chairperson, shall be conducted as follows:
  - a. Call to Order
  - b. Roll Call
  - c. Reading of Minutes
  - d. Officer Reports
    - (1) Executive Director of Programming
    - (2) Executive Director of Diversity
    - (3) Secretary
    - (4) Treasurer
    - (5) Vice President
    - (6) President
    - (7) Advisor (if needed)
  - e. Unfinished Business
    - (1) Committee Reports
    - (2) Special Senate Reports
  - f. New Business
  - g. Constituent Concerns/Questions

- h. Voluntary Remarks
- i. Adjournment

Article II. Senate Committees

A. Creation and Members

1. Any matter that falls under the jurisdiction of the senate may be delegated to a committee;
2. Any member of the SBA may serve on a senate committee with approval of the SBA Vice President unless otherwise specified by the chairperson of the committee;
3. Only senators have a vote in committee meetings;
4. Each committee shall have at least four members and one chairperson;
5. Members of the SBA may serve on multiple committees;
6. The chairperson must be a senator, and the chairperson is nominated by a senator and approved by the senate.

B. Standing Committees

1. Are populated at the beginning of each semester, last until the end of each Semester and can only be added or retracted by changing these By-Laws;
2. The standing committees are the Campus Improvement Committee, Dining Committee, Finance Committee, Rules Committee, PAC Committee, Marketing Committee and Diversity Council;
3. The SBA Treasurer serves as the chairperson of the Finance Committee; and the executive director of programming serves as chairperson of the PAC Committee;
4. The chairperson of each committee shall provide a report to the senate at each senate meeting.

C. Special Committees

1. Are created at the recommendation of a senator and approval by a majority of the senate;
2. Are populated at its conception and last until the end of the semester in which they were created;
3. The chairperson of each committee shall provide a report to the senate at each senate meeting.

D. Ad Hoc Committees

1. Shall be created through a proposal by a senator and the approval of the majority of the senate;
2. The senate shall designate a time span that the committee will work within;
3. The chairperson of the committee must give a report by the end of their allotted time.

Article III. Elections

A. SBA sanctioned elections will include, but not limited to, senate, SBA Officers, Homecoming Court, Homecoming King and Queen and Millsaps Most Distinguished Man and Woman.

B. Conduction

1. The SBA Vice President will be in charge of conducting all elections and overseeing that they are completed in the correct manner;

2. The SBA Vice President cannot oversee elections that he or she is running in;
  - a. In this case, the senate must choose someone else who is not running to conduct all election procedures.

C. Election Commissioner Duties

1. To issue and collect statements of intent from candidates, to collect nominations for positions and to judge if the candidates and nominees are eligible;
  - a. Candidates and nominees must be in good standing with Millsaps College;
  - b. Candidates and nominees cannot run for another position for a calendar year from the day of removal.
2. To set date of elections;
3. To make a schedule for election procedures and times to be reviewed by the senate;
4. To hear all complaints brought forth by candidates;
5. To suspend certain election rules with approval of a majority of the senate when a situation merits such a suspension;
6. To meet with candidates to explain election rules and procedures;
7. To enforce the following criteria and to disqualify the candidates who fail to follow them;
  - a. All students shall comply with the rules and policies for elections as stated in the SBA constitution and by-laws. All students shall be responsible for any campaigning done on their behalf;
  - b. Candidates must submit a statement of intent that must include the candidate's:
    - (1) Name that is to appear on the ballot;
    - (2) Campus mailing address;
    - (3) Telephone number;
    - (4) Millsaps username;
    - (5) Classification;
    - (6) Desired Office;
    - (7) Signature stating that he/she has read and understood all election rules and will comply with them or risk disqualification.
  - c. The candidate must attend the mandatory candidate meeting or give the election commissioner a 24-hour notice that they will not attend as well as set up a time with the commissioner to receive candidate information and rules;
  - d. The candidate may only solicit his or her campaign during the specified election week;
  - e. The candidate may use a maximum of ten standard 8x11 signs and three Posters;
  - f. No stickers may be used;
  - g. Candidates must remove all signs and posters within a week of the polls closing or face a fine of \$50. If the fee is not paid the candidate is removed from Office and is ineligible for SBA positions for one year;
  - h. The election commissioner may assign an area in which sidewalk chalk may be used;
  - i. Candidates must get approval for all signs, posters and sidewalk chalk messages that contain information other than the candidates name and position he or she is running for;

- j. No mass messaging may be used on behalf of a candidate.
  - 8. Shall notify all candidates of the results as soon as the results are known;
  - 9. Shall post-election results that shall include only the names of the winning candidates;
  - 10. Can request that candidates stop using unfair tactics, which are defined by the election commissioner and reviewed by the senate.
- D. Qualifications, Requirements and Procedure for
- 1. Millsaps Most Distinguished Man and Woman
    - a. Must be a graduating senior;
    - b. Shall be nominated by the senate and executive board;
    - c. The nominations will then be presented to the student body for voting and selection;
    - d. These awards will be presented at the Student Life Awards program each year.
  - 2. Homecoming Court
    - a. The Millsaps College Homecoming Court shall consist of 13 members: 10 members of the Court shall be seniors (five of which will serve on the King's Court and five of which will serve on the Queen's Court); one shall be a junior; one shall be a sophomore; and one shall be a freshman. The Homecoming Queen and King shall be selected from among the five senior members of the court;
    - b. Shall be nominated by a member of the Student Body Association;
    - c. Nominated students will be voted on by the entire student body.
  - 3. Awards
    - a. SBA Leader of the Year
      - (1) Must be a member of the SBA 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 SBA members;
      - (2) Shall be nominated by the senate and executive board;
      - (3) Shall be voted on by the senate.
    - b. Outstanding Senator of the Year
      - (1) Any member of the senate who went above the duties and responsibilities of a senator for the betterment of the Student Body as a whole; one who has consistently developed significant legislation, shown leadership and given service;
      - (2) Shall be chosen by the executive board.
    - c. Outstanding Class Senators
      - (1) Must be a senator
      - (2) The executive board shall choose one senator from each class.
    - d. Service and Leadership Award
      - (1) Any member of the senate who has served the senate diligently over several terms and embodies service and leadership at Millsaps in a way that should be emulated by other students.
    - e. The senate and the executive board have the discretion to add or remove any awards when they deem necessary;
    - f. These awards are presented at the Student Life Awards and/or at the final senate meeting as deemed by the senate and executive board.



## MAJOR FACTS

### Student Handbook

#### A. Voting

1. All Millsaps undergraduate students shall have equal opportunity to vote in the elections they qualify to vote in;
2. No person may be a candidate for more than one office in any election;
3. All voting will take place via an online platform
4. Each voting student will be provided with the names of the students running in alphabetical order, what position they are running for and a blank space for a write in ballot;
5. Voters may choose to vote for as many positions as they wish;
6. Polls will open at 8 AM and will remain open until 8 AM the following day.
7. The candidate(s) with the greatest number of votes shall be considered the winner with the exception of SBA executive Officers;
  - a. In an election for an SBA executive Officer in which no one receives a majority of the votes, a runoff will be held between the two candidates with the highest number of votes.

#### B. Appeals

1. Disqualification
  - a. Candidates who have been disqualified may submit a written appeal to the election commissioner for a decision.
2. Election results
  - a. The SBA Advisor shall provide a copy of the results including names, number of votes and percentages to any candidate who requests it;
  - b. Any candidate wishing to protest the election must file a written petition declaring this intent and the grounds for the protest within forty-eight hours of the closing of the polls;
  - c. The petition shall be submitted to the SBA Advisor;

#### Article IV. Approval of Expenditures

- A. Any expenditure of the operating or reserve budget in excess of \$250 shall be reported to the senate.
- B. To request funds, a recognized organization must send a written request to the Treasurer two weeks before the end of the semester to receive reimbursement for these funds. Organizations and groups should present all receipts and a written description of the funds spent to the Treasurer.
- C. Once the requesting organization 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 \$200.00, 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 \$200.00, the responsible person(s) will receive a check in their mailbox from Millsaps College.

#### Article V. Amendments

- A. The SBA By-Laws may be amended by a two-thirds majority vote in the senate.

## **ACADEMICS**

### **THE STUDENT ACADEMIC RESPONSIBILITY PLEDGE**

I fully acknowledge my responsibility for completing all college academic and graduation requirements. I affirm my responsibilities to:

- decide up and declare a degree and major course of study as early as possible
- be familiar with policies pertaining to my academic program 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, staff and other resources that can assist me with academic and career planning
- regularly check, read and respond to my campus email and post-office box
- constantly evaluate my interests, strengths, weaknesses and adjust my plans accordingly
- be an engaged student while at the college

### **ACADEMIC ADVISING**

Why is academic advising important?

The faculty and staff of Millsaps College believe that sound advising of students regarding 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 their chosen degree and major, we believe that it is our responsibility to make available appropriate assistance in course selection, choice of major or minor subjects, and selecting any collateral preparation needed to enhance a student's professional and personal potentials.

What is an academic advisor?

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.

Advising at Millsaps College aims to create a collaborative relationship between faculty advisors and student advisees to foster each individual's academic potential and personal success. In this student-driven process, advisors empower their advisees to make connections among their class work, experiential learning, and co-curricular experiences while connecting them to the resources they need to succeed. Academic advising is an extension of the work faculty do as teachers as they guide students to find the logic of their own education and select opportunities both in and out of the classroom that lead to their desired outcome.

Student Advisees will

- Develop an intentional collaborative relationship with your advisor.
- Understand the structure and purpose of Millsaps curricula (Compass, major and minor).
- Create a narrative that connects your classes, experiential learning, and co-curricular programming through your Pathway.
- Identify and explain your personal and professional short and long-term goals.
- Use institutional resources to meet your goals.

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#### Student Responsibilities

- Develop a strong working relationship with your advisor and make appointments when requested and necessary.
- Be respectful and inclusive in your communications and interactions with your advisor. Read and respond to your email regularly.
- Prepare for and be active in your advising meetings and ask questions when you have them.
- Reflect on your personal interests, skills, and goals and share them with your advisor.
- Learn and understand the Catalog and Millsaps' policies, procedures, deadlines, and requirements and utilize the technological resources (i.e. Major Portal, Millsaps.edu, etc.) at your disposal.
- Seek out additional faculty, staff, and institutional resources who can assist you with academic and career planning when needed.
- Follow through on plans-of-action identified during advising meetings.
- 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.

#### Advisor Responsibilities

- Respond to advisee communication in a timely manner and be available for appointments as needed.
- Be respectful and inclusive in your communications with your advisees.
- Remain current with the Catalog and Millsaps' policies, procedures, deadlines, and requirements as well as the advising feature in Major Portal.
- Help students take ownership of their choices while exploring and defining their goals and interests.
- Help students develop a schedule that serves their needs and interests and provide advisor approval for adjustments to the schedule as needed once the term has begun.
- Maintain confidentiality regarding student information, including following FERPA guidelines.
- Provide appropriate referrals (CARE team, counseling center, health center, Center for Career Education, CASE, Writing Center, chaplain, etc.) as needed.
- Monitor the student's progress in classes (as noted below) and towards goals and reach out to students for a meeting when engaged by the CARE team or when you receive a Yellow Alert about an advisee.
- Keep notes about your advising sessions in the Major Portal notes feature to ensure continuity of advising during advisor transitions.

#### The Student Academic Responsibility Pledge:

I fully acknowledge my responsibility for completing all college academic and graduation requirements.

#### I affirm my responsibilities to:

- decide up and declare a degree and major course of study as early as possible
- be familiar with policies pertaining to my academic program 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, staff, and other resources that can assist me with academic and career planning
- regularly check, read, and respond to my campus email and post office box

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- constantly evaluate my interests, strengths, weaknesses, and adjust my plans accordingly
- be an engaged student while at the College

#### Who is my advisor?

The summer before arriving on campus, new Millsaps students complete an extensive interest survey which allows a committee of faculty and staff to build their first semester schedules. Once first year students have arrived on campus, each student is assigned a Student Success Coach who also serves as their General Advisor. General Advisors work with students through their first year and until they declare a major. As soon as a student declares a major, they are assigned a Major Advisor, who will remain their advisor throughout the rest of their enrollment or until a change in major.

Transferring students are immediately assigned to a General Advisor, who assists with first semester schedules. The General Advisor for transfer students is Dr. Jenni Lewton-Yates, the Assistant Dean for Student Success. Success Coaches and the Assistant Dean for Student Success can be reached at [advising@millsaps.edu](mailto:advising@millsaps.edu)

In addition to the advisors referenced above, students may have other advisors monitoring their academic progress. These can include:

- Minor Advisor
- Additional Major Advisor for students double majoring
- Concentration Advisor
- Department Chair
- Pre-professional Advisor, for students interested in pursuing careers with specialized graduate programs
- Other School Officials such as athletic coaches

#### 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 selections, make an appointment with your academic advisor for guidance.

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-October, and pre-registration for fall courses and summer classes usually takes place in early-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 have legitimate educational interest in viewing your information to complete their jobs and does not allow us to discuss the information with other people, including your parents, without your permission. Students are exempt from this rule if they are listed as tax dependents by a parent. In these cases, a parent may have access to their student's academic record if they supply evidence that the student has been declared a dependent on a previous tax return. FERPA release forms are available in the Office of records or online here: <https://millsaps.edu/info-for-family-community/online-protections-ferpa/>*

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### CLASS REGISTRATION

What should I do during pre-registration?

About a week or so before pre-registration period, the next term's schedule will become available for viewing on Major Portal. As you look through the list of courses, think about the following:

- Select courses that you think are appropriate to your needs and goals. Check the College 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 classes for which you plan to register. Your Degree Audit tab in Major Portal is an excellent place to see your progress and help guide you.

As soon as you have selected your courses, make an appointment with your advisor. Talk through your plan with your advisor to be sure that your schedule is manageable and that you have not overlooked anything. Take the 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 have not thought about that they can help you with!

After you and your advisor have reviewed your schedule, you should pre-register using "Student Planning" in Major Portal. Instructions for using "Student Planning" are emailed to students each semester.

When do I register for classes?

Once your advisor has approved your schedule, you may proceed with registration. Login to Major Portal to find out when you can register. You will not be asked to register during a time when you are in class. Registration times are assigned by classification in the following order:

1. Graduate students
2. Graduating students
3. Third year students
4. Second year students
5. First year students

How do I register for classes?

Read this document which details the process step by step: <https://millsaps.edu/academic-advising-registration/>

### ADDING, DROPPING AND WITHDRAWING FROM CLASSES

If you want to add any more courses, you can do so by following the instructions below:

- ON OR BEFORE FRIDAY OF THE FIRST WEEK OF CLASS, you can add courses online in "Student Planning."
- IF IT IS THE SECOND WEEK OF CLASS BUT ON OR BEFORE THE 8TH DAY OF THE TERM, you may add a class by going to the Office of Records to obtain a "Change of Schedule/Add/Drop" form. To complete this form, you will need the handwritten signatures of your advisor and the instructor of the course. Return the completed form to the Office of Records. It is the responsibility of the student to return the completed form to the Office of Records.

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To drop a course, you can do so by following the instructions below:

- ON OR BEFORE THE 8TH DAY OF THE TERM, you may drop courses online in “Student Planning” by going to your schedule and clicking “Drop” next to the applicable course. A popup will ask you to verify that you want to drop the class.
- AFTER THE 8TH DAY OF THE TERM, you will need to formally withdraw from your class, and you will get a grade of W on your transcript. Withdrawing from classes is a paper process that requires you to complete a “Change of Schedule/Add/Drop” form obtained in the Office of records. Both the instructor and advisor’s signatures are required to complete the form. After the 8th day of the term, you must also pay a \$30 change of schedule fee.

When you are thinking about dropping a course, keep in mind that, if you drop to below 12 credit hours, you are no longer a full-time student, which may in turn affect your federal and Millsaps financial aid awards. Mississippi residents who drop below 15 credit hours will lose eligibility for state financial aid.

## LATE REGISTRATION

If a student has not followed the online registration procedures listed above for any classes and waits until after the first Tuesday of classes to complete registration, the student will be charged a \$50 late fee.

## CHOOSING A MAJOR

The vision of Millsaps College affirms a dedication to engage students in an educational experience that “produces informed, creative thinking and versatile citizens who are career-ready, civically-minded, and dedicated to a life of learning, service, and meaning within the state of Mississippi and beyond.”

The Compass Curriculum is a key building block in that experience, and offers all incoming first-year students a new and exciting tool to find their best path to graduation and the years that follow! The Compass Curriculum is your guide to a life-changing education—one that helps you choose your own path, provides you the tools to use along the way, and offers learning opportunities uniquely tailored to your goals.

The first-year of coursework requires the following:

**Introduction to Pathways (1 credit hour; must be taken in the first semester)** This course sets students up for success in college by reinforcing positive behaviors and skills, introducing them to campus resources, and helping them connect the work they’re doing now to their future dreams and aspirations. Team-taught by a faculty member, a staff member, and a peer mentor, the Intro to Pathways course meets only once a week

**Connections (4 credit hours)** In our Connections courses, we focus on the development of communication skills by addressing a humanities topic within its historical context. You will create formal and informal communication products that demonstrate critical listening, reading and, where appropriate, aural and visual comprehension of the course topic. Topics vary each year and by instructor.

**Humanities Exploration (8 credit hours total; 4 must be taken in the first year)** Through our Exploration in the Humanities, you will explore the human experience and world cultures throughout history and consider the intellectual development, artistic expression and social and cultural evolution of

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### Student Handbook

humankind. By exploring the humanities, you will develop skills for seeking, understanding and interpreting cultural phenomena across numerous human contexts.

To complete the Compass Curriculum, you will take two skills-based courses, several more Explorations courses, and complete the Major Experience and Writing Portfolio.

#### Explorations

- Business (4 credit hours)
- Fine Arts (4 credit hours)
- Mathematics (4 credit hours or proficiency)
- Understanding the Natural World (4 credit hours)
- Understanding the Social World (4 credit hours)
- Non-native language (8 credit hours of one language or proficiency)
- STEM (8 credit hours)

#### Skills

Collaboration (4 credit hours, may overlap with an Exploration)

Creative Problem Solving (4 credit hours, may overlap with an Exploration)

#### Major Experience

You will complete a capstone learning experience directly connected with Millsaps' vision of producing "informed, creative thinking and versatile citizens who are career-ready, civically-minded, and dedicated to a life of learning, service, and meaning within the state of Mississippi and beyond." This experience is normally accomplished as an upper-class student and must comprise the equivalent of 4 credit hours in one or more experiences. Examples include:

- study abroad
- field-based course
- community-engaged coursework
- undergraduate research
- Honors project
- Ford Fellowship
- internship with reflective component

#### Writing Portfolio & Written Reflection

By the time you graduate from Millsaps, you will demonstrate your proficiency in written communication through the Millsaps Writing Proficiency Portfolio. If you are a traditional student, you will fulfill this requirement by the end of your second year at Millsaps; if you are a transfer student entering as a junior or senior, you will need to complete the requirement by the term prior to your anticipated graduation date.

#### Choosing a major:

The Compass 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 services offered by the Center for Career Education and the Pathways program which will help you assess your interests, skills, personality and values in relation to a major and a career. 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,

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talk to the faculty advisor for that area and/or check with the Center for Career Education for resources that will give you information about salaries, outlook, required education, job duties, and related careers. The Center for Career Education and many student organizations advertise workshops and discussions on various career options as well.

*Note: While Millsaps offers pre-professional tracks in law, health, engineering, and ministry, but it does not offer majors for these programs. At Millsaps, students preparing for these professions will earn majors in a specific academic discipline such as English, biology, or economics.*

Declaring a major is simple: email [records@millsaps.edu](mailto:records@millsaps.edu) and ask for a form. 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.

Major Declaration Day, the sophomore class tradition, takes place in March and involves all of the academic departments. During this event, the campus comes together to celebrate all of our students and their newly declared majors.

Choosing your degree:

Millsaps College offers three undergraduate degrees: 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 general education (Compass Curriculum) courses that all Millsaps students take.

- The Bachelor of Arts degree is typical in the humanities and in some social sciences and requires demonstrated proficiency at the intermediate level in a foreign language.
- The Bachelor of Science degree is usually awarded in the natural sciences and some social sciences. Requirements include 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 awarded to students in accounting or business administration. Required courses for this degree 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](http://www.millsaps.edu).

## ACADEMIC HONORARIES

Phi Beta Kappa is the oldest academic honorary in the Nation. 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 MATH 1200, MATH 1210, ECON 3030, PSYC 2100, SOAN 2100 or PHIL 2900, 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 graduate program in business or management.

Sigma Alpha Alpha honor society was established by the [Southern Athletic Association](#) and recognizes senior scholar athletes who have maintained a consistently high cumulative grade point average through



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7 semesters; earned first or second team conference honors during their career; and participated as an athlete their senior year, unless academic or injury prevented their involvement.

[Omicron Delta Kappa](#), the National Leadership Honor Society, recognizes and encourages superior leadership and exemplary character. OΔK encourages collaboration among members across the five pillars of leadership celebrated by OΔK: academics and research, athletics, service to campus and community, communications, and creative and performing arts. Founded in 1914 at Washington and Lee University, OΔK honors and develops leaders through scholarships, workshops, career development, leadership resources, and a lifelong connection to other members. The Society also champions its leadership values of collaboration, inclusivity, integrity, scholarship, and service. The Pi Circle at Millsaps was founded in 1926.

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## **CAMPUS OFFICES AND SERVICE**

ADA Accommodations  
Campbell Center, Room 328  
601-974-1469

Business Office  
Academic Complex, Room 144  
601-974-1100

Campus Safety  
New South Hall Lobby  
601-974-1234 (emergencies)

Campus Bookstore  
Campbell Center, 1st Floor  
601-974-1230

Campus Post Office  
Campbell Center, 1st Floor  
601-974-1231

CASE Writing Center  
John Stone Hall, Room 100  
601-974-1326

Center for Career Education  
Campbell Center, Room 309  
601-974-1346

Counseling Center  
Campbell Center, 3rd Floor  
601-974-1207

IT Help Desk  
Academic Complex, Room 105  
601-974-1144

Chaplain  
Christian Center, Room 128  
601-974-1226

Library  
Millsaps-Wilson Library  
601-974-1070

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Lost and Found  
Campus Safety & Student Life  
601-974-1180/601-974-1200

Records Office  
Academic Complex, Room 142  
601-974-1120

Student Life Office  
Campbell Center, 3rd Floor  
601-974-1200

Wesson Health Center  
Campbell Center, 1st Floor  
601-974-1207

## **ACCESSIBILITY SERVICES**

Campbell College Center, 3rd Floor  
601-974-1469  
[ada@millsaps.edu](mailto:ada@millsaps.edu)

Millsaps College complies 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 or learning difference which is current and up-to-date. The documentation must be no more than three years old. The documentation must be completed by a physician, psychologist or certified educational specialist. Students with disabilities or learning differences who need information about appropriate steps to follow in order to obtain accommodations should contact the Accessibility Services Coordinator.

## **ALUMNI AND PARENT RELATIONS**

Location: Whitworth Hall 200  
Phone: (601) 974-1044

The Office of Alumni and Parent Relations is committed to promoting the strategic goals of Millsaps College through the engagement, education and organization of alumni, parents, and students. Alumni and parents volunteer their time, talent and resources, thereby enhancing the college experience for current students and adding value to the Millsaps legacy. Engaged students enhance the Millsaps experience for all and become powerful advocates for the college as future alumni. For specific questions, contact the office at [alumni@millsaps.edu](mailto:alumni@millsaps.edu) or [parents@millsaps.edu](mailto:parents@millsaps.edu)

Parents/Guardians can join the "Millsaps College Parents" Facebook group at [www.facebook.com/groups/millsapsparent](https://www.facebook.com/groups/millsapsparent) to connect with other Millsaps families and to keep up with college announcements. Each month, the Millsaps bulletin is sent out and includes stories about alumni, faculty and students, college events and more.

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### BOOKSTORE

Campbell College Center, 1st Floor

601-974-1230

[bookstore@millsaps.edu](mailto:bookstore@millsaps.edu)

The Millsaps College Bookstore, owned by Follett Higher Education, is more than just a bookstore. It is the one-stop-shop for all things Millsaps College.

The [Saps Supplies](#) program at Millsaps College is a convenient way to provide all undergraduate students with their required books and course materials on day one—for no additional cost.

Saps Supplies delivers required texts and materials to students when they register and the cost is included as part of tuition and course fees so there are no surprises about costs after enrollment. Students will realize significant savings based on the Millsaps College Bookstore's relationships with publishing partners as well as its bulk purchasing power. Saps Supplies also reduces student stress during the purchasing process and provides a method to easily access, manage and use all course materials regardless of format or cost.

#### The Benefits of Saps Supplies

- Having required course materials makes it easier to be more successful in class
- Receive all course materials through a stress-free procurement experience
- Easily access, manage and use digital course materials
- Minimize the time spent searching for deals on course materials
- Do not worry about getting the wrong book or wrong edition

#### Bookstore FAQs

How does Saps Supplies work? The Saps Supplies program takes the hassle out of course material buying because course material costs are covered as part of the cost of tuition. This allows every enrolled undergraduate student access to all required materials on day one. Once you have selected your courses, your course list will be sent to the Millsaps College Bookstore inside the campus life center, and all your materials are pulled for you.

If my professor has recommended course materials, will those be included in the program? Only materials identified by your professor or campus as "required" are included as part of the program. All "recommended" materials will be available for purchase at the Millsaps College Bookstore.

What type of books are included in Saps supplies? Books may be print (i.e., physical copy) or digital and rent or purchase. Each instructor was given the opportunity to specify the format of their textbooks (digital or print). They were asked to be judicious with their requests and recognize that additional costs for print-only books will eventually be passed on to students and families in subsequent cycles.

What if I want to purchase my book rather than utilize the rental provided? Many of the books and materials are offered on a rental basis and must be turned back in at the conclusion of the term. Remember, the idea behind Saps Supplies is to provide basic access to all required materials to all students at the most affordable price possible. However, if students wish to purchase their books, they may do so through the bookstore and pay only the difference between the purchase and the rental price, since rental access is already included through Saps Supplies.

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What if I add or drop a course? If you drop a course, you must return any physical books/materials to the bookstore and your digital access will be removed for that course. If you add a new course after you have already picked up your materials, go to the bookstore one day after enrollment to pick up additional course materials.

How do I access my digital books? All digital books will be accessed using the BryteWave (RedShelf) Platform.

There are 3 easy ways to access your course materials:

1. Course Connect <https://courses.millsaps.edu/login/index.php>

2. Your millsaps.edu email

*For digital books, students will receive an email to their Millsaps account 2-3 weeks prior to the start of the term instructing them how to access their book online.*

3. BryteWave website <https://brytewave.redshelf.com/>

Please see additional login information below:

If you have any questions, you can email [humphdr@millsaps.edu](mailto:humphdr@millsaps.edu) or call Donna Humphrey at 601-974-1230.

What happens if I do not return my rental books by the specified due date? Students are responsible for returning all rental books and course materials to the Millsaps College Bookstore by the scheduled due date. Failure to return books and course materials by the due date or returning damaged items will result in a fine charged to your student account.

Who do I contact if I still have questions or need additional help with Saps Supplies? If you have any questions related to picking up, accessing your Saps supplies or need accommodation, you can email [sapssupplies.edu](mailto:sapssupplies.edu) or [humphdr@millsaps.edu](mailto:humphdr@millsaps.edu) or call Donna Humphrey at 601-974-1230.

If you need assistance securing an appropriate device to access your digital materials, please contact [care@millsaps.edu](mailto:care@millsaps.edu)

### Supplies and Everyday Essentials

There is a variety of school supplies, planners, calculators and flash drives for studying, but we also have your everyday essentials, such as health and beauty, snack and drinks and batteries!

### Apparel and Accessories

We have official NCAA licensed gear. No matter the time of year, we have something for everyone, including logo t-shirts, sweatshirts, hats and much more. We also have clothing specially designed for children, moms, dads and grads.

### Service

Along with cash, check, Follett gift cards and major credit cards, the bookstore accepts Major Bucks. We also accept financial aid from the business Office. And, when graduation rolls around, we will be here for graduation announcements, caps and gowns, diploma frames and alumni apparel.

## **MAJOR FACTS**

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### **BUSINESS OFFICE**

Location: 1st floor of the Academic Complex (Room 144)

Phone: 601-974-1100

[businessoffice@millsaps.edu](mailto:businessoffice@millsaps.edu)

The [Business Office](#) handles all aspects of student accounts including student billing, payment plans, and refunds. In addition, all other financial matters for the college except financial aid are also handled through the Business Office.

### **CAMPUS SAFETY**

New South Hall Lobby

Emergency Phone: 601-974-1234

Operations Office Phone: 601-974-1180

[campussafety@millsaps.edu](mailto:campussafety@millsaps.edu)

The Campus Safety department's responsibilities include security, fire prevention and safety. The daily operation of the department is administered by the senior lieutenant, under the guidance of the director. 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 (601) 974-1234 and, you will be speaking directly to the Campus Safety dispatcher 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 call 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 (601) 974-1234 emergency notification system, residents may call local police for crime-related emergencies by dialing 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 initiate an investigation or inquiry.

#### 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 service, library privileges, athletic events and facilities, student health service, the book- store, the business Office and any other college functions to which you may be entitled as a Mill- saps 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. If a student loses their I.D. card, a replacement must be obtained from campus safety immediately. The cost of a replacement card is \$35.

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#### Gate System

There are five gated entrances to the campus. They are as follows: the north gate entrance at Riverside and State Streets; the south gate entrance at the intersection of Webster and Marshall Streets; the Whitworth Circle gates located at N. State Street and Oakwood St./Fairview St.; the Park Street gate; and the Visual Arts Center gate at N. West Street and Wesley Ave.

The north gate entrance serves as the dispatch center for campus safety and is staffed 24 hours a day. The south gate entrance may be accessed with a valid Millsaps ID and/or registered vehicle decal. Only one vehicle will be allowed to enter per gate cycle. Non-Millsaps vehicles will be stopped and then allowed to enter only after the driver has received authorization from the north gate dispatcher. The Whitworth Circle, Park Ave and VAC gates are only open at limited times and for special events.

#### OFFICE OF THE CHAPLAIN

Location: Christian Center 125

Phone: 601-974-1226

[chaplain@millsaps.edu](mailto:chaplain@millsaps.edu)

The [Office of the Chaplain](#) of Millsaps College provides religious and spiritual services to all students, faculty, and staff; facilitates access to and protection for the religious and faith practices of all members of the Millsaps community; cares for all persons regardless of status, identity, or faith tradition; and advises the community on our shared values of academic freedom, transformative service, and personal integrity. The Office of the Chaplain is also home to the Center for Ministry, Office of Church Relations, and the Course of Study & License to Preach School.

The Center for Ministry, in partnership with the Mississippi Annual Conference, provides continuing education, professional development, and spiritual formation events for laity and clergy. The Office of Church Relations works to foster the connection between Millsaps College and the larger Christian community in the State of Mississippi. While our primary relationship is with the Mississippi Annual Conference of The United Methodist Church, the office endeavors to build relationships with all people of faith. The Course of Study, an extension school of Emory University, and the License to Preach School provides academic courses to fulfill the theological educational requirements for part-time local pastors in the United Methodist Church.

The Office of the Chaplain also administers the McNair Fund for Christian Missions, which provides financial support for international, mission experiences for students, faculty, and staff. Additionally, the office oversees the use of Yates Chapel in the Selby and Richard McCrae Christian Center.

#### CENTER FOR CAREER EDUCATION

Campbell College Center, 3rd floor

601-974-1346

Murrah Hall Annex, 1st floor

601-974-1214

[careercenter@millsaps.edu](mailto:careercenter@millsaps.edu)

The Center for Career Education staff looks forward to working with you and assisting with your academic and career development. Please contact us for individual appointments, workshops, seminars or other programs. More information may be found at: <https://millsaps.edu/academics/student-success-services/career-services/>

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#### First Year:

- Explore options.
- Get acquainted with the center for career education by meeting the staff.
- Register with College Central Network if you are interested in on-campus or off-campus part-time jobs.
- Become involved in campus and community activities. Explore and join organizations that will enhance your interpersonal skills.
- If you are unsure about future academic or career plans, then make an appointment for career counseling.
- Try career assessments to evaluate your skills, interests and values as they pertain to the world of work.
- Plan ahead for a summer experience that will help when exploring a major or career options.

#### Second Year:

- Put a plan together
- Seek out the resources provided by our center for information on majors and occupations.
- Get to know faculty in your major of interest. They can talk about career options and provide a letter of reference when you apply for a job or to
- Begin thinking about graduate/professional school.
- Begin developing a professional quality resume and learn how to write a network message (cover letter).
- Secure an internship during the academic year or for the summer. Our center posts local, national and global opportunities.
- Pursue leadership positions in campus and community organizations.
- Declare your major. Also consider a minor.
- Check out "What Can I Do with This Major or Degree?" from our website:  
<https://millsaps.edu/academics/student-success-services/career-services/>

#### Third Year:

- Confirm your plan
- Visit the center for career education. Receive counseling and resources that will aid in solidifying your decision about a career.
- Explore career options related to majors through internships, job shadowing, study abroad and volunteer experiences.
- Conduct an informational interview with an alumnus or a professional working in your field of interest.
- Get involved in a professional organization related to your career field. Inexpensive student memberships are often available.
- Create a LinkedIn account and expand your network by joining the college's alumni network.
- Consider career assessments to help you focus your goals. This service is FREE!
- If you plan to attend graduate or professional school, schedule your test date and ask our center for help with your personal statement.



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- Visit networking events to test the waters. Maintain contact with employers hiring in your field of interest.
- Once plans are confirmed, tailor your resume to your chosen field of interest. Ask our center for a critique.

#### Graduating:

- Take Action!
- Early in the year, register with College Central Network and upload your resume and build your portfolio.
- Ask for career resources and assistance with cover letters, a personal statement, business cards or a reference list.
- Attend workshops or information sessions offered throughout the year pertaining to graduate school or to employment.
- Conduct a mock interview with one of our staff members.
- Continue to investigate and research potential employers. Use CareerShift (a free service to students) to build your network of REAL people.
- Work with a staff member to make an action plan.
- Begin searching for a job 3 months prior to graduation. This means APPLY!
- Apply to graduate or professional school by designated deadlines. The earlier, the better.
- Attend various career expos and fairs in Jackson, your home city, your targeted city or online. If available, participate in on-campus interviews.
- Stay in touch with the college after graduation. We welcome our alumni to use our service or to share opportunities with current students.

#### Graduate Students:

- Make sure your resume is updated and includes your undergrad degree and all work experience, activities, honors, community involvement.
- Continue to seek internships or part-time positions to bolster your value.
- Research potential employers that interest you.
- Create your targeted job search plan for pursuing your full-time job.
- Continue to participate in any information sessions, workshops and employer events for networking.
- Participate in informational interviews for the purpose of learning about careers, gain advice from people who are in your field of interest and learn of possible networking opportunities.
- Begin joining professional organizations relative to your chosen industry.
- If available, continue to participate in on-campus interviews.

## COUNSELING SERVICE

Campbell College Center, 3rd Floor  
601-974-1207 to obtain a confidential appointment  
[counseling@millsaps.edu](mailto:counseling@millsaps.edu)

The mission of Millsaps College counseling service 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 service

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provides brief counseling/therapy and consultation service to all undergraduate and graduate students. Students who need medication prescribed, longer-term therapy or specialized treatment programs are referred by a Counselor to off-campus professionals and treatment programs in the community. On-campus service is provided free of charge for 6-8 sessions per semester, however there is a fee for missed appointments not canceled with 24- hour notice. All counseling sessions are held highly confidential in accordance with regulations and laws governing counselor licensure and certification.

## **DINING SERVICE**

Campbell College Center, 2nd floor

601-974-1240

[dining@millsaps.edu](mailto:dining@millsaps.edu)

Dining Service is an essential piece to the Millsaps College experience. We offer dining in three separate locations throughout campus. The main residential restaurant, nicknamed “the Caf,” is located in the William Leon Rogers Room on the first floor of the Boyd Campbell College Center. In addition, we have two retail locations on campus.

- Reuben’s at Millsaps is a great place to grab a quick dinner or a late-night snack.
- EcoGrounds is a café and deli that offers great tasting, fair-trade coffee, espresso and blended coffee drinks.

Information about dining at Millsaps College can be found at [www.millsaps.campusdish.com](http://www.millsaps.campusdish.com)

## **FINANCIAL AID**

Sanders Hall, 2nd Floor

601-974-1220

[financialaid@millsaps.edu](mailto:financialaid@millsaps.edu)

The Office of Financial Aid provides counseling for all students who need assistance with financing their college education and awards institutional, federal and state aid. All scholarships and financial aid require annual renewal. The priority deadline for the next academic year is March 1.

## **HALL ACTIVITIES CENTER**

601-974-1212

[hac@millsaps.edu](mailto:hac@millsaps.edu)

The Maurice H. Hall Activities Center is the home of campus recreation at Millsaps College. Recreational activities include intramural sports, open recreation and fitness.

## **INFORMATION TECHNOLOGY SERVICE**

Academic Complex, Room 105

601-974-1144

[help@millsaps.edu](mailto:help@millsaps.edu)

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. All residential facilities offer wired and wireless access. This allows the student convenient 24-hour access to personal

## **MAJOR FACTS**

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network storage, electronic mail and the Internet. ITS Student Support Staff are available during the academic calendar year.

### **INTERNATIONAL EDUCATION**

Location: 3rd floor of the Campbell College Center 318

Phone: 601-974-1052

The Office of International Education provides auxiliary services and support for international undergraduate and graduate students at Millsaps College. The office provides personal assistance with immigration and visa procedures, housing and roommates, academic and personal advising, health services, and orientation to college life. Overall, the Office of International Education provides support to international students who are adjusting to educational practices and life in the United States. More specifically, the Office is an advocate to help students maintain their U.S. visa status. The 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 Office is committed to providing the best possible practices and support for all international students, so that they are prepared to reach their academic and personal development goals while at Millsaps College. Millsaps sponsors a number of programs for international students to enjoy as they participate in their academic pursuits.

Exciting programs include the International Night Market, "Dine with the Dean"; a Tea Party with the community; International Student Appreciation Day at the art museum; area field trips; Millsaps International Buddy System (MIBS).

The Office of International Education is also here to help students explore the opportunities to study abroad. Whether they choose to participate in one of Millsaps College's nationally award-winning faculty-led programs or a semester abroad with one of the direct exchange or study abroad partners, The Office of International Initiatives provides a powerful tool for understanding and appreciating today's world. As students return from their semester away, the Office of International Initiatives offers support and guidance on how to use international experiences to set them apart in job searches and graduate school applications.

### **THE MILLSAPS-WILSON LIBRARY**

601-974-1070

[library@millsaps.edu](mailto:library@millsaps.edu)

Hours are posted on the Library's website.

The library maintains a variety of services and collections along with sufficient seating and study spaces to support the academic needs of students. It contains over 200,000 volumes and 200 print journal titles, more than 57,000 online journals and an additional 80-plus databases. Materials not in the library can be acquired via Interlibrary Loan. 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. The audio-visual collection includes DVDs, videotapes, music CDs, cassette tapes and vinyl records, cameras, microphones, recorders, and laptops. Students may check out designated A-V equipment. The web catalog, periodical indexes, online journals, eBooks, and databases are accessible via the library's webpage.

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Assistance with the use of all library resources is available at the Reference Desk. The library offers instruction in the use of its resources to individuals and classes. Librarians are on duty weekdays to assist students. Library notices and checkout receipts are sent by email. Help pages on library procedure and policy and research guides are available on the webpages. Students may renew books in person, by e-mail to [librarian@millsaps.edu](mailto:librarian@millsaps.edu), by phone, or by logging into their account on the library webpage. Most books are checked out for 30 days (checkout times for other materials will vary). Two renewals are allowed. There are no late fees (except books borrowed through Interlibrary Loan), but students will be charged replacement fees and risk academic hold for lost, damaged, or long overdue books, media, and equipment. A book drop at the front door allows the return of books after-hours.

Computers are available in the Reference area on the main floor, in some study rooms, and in the Library Computer Lab. Located on the west wing of the first floor, it is open for student use when not reserved for classes. Wi-Fi is available for students with electronic devices. There are two scanners and three printers, one of which prints in color. Students are allowed a certain number of free prints each semester and may purchase more through their PaperCut accounts.

The library is primarily a place of study and research. Students are expected to be considerate of others and 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.

Reasonable accommodation will be made for disabilities of all types. All students are welcome to request help when needed as there are materials accessible only by stairs. 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 accommodates disabilities is available in the Academic Complex on the first floor, west wing.

### POST OFFICE

Campbell College Center, 1st Floor  
601-974-1232 or 601-974-1231

Post Office hours are Monday through Friday – 9am to 1pm. Please see a bookstore associate after 1pm for help with the post office.

USPS delivers and retrieves mail from our campus once a day, between the hours of 9am-10am.

USPS, FedEx, UPS does not deliver or pick up at Millsaps College on federal holidays or weekends. Millsaps College Post Office is closed when the college offices are closed.

Mail that needs to be metered must be in the post office by 9am every morning if it needs to go out that day.

All departmental mail must have a return address with your name or box number. Mail pieces that do not provide a return address or specific department or box number can't be returned to you by the USPS or the Millsaps Post Office. To ensure proper billing, all Millsaps College mail must list the billing department, office or box number in the return address. If you want us to bill a department or account

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other than the one in the return address, please put a post-it note on your mailing with the account number and department or contact person.

All campus mail must be in box number order and a return address would be helpful in case there is a problem with delivery of your mail piece. We will not forward a campus piece of mail.

Please be sure they are sealed prior to arriving at the Post Office.

Please visit [www.usps.com](http://www.usps.com) for shipping pricing as they are subject to change.

Outgoing FedEx and UPS need to be in the Millsaps College Post Office before noon to be shipped that day. Deliveries from these two companies are also made during the bookstore hours, which are 9am to 4:30pm Monday -Friday.

If you would like to do a large mailing of at least 250+, you will need to notify Campus Store Leader at Millsaps College Bookstore 1 to 2 weeks in advance to assure funds are available for processing. Please email [humphdr@millsaps.edu](mailto:humphdr@millsaps.edu)

Use this format for your address:

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

Please see the web page at <https://millsaps.edu/campus-life/post-office/> for other information.

## OFFICE OF RECORDS

Location: Academic Complex Office #142

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 National Clearinghouse. 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.

### Student Records

The [Family Educational Rights and Privacy Act \(FERPA or the "Buckley Amendment"\)](#) of 1974 guarantees Millsaps students the right to review, inspect, and challenge the accuracy of their educational record. It also ensures that records cannot be released without the written consent of the student by protecting the confidentiality and privacy of student records. Below are some of the following exceptions:

- Records may be released when the information is classified as "directory information." The

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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 including 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 directory information released without their consent should notify the Office of Records in writing.

- Violations of drug and alcohol policies may be disclosed to parents of students who are under the age of 21.
- 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.
- 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.
- 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 or a parent can show proof of claiming their child/student as a dependent on their most recent tax filing.
- Records may be released to school officials who have a legitimate educational interest. See definitions below.

#### Definition of FERPA Terms

**Legitimate educational interest:** A school official has a legitimate educational interest when the official needs to review an education record in order to fulfill his or her responsibility on behalf of the college, such as when the official is performing a task that is specific in his or her job description or by a contract agreement or other official appointment; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

**School official:** A person employed by Millsaps College in an administrative, supervisory, academic, research, or support staff position, including volunteers or contractors performing a service or function for which the college would otherwise use its employees, and who are under the direct control of the college with respect to the use and maintenance of personally identifiable information from the education records (e.g. an attorney, auditor, or vendor: the National Student Clearinghouse); individuals serving on the Board of Trustees; and students conducting college business (e.g., serving on official committees, working for Millsaps, or assisting another school official in performing his or her tasks). For more information about this law, contact the Office of Records.

#### [WESSON HEALTH CENTER](#)

Location: 1st floor of the Campbell 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. Wesson Health Center (WHC) is available for first aid, evaluation, and over-the-counter treatment of routine illnesses, health counseling, and education. There is a physician available to

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students in the WHC two and a half hours a day, five days a week, Monday through Friday, (hours are posted at the WHC and online).

Appointments are not necessary to see the doctor. There is no charge for the visit, but a nominal fee is charged for lab work (and is billed to the student's account). Diagnostic tests and off-campus medical care are the responsibility of students or their guardians. Wesson Health Center does not file claims to the student's medical insurance.

Wesson Health Center operates on regular clinic hours Monday through Friday during the school year, (hours are listed on the website). The health center is not open during summer school. Students may opt to go to a walk-in clinic when WHC is not open. Urgent care clinics are listed on the website, they accept most insurances. If the student has an emergency, they should go to the nearest emergency room. There are three hospitals in the immediate vicinity of campus: Mississippi Baptist Medical Center, the University of Mississippi Medical Center, and St. Dominic's Hospital.

## **PROVISION OF EXCUSES POLICY**

You may experience medical conditions, psychological conditions, illnesses or injuries that require you to be away from the classroom, laboratory, or field assignment, or that affect your ability to perform optimally in class or on exams. Although WHC clinicians may provide excuse notes in certain circumstances, there are restrictions. 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 absences and missed assignments. When indicated and authorized as part of clinical management (such as an illness verified by a physician, hospitalization, or 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, nonparticipation in certain activities and other appropriate measures for "health reasons" without release of privileged material. Also, the nurse may verify the student received care.

Wesson Health Center (WHC) Policy on the Provision of Excuses:

- Excuse/absence notes will be provided only when current clinical evidence is present. You must be seen by a medical provider in the WHC. Phone calls/emails/drop-ins for notes are not acceptable.
- Requests for an excuse/absence note for a retroactive report of medical complaint (e.g. "I missed my exam yesterday because I was sick") will be granted if clinical evidence supports the claim of illness after being seen by the WHC physician.
- An outside health care provider may be seen, e.g., emergency room or clinic. Please bring a copy of the discharge paperwork to the WHC and an excuse will be given after consultation with the WHC physician.
- Excuse/absence notes for missed classes due to off-campus appointments will be granted on a case-by-case basis. Please bring a copy of the discharge paperwork from this appointment to WHC.