



MAJOR FACTS

Student Handbook

Updated: August 2025

TABLE OF CONTENTS

INTRODUCTION

The Major Call.....	4
---------------------	---

ACADEMIC HONOR CODE/CODE OF CONDUCT

The Honor Code.....	5
Honor Council	6
Code of Conduct	9

POLICIES AND PROCEDURES

Title IX Policy	15
Complaints/Grievances Policy	34
Alcohol Policy	34
Drug Free Campus Policy.....	37
Ethical Use of Computing.	37
Expression and Assembly Policy.....	39
Gambling Policy	42
Hazing Policy	42
Residential facilities and Visitation Policies.....	43
Pets and Emotional Support Animal.....	46
Parking and Vehicle Registration Policy.....	47
College Search Policy.....	48
Discriminatory Harassment Policy.....	48
Signage Policy	49
Solicitation Policy.....	50

STUDENT ORGANIZATIONS & ACTIVITIES

Student Organizations.....	51
Student Events.....	51
Fraternities and Sororities.....	51
Programming Activities Committee (PAC).....	52
Chalking Policy.....	52
Student Body Association.....	53

ACADEMICS

Student Academic Responsibility Pledge.....	63
Academic Advising.....	63
Class Registration.....	66
Adding/Dropping/Withdrawing from Class.....	66
Late Registration.....	67
Choosing a Major/Degree.....	68

MAJOR FACTS

Student Handbook

CAMPUS OFFICES AND SERVICE

Accessibility Service.....	70
Alumni and Parent Relations	71
Bookstore.....	71
Business Office	73
Campus Safety	73
Chaplain.....	74
Center for Career Education.....	75
Counseling Service.....	75
Dining Service.....	76
Financial Aid.....	76
Hall Activities Center	76
Information Technology Service.....	76
International Education.....	76
Library.....	77
Post Office.....	78
Records.....	79
Wesson Health Center	80

INTRODUCTION

Major Facts, the student handbook, is intended to provide important and relevant information to Millsaps College students. All students are encouraged to read the handbook thoroughly and refer to it throughout the year. While the contents of this handbook are intended to be accurate and current at the time of publication, Millsaps College reserves the right to revise, amend or update any policy, procedures or provision during the academic year. Any changes to the handbook 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, username or password
- F. Unauthorized use of, tampering with or removing community materials from laboratories or the library

MAJOR FACTS

Student Handbook

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 at AcademicAffairs@millsaps.edu.

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:
 - One non-voting first year student
 - Two second year
 - Two third year
 - Two graduating students
 - Four graduate students
3. When a hearing involves a graduate student, all four graduate members will sit on the panel and the two second year 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.

MAJOR FACTS

Student Handbook

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.

MAJOR FACTS

Student Handbook

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 students 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.

Honor Council Members 2025-2026:

Student Members:

Elyse Warren, Chair, senior

Jack Gaar, senior

Shagun Gautum, Vice-Chair, third year

Madeline Black, third year

Phillip Antis III, Sergeant-At-Arms, second year

Faculty Members:

Dr. Krissy Rehm, faculty advisor

Dr. Priscilla Fermon

Dr. Shalini Bhawal

Persons interested in 2025-2026 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).

MAJOR FACTS

Student Handbook

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. Changes require the approval of the Vice President of Student Life and Dean of Students.

PROHIBITED CONDUCT

Students are subject to this Code of Conduct regardless of where the misconduct occurs—on college property, at college-sponsored events, or off-campus. The following list includes, but is not limited to, conduct which may subject a student to disciplinary action.

Personal and Community Safety

- a. **Assault/Battery/Threats of Harm:** Any harmful physical contact of a non-sexual nature or causing a person to reasonably fear imminent harmful contact of a non-sexual nature will occur.
- b. **Bullying and/or Harassment:** Any electronic, physical, verbal, or graphic conduct(s) that is so severe, pervasive, or persistent that it either causes actual harm to a person's physical/mental well-being, property, or educational experience or causes a person to reasonably fear that imminent harm to her/his physical/mental well-being, property, or educational experience will occur. Sexual Harassment will be resolved following the College's Title IX Policy.
- c. **Hazing:** any intentional, knowing, or reckless act committed against a student (regardless of their willingness to participate), connected to an initiation or affiliation with an organization, that causes or is likely to cause physical injury, psychological injury, or which creates a substantial risk of such injury above the reasonable risk of participation in the organization. (see Hazing Policy)
- d. **Disorderly Conduct:** Engaging in disorderly, disruptive or inappropriate behavior
- e. **Stalking/Cyberstalking:** Persistent and frequent unwelcome in-person contact, surveillance, and unwelcome electronic mail or electronic communication. When a person is the target of stalking/cyberstalking because of his/her gender, Title IX procedures will be followed. The following are examples of stalking behavior:
 - a. Non-consensual communication, including but not limited to, in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on web sites, written letters, gifts or any other communications that are undesired and/or place another person in fear;

MAJOR FACTS

Student Handbook

- b. Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a victim.
- c. Direct physical and/or verbal threats against a victim or a victim's loved ones; and/or
- d. Gathering of information about a victim from family, friends, co-workers, and/or classmates.
- f. **Sexual Misconduct:** Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Indecent Exposure, Stalking and Sexual Exploitation. See Title IX policy for additional information.
- g. **Trespassing:** Unauthorized presence on or use of college premises, facilities or property,
- h. **Unauthorized use of fire equipment:** Intentionally or recklessly misusing or damaging fire or other safety equipment. Including but not limited to fire extinguishers and fire alarms.
- i. **Theft, attempted theft, or unauthorized use of property or services** belonging to the college, a college-sponsored activity, or any college organization or group. This includes possession or use of stolen property or services.
- j. **Disruptive Acts:** 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.

Integrity and Compliance

- a. **False Reporting:** Initiating or causing any false report, warning or threat of fire, explosion or other emergencies.
- b. **Misrepresenting information or furnishing false information** to the college or its representatives.
- c. **Forgery:** Alteration, misrepresentation, counterfeiting, or misuse of any document, including personal identification.
- d. **Failure to Comply:** 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.
- e. **Computer Usage Policy Violation:** 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.)
- f. **Abuse of Conduct Process:** Attempting to institute conduct proceedings without cause, disputing or interfering with a conduct proceeding, or providing false information to a conduct officer performing a student conduct hearing. Attempting to discourage an individual's participation in/use of the conduct process, harassment or intimidation of a Conduct Officer prior to, during or after a proceeding
- g. **Sanctions or Mutual Agreement Violation:** Knowingly violating the terms of any disciplinary sanction or any mutual agreement reached in accordance with this code.
- h. **Violation of Laws and any College Policies:** Violations 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, the College Catalog and Major Facts, the student handbook.

MAJOR FACTS

Student Handbook

Alcohol and Drugs

- a. **Underage Possession of Alcohol:** Possession or use of alcoholic beverages by an individual under 21 years of age.
- b. **Providing Alcohols to Minors:** Providing alcoholic beverages to an individual under 21 years of age.
- c. **Providing alcohol to Intoxicated Persons:** Providing alcohol to anyone who is noticeably intoxicated. (See Alcohol Policy.)
- d. **Driving Under the Influence:** Operation of a vehicle while under the influence of alcohol, drugs or other substances is strictly prohibited.
- e. **Unauthorized Alcohol Distribution:** Unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for the purposes of distribution. (See Alcohol Policy.)
- f. **Public Intoxication:** Appearing in a public place under the influence of alcohol or a controlled substance, particularly when there is danger to self, others or property or there is unreasonable annoyance to person(s) in the vicinity.
- g. **Illegal or Unauthorized Drugs:** The use, possession or sharing of illegal drugs, controlled substances or drug paraphernalia is prohibited. This includes unauthorized possession or use of prescription medications.

Weapons and Fireworks

- a. **Weapons on Campus:** Weapons of any kind are not permitted on college property.
- b. **Fireworks and Dangerous Materials:** Unauthorized use or possession of fireworks or incendiary, dangerous or noxious devices or materials.

Responsibility of Student Organization

Student organizations are subject to the Code of Conduct and may be held accountable for violations committed by their members or guests. The college will consider all relevant circumstances in determining whether an organization is responsible for a specific incident. Reasons for which an organization may be held responsible include, but are not limited to the following: An organization may be held responsible if any of the following apply:

- The violation was committed by an officer or authorized representative acting within the scope of their official capacity.
- One or more of its members or officers permit, encourage, aid or assist in committing the violation.
- One or more leaders knew of the potential violation before or during the incident and failed to take appropriate 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.
- Organization funds are used to finance the activity.
- The organization knowingly protected or failed to report individual involved in the misconduct.
- The alleged offense occurred as a result of an organization-sponsored, financed or endorsed event.
- The violation took place on property owned, rented, or controlled by the organization
- A pattern of individual violations linked to the organization without sufficient corrective action or oversight.
- After hearing a conduct case, the hearing officer or administrator deems the offense by its nature, was an organizational offense.

MAJOR FACTS

Student Handbook

CONDUCT CODE VIOLATION REPORTING

The Vice President of Student Life and Dean of Students or their designee is delegated responsibility pertaining to all students and student organizations. 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 Residence Life staff, as well as by Millsaps Campus Safety Officers, will be forwarded to the Office of Student Life.

[Code of Conduct Violation Form](#)

STUDENT CODE OF CONDUCT HEARING PROCEDURES

Student Conduct Hearing Process

Initial Review and Assignment: The Office of Student Life will review all reports of possible conduct violations. If further action is warranted, the case will be assigned to a Conduct Officer. For student organization cases, the organization's president will represent the group throughout the conduct process.

Preliminary Meeting: The accused student will be notified in writing to schedule a preliminary meeting within five business days. If the student does not schedule or attend this meeting, the College will proceed with formal charges.

Responsibility Determination: During the preliminary meeting, the Conduct Officer will review the report and allow the student to share their perspective. The student will be asked whether they accept responsibility for violating the Code of Conduct.

- If the student accepts responsibility and waives the option of a hearing, they may choose one of the following options to determine sanctions:
- The original Conduct Officer recommends appropriate sanctions.
- A different Conduct Officer recommends appropriate sanctions.

If the student does not accept responsibility:

- The Conduct Officer will investigate further.
- The matter may 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, the student will receive a formal notice of charges and a hearing will be scheduled.

Hearing Options: The student may choose one of the following hearing formats:

- A hearing before the same Conduct Officer.
- A hearing before a different Conduct Officer.

This choice must be made in writing and recorded by the Conduct Officer.

Hearing Notification: Written notice of the hearing, including the date and time, will be sent to the student (or organization president) at least five business days before the hearing.

MAJOR FACTS

Student Handbook

Hearing Participation: Hearings are closed to the public. Participants may include:

- The Conduct Officer
- The accused student or organization president
- The complainant
- Advisors (see below)
- Witnesses (present only during their testimony)

If the accused student, complainant or advisors fail to appear at the hearing, the hearing may still proceed.

Role of Advisors: Students may have one advisor who is a current faculty, staff, or full-time student. Attorneys are not permitted. For fraternity and sorority cases, the chapter advisor may serve as an advisor, but may not be an attorney.

Advisors:

- Serves as a support person for either the complainant or accused student
- May assist in preparing for the hearing.
- May not speak during the hearing.
- May remain present until deliberation begins.

Evidence and Witnesses: Both the accused and the complainant may:

Present evidence, including documents and witness statements. Additional witnesses must be approved in advance. It is the responsibility of each party to notify their own witnesses of the hearing details.

The Conduct Officer has the authority to limit or stop questions and determine admissible evidence.

Hearing Decision and Sanctions: The hearing body will use a "preponderance of the evidence" standard (i.e., more likely than not) to determine responsibility. If found responsible, sanctions are determined considering the nature of the violation, prior conduct history, and the student's or organization's attitude toward the situation.

Written Outcome: The student or organization president will receive a written decision that includes:

- The formal charges
- A summary of the case facts
- The outcome
- The rationale for the decision
- Any sanctions imposed

The Vice President of Student Life and Dean of Students (or designee) will review all decisions. The Provost will be notified if a student is suspended or expelled.

Appeals A student found responsible may file a written appeal within five business days of receiving the outcome. Appeals must be based on one or more of the following grounds:

- A procedural error that may have affected the outcome.
- New evidence not available at the time of the hearing.
- Sanctions that are unreasonably severe given the details of the case.

MAJOR FACTS

Student Handbook

Appeals should be submitted to the Vice President of Student Life and Dean of Students. The President has final authority over all appeal decisions. A decision will generally be issued within 30 days of receiving the appeal.

Sanctions for Violations of the Code of Conduct

Students or student organizations found responsible for violating the Code of Conduct may be subject to one or more of the following sanctions. Sanctions are intended to be educational, corrective, and proportionate to the violation.

1. Warning

A formal written notice indicating that the student or organization has violated college policy. The warning includes an expectation that the behavior will not be repeated.

2. Probation

A formal written reprimand for violating specific regulations. Probation is imposed for a designated period and may be either:

- **College Probation** – Indicates that further violations may jeopardize the student's status at the college.
- **Residence Hall Probation** – Indicates that further violations may jeopardize the student's housing privileges.
- **Social Probation** – May include restrictions on hosting or participating in events.

Further violations while on probation may result in more serious disciplinary actions.

3. Loss of Privileges

Temporary denial of specific college privileges for a defined period. This may include, but is not limited to, loss of facility access, participation in college-sponsored activities, or parking privileges.

4. Restitution

A requirement to compensate for loss, damage, or injury. Restitution may involve financial reimbursement, community service, or other forms of repair or replacement.

5. Educational Sanctions

Assignments, programs, classes, or other activities intended to promote reflection and learning related to the violation.

6. Residence Hall Suspension

Removal from campus housing for a specified period. The student or organization may be eligible to return after the suspension period, subject to any stated conditions for reentry.

7. Suspension

Separation from the college for a specific period. The student or organization may be eligible to return following the suspension, provided they meet any conditions for readmission.

8. Expulsion

Permanent separation from the college. The student or organization may not return.

MAJOR FACTS

Student Handbook

9. Other Sanctions

Additional sanctions as deemed appropriate by the Conduct Officer or hearing body. These may be tailored to the nature and context of the violation.

Sanction Notations on Student Records

Sanctions of Residence Hall Suspension, Suspension, and Expulsion will be permanently recorded on a student's official record. Sanctions of College Probation will be recorded for the duration of the probationary period.

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

Title IX Overview

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 of the College's programs and activities in the United States, including, but not limited to, admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignments, grading, recreation, athletics, housing, and employment.

Millsaps College prohibits sex-based discrimination, including discrimination on the basis of pregnancy or related conditions, as well as specific forms of sexual harassment and other prohibited conduct as defined by the 2020 Title IX regulations. Under these regulations, the College addresses sexual harassment occurring in its education programs or activities within the United States. This includes quid pro quo harassment by an employee, sexual assault, dating violence, domestic violence, and stalking, as well as other unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity.

If a report of alleged Prohibited Conduct does not fall under the Title IX and Prohibited Sexual Harassment Policy, it may be reported and addressed through other college policies and procedures.

Title IX permits sex-separate programs or facilities in limited circumstances, such as athletics and housing, but generally prohibits treating individuals differently based on sex in a manner that denies equal access to educational opportunities. Title IX also protects against retaliation for individuals who report or participate in a Title IX process.

For more information about Title IX, visit www.millsaps.edu/title-ix or the U.S. Department of Education's [website](#).

PURPOSE

Millsaps is committed to fostering an environment in which all members of the campus community are safe, secure and free from Prohibited Sexual Harassment of any form. The college expects that all interpersonal relationships and interactions — especially those of an intimate nature — will be based on mutual respect, open communication and affirmative 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.

SCOPE AND JURISDICTION

This policy applies to all Millsaps College students, faculty, and staff who experience Prohibited Sexual Harassment (as defined in this policy) in the College's education programs or activities. It also applies to individuals participating in college-sponsored programs and activities where Millsaps College exercises substantial control over both the Respondent and the context in which the conduct occurs, including:

- College-sponsored events such as summer programs or alumni gatherings
- Activities hosted in spaces owned or controlled by the College
- Conduct occurring in buildings owned or controlled by recognized student organizations

When reported Prohibited Sexual Harassment does not meet the Title IX jurisdictional requirements (e.g., the incident occurred outside the United States, the College lacks substantial control over the context or respondent, or the conduct does not meet the narrow definition of "Prohibited Sexual Harassment" under 34 C.F.R. §106.30), the College may still address the behavior under other applicable policies and procedures.

In particular, conduct that falls under the Clery Act and the Violence Against Women Act (VAWA)—including sexual assault, dating violence, domestic violence, and stalking—will be addressed using processes that align with Clery/VAWA procedural protections. These include:

- Providing written notice of rights and options to both parties;
- Ensuring a prompt, fair, and impartial process conducted by trained officials;
- Offering supportive measures regardless of whether a formal complaint is filed;
- Allowing both parties the opportunity to be accompanied by an advisor of their choice during proceedings;
- Simultaneous notification of outcomes, sanctions, and appeal rights.

Millsaps College is committed to responding appropriately to all allegations of Prohibited Conduct, whether they fall under the Title IX Final Rule or are addressed through other institutional processes in accordance with federal law.

Millsaps College's Title IX policy applies to all individuals participating in or attending College-sponsored programs or activities. While guests and non-student visitors are not subject to the College's formal conduct or grievance procedures as set forth in this policy, they are nonetheless expected to uphold the community values and behavioral expectations of the institution. The College reserves the right to remove or restrict access to individuals who engage in behavior that violates these principles or poses a disruption to campus safety and integrity including but not limited to Prohibited Sexual Harassment.

Affirmative Consent

Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. Affirmative consent must be freely given. It cannot be obtained through coercion, deception, force, intimidation, or threat. Affirmative consent must be informed and specific to the activity, the participants, and the circumstances. Affirmative consent to one form of sexual activity does not imply one has affirmatively consented to other forms.

- Lack of protest or resistance does not mean consent has been affirmed.
- Silence does not mean one has affirmatively consented.
- The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator that consent is affirmed.

It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to affirmatively consent to the sexual activity under any of the following circumstances:

- The Complainant was asleep or unconscious.
- The Complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the Complainant could not understand the fact, nature, or extent of the sexual activity.
- The Complainant was unable to communicate due to a mental or physical condition.

In addition, it shall not be a valid excuse to alleged lack of affirmative consent that the Respondent believed that the Complainant affirmatively consented to the sexual activity under either of the following circumstances:

- The Respondent's belief in affirmative consent arose from the intoxication or recklessness of the Respondent.
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

PROHIBITED SEXUAL HARRASSMENT

Millsaps prohibits all forms of sexual harassment based on sex, related retaliation and other prohibited conduct as defined by this policy. 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. Employee-related matters are reviewed and investigated by the Office of Human Resources. Community members may also be held responsible for the misconduct of their visitors and guests.

1. Sexual Assault

Sexual penetration without affirmative consent: Any penetration of the sex organs or anus of another person when affirmative consent is not present; any penetration of the mouth of another person with a sex organ when affirmative consent is not present; or performing oral sex on another person when affirmative 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.

MAJOR FACTS

Student Handbook

Sexual contact without affirmative consent (e.g., criminal sexual contact):

- The intentional touching of the clothed or unclothed body parts without the affirmative consent of the Complainant for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
- The forced touching by the Respondent of the Complainant's clothed or unclothed body parts, without the affirmative consent of the Complainant for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

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 affirmative consent is not present and deliberately infringes on one's reasonable expectations of privacy and/or safety.

This includes a variety of behaviors. For example:

- Prostituting another person;
- Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's affirmative consent;
- Indecent or lewd exposure or inducing others to expose themselves when affirmative consent is not present;
- Recording images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's affirmative consent;
- Distributing sexual information or images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not affirmatively consent to such disclosure and objects to such disclosure;
- Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's affirmative consent and for the purpose of arousing or gratifying sexual desire.
- Sharing via electronic means in group chats, texts, e-mails, and posting on social media;
- Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

3. Stalking Based on Sex

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;

MAJOR FACTS

Student Handbook

- 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 conduct.

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).

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 affirmative 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 and 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;

MAJOR FACTS

Student Handbook

- Unnecessary references to parts of the body;
- Remarks about a person's gender, nonconformity with gender stereotypes or sexual orientation;
- Sexual innuendoes or humor;
- Obscene gestures;
- Sexual graffiti, pictures or posters;
- Sexually explicit profanity;
- E-mail, texting ("sexting") and Internet use that violates this policy.

Reporting Prohibited Sexual Harassment

All college faculty, staff, coaches, Resident Assistants and students with teaching responsibilities are obligated to promptly report conduct prohibited by this policy, 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 confidential resource (e.g. campus counselors, ordained clergy or pastoral counselors working in an official capacity and medical staff in the Wesson Health Center).

Students, faculty, or other members of the campus community who believe they have experienced conduct prohibited by this policy have the right to decide whether to report the incident to the College, to law enforcement, to both, or to neither. In most cases, individuals who report an incident to the College also retain the right to choose whether or not to pursue a formal complaint under the College's sexual misconduct procedures.

Retaliation against anyone submitting a report or making or participating in the formal complaint process is forbidden and will be investigated.

The information below is for individuals who wish to report incidents of conduct prohibited by this policy.

Reporting Incidents to the College

An individual who has experienced conduct prohibited by this policy may choose to report to the Title IX Coordinator. Anyone wishing to make a report may do so in person, by email, 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 conduct prohibited by this policy. However, the college encourages reports to be made as soon as possible after the incident. The passing of time often 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 conduct prohibited by this policy may contact the Title IX Coordinator to receive support, resources and information even if they do not wish to move forward with the Formal Complaint or Informal Resolution Process described below.

Upon receipt of a report, the Title IX Coordinator will contact the person who filed the report to schedule a meeting. During the meeting, the coordinator will share procedural information, explain formal and informal options through the Title IX process, provide details about reporting to law enforcement, discuss supportive measures, and make available resources on- and off-campus.

MAJOR FACTS

Student Handbook

Reporting Incidents to Law Enforcement

Millsaps College encourages individuals to report incidents of sexual assault, dating violence, domestic violence and stalking to the Office of 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 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 conduct prohibited by this policy of which they become aware during the scope of their work. Campus Safety employees will submit a report to the Title IX Coordinator regardless of whether the individual who experienced the alleged conduct pursues criminal charges.

For assistance or to learn more about options and resources, contact:

- Patrick Cooper, Title IX Coordinator
coopeap@millsaps.edu
601 974-1200
- Melinda Barrow, Deputy Coordinator
barroma@millsaps.edu
601-974-1443
- Jaime Fisher, Deputy Coordinator
fishelj@b@millsaps.edu
601-974-1475
- Bart Evans, Director of Campus Safety
evanswb@millsaps.edu
601-974-1180

Supportive Measures

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 or during a formal investigation, during any informal processes, and after an investigation concludes. Supportive measures are not punitive in nature and are reasonable and based on the context and resources available. These may include, but are not limited to:

- counseling
- course-related extensions
- modifications of work and housing assignments (when possible)
- campus escort services
- coordination with law enforcement
- restrictions on contact between the parties

MAJOR FACTS

Student Handbook

It may be appropriate for the college to take supportive measures during the investigation of a complaint and continue to provide them on an on-going basis post-investigation.

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, an individual may request to receive support — including the measures mentioned in this section — even if they choose not to participate in the college's formal complaint or informal resolution process.

Retaliation

Millsaps strictly prohibits retaliation against any member of its community for reporting an incident of conduct prohibited by this policy or discouraging participation in an investigation or hearing related to a report of conduct prohibited by this policy. 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

Amnesty of Complainants and Witnesses

Students may report conduct prohibited by this policy to the college without fear of self-incrimination concerning campus violations, including alcohol, drug and/or residence hall visitation policies.

Title IX and VAWA Statement

It is the policy of Millsaps 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 has designated the Title IX Coordinator, with assistance of the Title IX team, to coordinate Millsaps' compliance with Title IX and VAWA to respond to reports of violations. The college has directed its director of campus safety to coordinate Millsaps' compliance with the Clery reporting related to VAWA requirements.

MAJOR FACTS

Student Handbook

Preserving Evidence

Many prohibited sexual harassment offenses also are crimes in the state or locality in which the incident occurred. For that reason, complainants often have legal options that they can pursue. For example, a complainant 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 is reported to the police or the college, Millsaps strongly encourages individuals who have experienced prohibited sexual harassment 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, 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 Prohibited Sexual Harassment, they may consider speaking with campus safety or other law enforcement to preserve evidence. Please note that, as college employees, members of the Office of 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), it is recommended that individuals who have been sexually assaulted and wish to preserve evidence seek medical attention. Complainants should go to the University of Mississippi Medical Center and request to be seen by a Sexual Assault Nurse Examiner (SANE) who can conduct a medical examination, gather information, and collect/preserve evidence using a Physical Evidence Recovery Kit (P.E.R.K). 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

MAJOR FACTS

Student Handbook

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.

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.

Confidentiality and Privacy of Reports

Confidentiality will be maintained except:

- As permitted by the **Family Educational Rights and Privacy Act (FERPA)**, 20 U.S.C. § 1232g, and its implementing regulations at 34 C.F.R. Part 99;
- As required by law or when legally subpoenaed;
- As necessary to fulfill the requirements of an investigation, hearing, or judicial proceeding under the policy; or
- In instances where there is an immediate and serious threat to someone's health, safety, or property or to others in the college community.

This means that Millsaps College will protect the privacy of all parties involved to the extent possible but may share information with individuals who have a legitimate need to know in order to process and respond to complaints appropriately.

Confidentiality is not absolute. In circumstances involving potential criminal conduct or where there is a concern for the **health or safety** of any individual or the broader campus community, Millsaps College may be required to take steps that include sharing information with law enforcement, emergency responders, or other appropriate entities—even without the consent of the reporting individual.

Confidential Resources at Millsaps College

Counselors and medical providers working for or on behalf of Millsaps College are considered Confidential Resources. In most situations, these individuals:

- Will not disclose the content of conversations, or even the fact that such conversations occurred, without the individual's express permission.
- Are not obligated to report incidents of sexual harassment or sexual misconduct to the College for formal action, unless the individual chooses to do so.

Confidential Resources may include:

- Millsaps College Counseling Services
- Campus Health Services/medical staff
- Ordained clergy or pastoral counselors working in an official capacity

Students, faculty, or staff who wish to discuss concerns confidentially, without triggering a formal report or College action, are encouraged to speak with a Confidential Resource.

Clery Act Compliance and Data Privacy

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Confidential Resources at Millsaps College do not report personally identifiable information when they

MAJOR FACTS

Student Handbook

learn about a Clery-reportable crime (such as dating violence, domestic violence, stalking or sexual assault) through a confidential communication.

When required by law, and where appropriate, Millsaps College may include such incidents in statistical reports- without including any identifying details- to fulfill its obligations under Clery and the Violence Against Women Act (VAWA).

RESOURCES

The following resources are available for individuals to discuss incidents and issues related to Prohibited Sexual Harassment 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 services 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.

Community Resources

Center for Violence Prevention

P.O. Box 6279
Pearl, MS 3208
601-932-4198 (24-hours)
1-800-266-4198
msc4vp.org

Mississippi Coalition Against Sexual Assault

888-987-9011
800-656-HOPE (24-hours)
Mscasa.org

Jackson Police Department*

327 East Pascagoula Street
Jackson, MS 39205
Off-campus: 601-960-1234
Jacksonms.gov/departments/Jackson-police-department/

Capitol Police Department*

501 North West Street
Jackson, MS 39201
Off-campus: 601-359-3125
dps.ms.gov/capitol-police

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

MAJOR FACTS

Student Handbook

MEDICAL RESOURCES

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 4545
601-432-3231
Cdc.gov/std

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

CAMPUS RESOURCES

Office of Campus Safety

New South Hall, Atrium
601-974-1234 (24-hours dispatch)
601-974-1180 (Administrative Office)

Counseling Services (confidential)

A. Campbell College Center
Top Floor
Counseling@millsaps.edu

Office of the Chaplain (confidential)

Selby & Richard McRae Christian Center
Chaplain@millsaps.edu

Wesson Health Center (confidential)

A. Boyd Cambell College Center
Lower Level
Health@millsaps.edu

FORMAL COMPLAINT AND INFORMAL RESOLUTION PROCESSES

Individuals reporting alleged Prohibited Sexual Harassment shall be invited to meet with the Title IX Coordinator. During this conversation, the TIX Coordinator will explain how the Title IX process works, including both formal and informal resolution options. They will also provide information about how to report to law enforcement, discuss available supportive measures, and connect the student with helpful resources both on campus and in the community.

MAJOR FACTS

Student Handbook

Written notice will be sent to the complainant and respondent regarding interviews, meetings, and hearings within the required time frames.

Formal Investigation

Students contemplating filing a formal complaint, separate from the initial report, may at any time meet with the Title IX Coordinator, who will discuss the matter and review the formal complaint process. Should a formal, written complaint be submitted, the Title IX Coordinator will assign the case to a trained investigator so the fact-finding stage may commence. Written notice will be sent to the complainant and respondent regarding interviews, meetings, and hearings within the required time frames.

The investigation will commence, generally within one week. Investigations will be conducted as expeditiously as possible, though this may vary based on the availability of witnesses, the scope of the investigation or unforeseen circumstances. Not all reported behavior may constitute a violation of Title IX, but campus and community resources are available.

During an investigation, the complainant will have the opportunity to describe the allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to respond to each allegation and present supporting witnesses or other evidence. Both parties may present additional questions and/or evidence as the investigation proceeds. The investigator will review evidence presented and will meet with additional witnesses identified by the complainant, the respondent, or third parties, as determined appropriate by the investigator. All parties involved in the investigation are expected to cooperate and provide truthful information throughout the investigation process.

Millsaps cannot guarantee complete confidentiality when addressing discrimination and harassment complaints. However, all information will be handled with discretion and in compliance with legal, institutional, and procedural requirements. The Title IX Coordinator will manage inquiries, complaints, and related proceedings with sensitivity and a commitment to protecting all parties involved. Each case is reviewed as privately as possible, and information is only shared with individuals who need it to conduct a fair and thorough investigation.

Once interviews and the collection of evidence is complete, the investigator will draft a summary report. The document will not make conclusions about responsibility. Both parties will have the opportunity to review and respond to the evidence before the final report is completed.

Any participant in an investigation who has a complaint regarding the conduct of the investigator or who believes the investigator has a conflict of interest should contact the Title IX Coordinator or one of the Deputy Coordinators who has not been involved in the investigation of the complainant's report and who shall take appropriate actions to address the issue in a prompt and equitable manner.

Live Hearings

After the investigation, a live hearing must be scheduled when all of the following are true:

- The conduct meets the Title IX definition of sexual harassment, which includes:
 - Quid pro quo harassment by an employee;
 - Unwelcome conduct that is so severe, pervasive, and objectionably offensive that it effectively denies a person equal access, or
 - Sexual assault, dating violence, domestic violence or stalking as defined by Clery/VAWA;
- The conduct occurred in the College's education program or activity;

MAJOR FACTS

Student Handbook

- The conduct occurred in the United States;
- A formal complaint has been filed by the complainant or signed by the Title IX Coordinator.

If the case falls under Title IX rules, the school will hold a live hearing, which may take place in person or virtually. A trained decision-maker or panel — separate from the investigator and free of bias — will oversee the hearing. During the hearing, each party must have an advisor (e.g. a faculty/staff member, a coach, an attorney, etc.) to conduct cross-examination. If a party does not have one, the college will provide an advisor free of charge. Following the hearing, the decision-maker(s) will issue a written determination that includes findings of fact, conclusions about whether a policy was violated, the rationale for the decision, and any applicable sanctions or remedies. Both the complainant and respondent will receive the decision at the same time.

Hearing Scheduling and Structure

Following the conclusion of the investigation, only cases that meet the aforementioned criteria for Title IX jurisdiction and require a live hearing under federal regulations will proceed to a hearing. In such cases, Millsaps College will convene a live hearing within 30 calendar days of distributing the final investigative report to the parties, unless delayed due to documented unusual or complex circumstances. The hearing will be conducted before a neutral decision-maker or Review Panel to determine responsibility for the alleged Prohibited Sexual Harassment outlined in the Formal Complaint.

The decision-maker(s) shall not include the Title IX Coordinator or the investigators involved in the case. Decision-makers may be trained internal staff or external individuals retained by the College. If a Review Panel is used, the Title IX Coordinator will appoint an odd number of panelists from the College's trained pool, and designate one member to serve as Chair. Each party may challenge the participation of a panelist for conflict of interest or other good cause. The Title IX Coordinator will determine whether to replace the challenged panelist.

Attendance and Privacy

Live hearings are closed to the public. The following individuals may attend:

- The Complainant and Respondent
- The decision-maker(s)
- One advisor for each party
- Witnesses (only during their own testimony)
- Any individual providing authorized accommodations (e.g., interpreters or support persons)

Advisors and Cross-Examination

Each party must have an advisor present at the live hearing to conduct cross-examination. If a party does not have an advisor, Millsaps College will appoint one at no cost. The advisor may, but is not required to be, an attorney. The College is required to ensure the presence of an advisor **regardless of whether the party attends the hearing**. If a party's chosen advisor is unavailable, a reasonable postponement may be granted for good cause.

Format and Virtual Participation

Live hearings may be held in person or virtually, at the College's discretion. All participants must be able to **see and hear each other simultaneously**. Upon request, the College will provide for the Complainant and

MAJOR FACTS

Student Handbook

Respondent to be in **separate rooms** with real-time audiovisual technology.

Recording

The College will create and maintain either an **audio or audiovisual recording or transcript** of the hearing, which will be made available to the parties for inspection and review. Any other recording is strictly prohibited and may result in disciplinary action.

Pre-Hearing Meeting

Each party will be required to attend a **pre-hearing meeting** with the Title IX Coordinator (or designee) to review the hearing procedures and administrative expectations. Deadlines for submitting and exchanging witness names, evidence, and pre-hearing questions will be set during or before this meeting.

Hearing Questioning Procedures

Cross-Examination

During the hearing, the advisors for each party may question the opposing party and any witnesses, including follow-up questions and those challenging credibility. Only advisors—not the parties—may conduct questioning.

Relevance Review

All questions must be relevant. The Chair will determine whether each question is admissible before it is answered and will explain any decisions to exclude questions on the basis of relevance.

Question Restrictions

Questions and evidence regarding a Complainant's **sexual predisposition or prior sexual behavior** are not permitted unless:

- Offered to prove that someone other than the Respondent committed the alleged conduct, or
- Related to prior sexual behavior between the Complainant and Respondent and offered to prove consent.

Decision-Maker Questions

The decision-maker(s) may ask their own relevant questions of the parties and witnesses.

Use of Witness Statements

If a party or witness **refuses to submit to cross-examination**, or is **absent from the live hearing**, the decision-maker(s) **may not rely on any statement** made by that individual in reaching a determination regarding responsibility. However, no adverse inference may be drawn based solely on a party's or witness's absence or refusal to answer questions.

MAJOR FACTS

Student Handbook

Written Determination Regarding Responsibility

Content of the Written Determination

The decision-maker(s) will issue a **written determination of responsibility** using the standard of evidence outlined in this policy. For a Review Panel, a **majority vote** is required for both findings of responsibility and imposition of sanctions. The determination will include:

- The allegations potentially constituting sexual harassment
- A summary of the procedural steps taken from the complaint through the hearing
- Findings of fact and rationale supporting the determination
- Conclusions regarding policy violations
- A statement and rationale for the outcome of each allegation, including any disciplinary sanctions and remedies
- Information about the appeal process and grounds for appeal

Issuance and Finality

The written determination will be provided to both parties **simultaneously**. The outcome becomes final on:

- The date the College provides written notice of the result of an appeal, if one is filed; or
- The date the appeal deadline passes with no appeal submitted.

Informal Resolution

In many instances, counseling, advice, or informal discussion may be useful in resolving concerns about allegations of discrimination prohibited by Title IX. The Complainant's and Respondent's decision to proceed informally must be voluntary, informed, and never coerced.

Complainants or Respondents who wish to resolve the concerns informally should bring them to the attention of the Title IX Coordinator. In working to resolve the matter, the Title IX Coordinator will assign the case to a trained staff member to interview the complainant, respondent, and, as appropriate, others who may have knowledge of the facts underlying the complaint. At any point, while the informal process is ongoing, the Complainant or Respondent may elect to end the informal process in favor of filing a formal complaint. Once an informal resolution agreement is finalized, the matter is considered closed, and the complainant cannot re-open a formal process for the same complaint — unless there's a new basis, such as breach of agreement or a new complaint.

Although Millsaps welcomes informal resolution of complaints when appropriate, it will not use mediation when a student alleges misconduct by an employee. Similarly, in certain cases involving sexual assault, informal resolution may be used only if both parties voluntarily agree and understand their rights.

Appeals

The Respondent and Complainant may request an appeal of the decision rendered by the Adjudicator within 10 days of receiving the written determination. Disagreement with the finding or corrective action is not, by itself, grounds for appeals. The three grounds upon which an appeal of the decision or sanctions may be made are:

- 1) The party believes a procedural error occurred, which the party feels may change or affect the outcome of the decision;
- 2) 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;
- 3) The party feels that the severity of the sanction is inappropriate given the details of the case.

MAJOR FACTS

Student Handbook

The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the Title IX Coordinator.

As to all appeals, the Title IX Coordinator (or designee) shall:

- 1) Notify the other party in writing immediately when an appeal is filed and implement appeal procedures equally for both parties;
- 2) Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- 3) Ensure that the decision-maker(s) for the appeal complies with the standards set forth in this policy;
- 4) Give the non-appealing party an opportunity to submit a written statement in response to the appeal within 10 days of receiving the appeal, which shall be transmitted within 2 business days to the Appeal decision-maker(s).

Decision on Appeal

Within 20 days of receiving the appeal and the response, the Appeal decision-maker(s) shall issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties. The Appeal decision-maker(s) may deny the appeal or, if the appeal ground(s) has or have been met, may return the case to the initial decision-maker(s) for reconsideration, or convene a new hearing. If a case is returned to the initial decision-maker(s), the Appeal decision-maker(s) shall identify which aspects merit further review.

DISMISSAL

Under Title IX regulations, Millsaps College shall investigate the allegations in a Formal Complaint, except as follows:

- **Mandatory Dismissal:** Millsaps College shall dismiss the Formal Complaint if the conduct alleged in the Formal Complaint:
 - would not constitute prohibited sexual harassment as defined by this policy, even if proved,
 - did not occur in Millsaps College's education program or activity,
 - or did not occur against a person in the United States.

The dismissal does not preclude action under another policy or procedure of Millsaps College.

- **Discretionary Dismissal:** Millsaps College may dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing:
 - A Complainant notified the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
 - The Respondent is no longer enrolled in or employed by Millsaps College; or
 - Specific circumstances prevent Millsaps College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegation therein.
 - Occurred prior to August 14, 2020, in which case Millsaps College's Code of Conduct shall be used.

Millsaps College may dismiss a Formal Complaint at any time in the process if it becomes known that one of the foregoing reasons for dismissal applies.

MAJOR FACTS

Student Handbook

Upon a dismissal required or permitted under this section, Millsaps College will promptly send written notification of the dismissal and reason(s) therefor simultaneously to both parties. Millsaps College may also refer the matter to the appropriate department for resolution under the Code of Conduct.

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.

Consolidation of Formal Complaints

Millsaps College may consolidate Formal Complaints as to allegations of Prohibited Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Prohibited Sexual Harassment arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

RESOLUTION OF NON-TITLE IX CASES

If a reported incident does not meet the criteria for resolution under this policy—for example, due to the location of the conduct, the identity of the parties involved, or the nature of the behavior—Millsaps College may resolve the matter through other institutional policies, such as the Student Code of Conduct or applicable employee procedures.

In these situations, the College may use alternative resolution processes, including administrative hearings, individual adjudication by a trained official, or a review of written materials. While these cases are not handled under Title IX, they are still subject to federal requirements under the Clery Act and the Violence Against Women Act (VAWA).

Accordingly, Millsaps College ensures that all resolution processes provide:

- A fair and impartial investigation and outcome;
- Equal opportunity for both parties to participate;
- Trained officials overseeing the process;
- Simultaneous written notification of outcomes and appeal rights.

These procedures are designed to support a safe, respectful campus environment and to ensure that all parties are treated with dignity throughout the process.

EDUCATIONAL TRAINING, AWARENESS, AND PREVENTION PROGRAMS

The college offers a variety of training, awareness and prevention programs to help prevent Prohibited Sexual Harassment 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.

MAJOR FACTS

Student Handbook

This information is current as of July 1, 2025. The college reviews its Title IX policies and procedures annually. Any updates or change to applicable regulations will be communicated to the campus community and reflected in revised materials as needed.

MAJOR FACTS

Student Handbook

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 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
- Title IX

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

- Student life— Vice President of Student Life and Dean of Students
- Academic or faculty issues — Provost
- 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 see [Student Questions, Complaints and Comments](#) or contact the Office of Student Life at studentlife@millsaps.edu

ALCOHOL POLICY

Possession and Use in Residence Halls

Millsaps College permits students who are 21 years of age or older to possess and consume alcoholic beverages in the privacy of their residence hall room, in accordance with Mississippi state law. The following restrictions apply:

- Alcohol may only be consumed in a private residence hall room or at approved College events; it is not permitted in hallways, lounges, stairwells, bathrooms, or areas adjacent to or outside of residential facilities.
- Students under the age of 21 are prohibited from possessing, consuming, or storing alcohol or alcohol containers (full or empty) in any residence hall.
- Students are responsible for their actions at all times, including when under the influence of alcohol.

Mississippi State Alcohol Laws

- Under Mississippi law, the following actions are prohibited:
- Purchasing, attempting to purchase, consuming, possessing, or transporting alcoholic beverages by persons under the age of 21.
- Public intoxication, including behavior that is loud, offensive, or endangers self, others, or property.
- Operating a vehicle under the influence of alcohol or controlled substances.
- Selling or possessing alcohol for sale without a license.

MAJOR FACTS

Student Handbook

Alcohol at Student Events

- Only recognized student organizations may host events with alcohol under the following conditions:
- Events must comply with all local, state, and federal laws, as well as college policies. 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.
- Games, contests and other activities or paraphernalia designed to encourage rapid and/or excessive consumption of alcoholic beverages are not permitted.
- 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.
- 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, handles (1.75 liters or larger) and common source containers such as coolers.
- All student sponsored events involving alcohol are required to have at least two sober monitors per 50 guests unless exemptions have been granted. 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.
- Security Officers are required at all student events with alcohol and additional monitors may be required as determined by the characteristics of the 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.
- A maximum of four alcohol-related events per semester is allowed per organization.
- All events must be registered with the Office of Student Life at least two weeks in advance.
- Alcohol is only allowed at events held on Thursdays, Fridays, or Saturdays. Thursday events must end by midnight; Friday and Saturday events must end by 2:00 a.m.
- Events may not be scheduled during major campus-wide events (Welcome Week, Homecoming, Major Madness and other events deemed "all-campus" events by the college without prior approval from the Office of Student Life).
- Sponsoring organizations must:
 - Maintain an accurate guest list and present it upon request.
 - Ensure only Millsaps students and their invited guests are in attendance.
 - Sign in non-Millsaps students per the residential guest policy.
 - Prevent underage access to alcohol and overconsumption.
 - Inform members and guests of state law, local ordinances and all college regulations.

Alcohol Advertising and Promotion

To discourage underage drinking and promote a safe campus culture:

- No event may be publicly advertised as involving alcohol.
- Advertising that includes references to alcohol (e.g., "BYOB," "21+") is prohibited.
- Promotional efforts must target the campus community only and comply with all advertising policies.

MAJOR FACTS

Student Handbook

Accountability and Consequences

Students and student organizations are responsible for following all campus policies and laws related to alcohol. Violations may result in disciplinary action, including loss of privileges, probation, suspension from housing, or suspension from the College.

Medical Amnesty Policy

Millsaps College prioritizes student health and safety. Any student who seeks medical assistance for themselves or others due to alcohol or drug-related emergencies will not face disciplinary action for alcohol or drug use, provided that:

- The student cooperates with college officials and emergency responders.
- The student completes any recommended education or follow-up.

This policy is intended to remove barriers to calling for help and encourages responsible decision-making.

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 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.

MAJOR FACTS

Student Handbook

DRUG FREE CAMPUS POLICY

Millsaps College complies with the Drug-Free Schools and Campuses Act and strictly prohibits the use, possession, manufacture, distribution, or sale of illegal drugs, controlled substances, or drug paraphernalia. The following applies:

- Use or possession of controlled substances, including marijuana, cocaine, heroin, LSD, amphetamines, and similar substances, is prohibited regardless of state law.
- Students may only use prescription medication as prescribed to them by a licensed healthcare provider.
- Possession of drug paraphernalia, even without drug residue, is also prohibited.
- In the case of suppliers of drugs, civil authorities shall be notified.

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.

ALCOHOL/DRUG ABUSE RESOURCES

[Alcoholics Anonymous](#)

[Brentwood Behavioral](#)

Phone: 601-860-0024
888-265-6760

[Mississippi Department of Mental Health](#)

Phone: 601-359-1288
877-210-8513 (24-hour help line)

[Narcotics Anonymous](#)

National Council on Alcoholism and Drug Dependence of Central, MS
Phone: 1 800 913-2720

[Psycamore Psychiatric Services](#)

Phone: [601.939.5993](tel:601.939.5993)

[Three Oaks Behavioral Health](#)

Phone: [\(601\) 991-3080](tel:601.991.3080)

[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 the college's educational, research, and administrative activities. 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 acknowledges that they have read this document and agree

MAJOR FACTS

Student Handbook

to abide by these guidelines. Failure to adhere to these guidelines may result in action by the college as described below.

Users may only use computer accounts or facilities authorized by the Department of Information Technology Services (ITS). They may NOT use a computer account assigned to another person. Access granted to computer resources through another user's negligence or naivety is not considered authorized use. Credentials should never be shared with other users.

Computing facilities will be utilized for instruction, academic purposes, research, and administrative functions. They 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, including 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 and from sending unsolicited junk mail, chain letters, and for-profit messages.

Users may not search for, access, or copy directories, programs, files, or data that do not belong to them without express authorization.

Confidentiality

Users must protect sensitive and confidential information. Users must not disclose confidential information without proper authorization.

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 or destructive programs into the Millsaps computing environment or external networks is strictly prohibited.

Users may not extend the college's network to the public or other users beyond what has been configured by ITS. Users cannot connect 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: using computing systems to gain unauthorized access to remote systems, decrypting system/user password(s), or modifying authorized privilege levels is not permitted.

Millsaps College is bound by Title 17 of the United States Code on Copyrights and supports its provisions. Copyright laws likewise bind individuals. The college endorses and supports the EDUCOM Code on Software and Intellectual Rights. Various software packages have been licensed for use at Millsaps College. However, neither the college nor its employees owns this software or documentation. Material cannot be copied without specific authorization from 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

MAJOR FACTS

Student Handbook

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 using the computing facilities and will use good faith to prevent 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. Occasionally, authorized college personnel may be required to review files stored on the college's computer facilities. For example, ITS personnel must have access to all files to provide maintenance, data storage, information system security, and software auditing. Additionally, the college reserves the right to authorize or require a special examination of computer files if it determines the action is appropriate.

Abuse of computing privileges and any violations of the guidelines and policies established by the college will be considered serious matters. Infractions may result in:

- loss of use privileges
- referral to the Honors Council
- 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.

EXPRESSION AND ASSEMBLY POLICY

Purpose

Millsaps College is committed to fostering a community grounded in open inquiry, respectful dialogue, and responsible expression. 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 and assembly while on college owned or controlled property.

Scope

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.

Access to College Property

The use of college facilities and spaces is primarily designated for students, employees, and their invited guests for the purpose of study, work, teaching and conducting or attending other college business or activities. As a private institution, Millsaps College reserves the right to prohibit access or remove individuals from campus owned or controlled property at its discretion.

Behavioral Expectations

All individuals on college owned or controlled property are expected to:

- Comply with federal, state, and local laws.
- Follow all college policies and procedures.

MAJOR FACTS

Student Handbook

- Conduct themselves in a manner that maintains a safe environment

Prohibited behaviors include but are not limited to:

- Intentional or negligent disruption of college operations or events
- Excessive noise
- Harassment, threats, or intimidation
- Physical violence or endangerment
- Unauthorized access, obstruction, or occupation of college property

If an individual or group engages in behavior 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 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, 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 conference, 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.

Freedom of Association and Public Expression

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.

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. Not all actions nor viewpoints of student organizations are endorsed by the college.

To facilitate a public 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. The student protest organizer must be physically present for the entire event.

The protest organizer must notify the VP/Student Life and Dean of Students in writing at least 48 hours in advance of any planned protest. The notification should include the date, time, location, and estimated number of participants. Protests may not interfere with the rights and freedoms of others, including the disruption of college operations such as classrooms, laboratories, office business and pedestrian/vehicular traffic. Protests and assemblies 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.

MAJOR FACTS

Student Handbook

The Campus Safety Team will assess the protest plan and determine the necessary safety measures. Coordination with local law enforcement may be initiated if deemed necessary. The VP/Student Life and Dean of Students will communicate with protest organizers to ensure they understand all campus policies, guidelines and safety measures.

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 if the event can proceed without undue risk to the participants and/or members of the community. 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.

Additional Guidelines for Signage and Event Scheduling

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.

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

1. 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.
2. Student organizations must submit event registration applications for all events on and off campus. Those Wufoo forms can 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 in advance 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.

MAJOR FACTS

Student Handbook

GAMBLING POLICY

Gambling is not permitted on the campus of Millsaps College.

HAZING POLICY

Hazing in any form contradicts the values of Millsaps College and is strictly prohibited. This policy is consistent with Mississippi Code § 97-3-105 and the federal Stop Campus Hazing Act (P.L. 118-34).

Definition of Hazing

Hazing includes any intentional, knowing, or reckless act—whether occurring on or off campus—committed by a student, student group, or organization that:

- Endangers the physical health, mental health, safety, or dignity of a student or prospective student,
- Causes or is likely to cause bodily injury, humiliation, or personal degradation,
- Is committed for the purpose of initiation, admission into, affiliation with, or continued membership in any group, team, club, organization, or student body,
- Is not reasonably related to the legitimate mission of the organization, and
- Is performed with or without the consent of the individual subjected to the act.

Consent to hazing is not a defense under this policy or state law.

Examples of Prohibited Conduct

Prohibited acts of hazing include, but are not limited to:

- Physical brutality (e.g., beating, paddling, branding)
- Verbal abuse, threats, or public embarrassment
- Forced or coerced physical activity, including exercise, exposure to weather, or restraint
- Forced consumption of any food, liquid, alcohol, drug, or other substance
- Acts that cause excessive fatigue, sleep deprivation, or mental distress
- Coerced activities leading to theft, vandalism, trespassing, or other illegal acts
- Personal servitude (e.g., errands, cleaning, personal chores)
- Forced or coerced sexual activity or simulation of sexual acts
- Verbal abuse, threats, or public embarrassment
- Abduction or abandonment
- Requirement to wear inappropriate or humiliating clothing
- Any activity that violates local, state, or federal law

MAJOR FACTS

Student Handbook

Student Organization Definition

For Clery Act reporting, a student organization is defined as “an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution”.

Compliance with Mississippi Law

Under Mississippi Code § 97-3-105, hazing that results in bodily harm is a misdemeanor punishable by fines and/or imprisonment. Millsaps College will report any hazing incident that results in serious injury or death to the appropriate law enforcement authorities.

Compliance with the Stop Campus Hazing Act

To comply with the federal Stop Campus Hazing Act, the College will:

1. Include hazing statistics in Clery Act annual security reports. Hazing statistics in the Clery ASR will include all reported incidents of hazing that meet the Clery Act definition even if those reports were not substantiated.
2. Beginning in July 2025, maintain and publicly post a biennial Campus Hazing Transparency report of all student organizations and/or teams found responsible for violating the hazing policy, including the name of the organization/team, date, and summary of the incident.
3. Provide campus wide hazing prevention and awareness programs to all students, faculty and staff.

REPORTING AND ACCOUNTABILITY

Anyone who witnesses, experiences, or has knowledge of a possible hazing incident is encouraged and expected to report the behavior to:

- The College's Student Conduct online reporting [form](#)
- The Office of Student Life
- Campus Safety
- [Hazing Prevention Network Website or Anti-Hazing Hotline](#)

Retaliation against any individual who reports hazing in good faith is strictly prohibited and will result in disciplinary action.

All reports of hazing will be investigated through the Student Code of Conduct process outlined in *Major Facts*. The college may also implement interim measures for students and student organizations if they pose a risk to the physical health or safety of the Millsaps College community before a conduct process begins or is completed. 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.

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. Those students classified, by credit units, as first or second year students are required to live in college residential facilities. Meal plans are required for all students who live on campus. Exceptions to this policy

MAJOR FACTS

Student Handbook

will be considered 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. Students who are issued a room key and take possession of a residence hall space, regardless of whether they have signed the Housing Agreement, are considered to have accepted the terms and conditions of the Housing Agreement and all related college housing policies. By occupying a space on campus, students agree to comply with all residence life rules, policies, and procedures as outlined in the Student Handbook and Housing Agreement.

Information about meal plan options may be found at 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 housing application. Assignments for upperclass students are made in the spring. Room rent cannot be refunded after a student has taken possession of a space and the semester begins.

Housing assignments for new students are made by the Office of Student Life staff in the summer and are determined by several factors, including roommate preference 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 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

Visitation is a privilege granted to individuals residing in college-managed residential facilities. Residents are expected to adhere to the following policies:

- Visitors are allowed in residential facilities during the following times:
 - Sunday-Thursday, 10:00 a.m. to 1:00 a.m.
 - Friday and Saturday, 10:00 a.m. to 2:00 a.m.
- Visitors must be escorted by a resident of that hall at all times. Students are responsible for the behavior of their 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 close 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

MAJOR FACTS

Student Handbook

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/dorm 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 has concluded, 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 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 and will be removed.

Maintenance and Repairs

When students experience a maintenance issue in a college-managed 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. Housekeeping staff clean common bathrooms and halls daily Monday through Friday. Residents are responsible for cleaning and maintaining their personal rooms and suite-style bathrooms.

In the event of an emergency, students should contact their Resident Assistant or the RA on Duty for their residential facility.

Propped Door Protocol

Propping doors is prohibited and compromises the safety of the entire residential community.

- If a student is found propping a door to a residential facility with any material (including, but not limited to: a can, a shoe, a book, or coin) or tampering with security hardware, they will be fined for the first offense and referred to 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 the perpetrator has not been identified, each resident of the floor or building will be fined for each subsequent time the door is discovered propped 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

Residential facilities must be conducive to study and rest at all times. Quiet Hours have been established to help maintain a respectful and restful living environment. Quiet Hours are to be observed during the following days/times:

- Sunday-Thursday 10:00pm-7:00am
- Friday and Saturday midnight-10am

A violation of Quiet Hours is defined as any noise—such as music, TV, loud voices, or bass—that can be heard from outside a room. While designated Quiet Hours are in place, Courtesy Hours are in effect 24 hours a day. A Courtesy Hours violation includes excessive noise that can be heard more than three doors away.

MAJOR FACTS

Student Handbook

Note: 24-hour Quiet Hours are enforced during Reading Days and Final Exams to support academic success and rest.

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 designated areas. If lounge furniture disappears and the attempts to locate it fails, the Office of Student Life reserves the right to conduct a search of all occupied rooms. Students who are found in possession of public area furniture will be subject to conduct proceedings. Missing and unaccounted for lounge furniture may result in charges being assessed to the entire community.

Millsaps College and the Office of Student Life do not permit permanent fixtures or construction of any kind in the residential facilities. Under no circumstances should nails, screws, wall anchors or TV mounts 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.

Security

Residential facilities are locked 24 hours a day. It is the responsibility of all community members 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 from 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 pet a student may have in their room is a small (under five inches) fish kept in a bowl/tank/aquarium. If a pet other than a small fish is found in a residential facility, a \$50 fine will be levied and the Jackson Small Animal Control Unit may be called to remove the pet.

In accordance with the Fair Housing Act, an Emotional Support Animal (ESA)—which may also be referred to as a therapy or comfort animal—provides support that alleviates one or more identified symptoms or effects of a resident's disability. ESAs do not perform specific tasks or work and therefore are not considered service animals under the Americans with Disabilities Act (ADA).

To be approved for campus housing, there must be a direct connection between the resident's diagnosed disability and the support the animal provides. The presence of the ESA must be necessary for the resident to fully use and enjoy their assigned living space.

No ESA is permitted in residential facilities without prior written approval from the Accessibility Coordinator and Director of Residence Life. Residents must complete and submit all paperwork and supporting documentation and receive written approval before bringing an ESA to campus.

MAJOR FACTS

Student Handbook

Residents found with an unapproved animal in a residential facility will be referred through the College's conduct process and may become ineligible to apply for an ESA during that semester.

Guests are not permitted to bring pets or emotional support animals into residential facilities. Additionally, residents may not bring another person's ESA or pet into their residence hall.

ESAs are only allowed within the assigned residence of the approved student. They are not permitted in common areas, other residents' rooms, or any other campus buildings.

For more information or to begin the application process, contact the Accessibility Coordinator and request the **ESA Registration Packet**.

PARKING AND VEHICLE REGISTRATION POLICY

Students are expected to familiarize themselves with the parking regulations found at [Millsaps College Campus Safety](#)

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

With the exception of short-term guests and visitors, all vehicles parked or driven on campus by students 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 semester, or the earliest date thereafter if a vehicle is brought to campus later during the semester.
- Only one current decal may be displayed on a vehicle. Decals must be completely affixed to the lower-left hand corner of the front windshield, on the driver's side, and be displayed in an upright and externally readable manner. (Citations can be issued for improper display.)

Zoned Parking System Rules

- Millsaps is designed as a pedestrian campus.
- Enforced parking zone hours are from 8 a.m. through 4:30 p.m., Monday through Friday.
- During zone hours, south residents are to park in lots south of the Christian Center or the lots north of Bacot and Sanderson.
- During zone hours, north residents are to park in lots north of Bacot and Sanderson and Franklin.
- The HAC lot is open to visitors, faculty, staff, commuter students and drop-offs only during zone hours.
- The circular drive (Whitworth Circle) from State Street is reserved at all times for visitors and staff.
- During zone hours the Academic Complex lots and lots north of the Christian Center are reserved for faculty, staff and commuter students.
- Millsaps Campus Safety officers have the option of issuing citations, installing a wheel lock or instituting a tow-away of offending out-of-zone vehicles.

General Parking Policies

Parking is not allowed in reserved areas that are specifically marked as such.

- Parking is not allowed on lawns, sidewalks nor in areas where curbs or other street surfaces are painted red, white or yellow.
- Vehicles may not block traffic.
- The campus speed limit is 15 miles per hour. Unsafe driving is prohibited.
- Drivers are responsible to the college for damage to college property.

MAJOR FACTS

Student Handbook

- Campus driving privileges may be revoked for cause by the director of campus safety in consultation with the dean of students.
- Owners of motor vehicles driven or parked on the Millsaps campus must maintain liability insurance for the vehicle. Should any uninsured vehicle be involved in an on-campus accident, the student who owns, leases or is otherwise responsible for the presence of such an uninsured vehicle on campus shall forfeit campus driving privileges for the remainder of the academic year. The uninsured vehicle must be immediately removed from campus. The student must then apply to the director of campus safety for permission to have a vehicle on campus the following year.
- Parking is available at no cost to students, faculty and staff who have a parking decal affixed to their cars.
- Those parking on the Millsaps campus park at their own risk. Millsaps is not responsible for any damage to personal vehicles including, but not limited to, weather damage, accidents, damage or theft.

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.

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, pregnancy, 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, pregnancy, sexual orientation, gender identity, gender expression, age, disability or veteran's status. Discriminatory Harassment is defined as unwelcome conduct based on a protected characteristic that is:

- A condition of continued participation in an academic program or employment; or
- Severe, persistent, or pervasive enough to create a hostile environment that a reasonable person would find intimidating, hostile, or abusive and that interferes with a person's ability to learn, work, or participate in campus life.

MAJOR FACTS

Student Handbook

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 all signage posted on the Millsaps College campus. 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.

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.
- 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.
- A limit of three (3) of the same signs, posters, flyers may be posted in one building.
- Student Body Association election candidates may post ten (10) signs or flyers only during specific election periods.
- 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 may be available at the Office of Student Life front desk, but students, faculty and staff are responsible for obtaining their own blue painter's tape.
- Signs, flyers, posters must be removed within 48 hours of the event or election. Failure to remove may result in a fine or loss of signage privileges for the individual or organization

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

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

MAJOR FACTS

Student Handbook

the Leggett and in the Christian Center. These digital screens will rotate information about various events and programs. All applicable rules for flyers, posters, and 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 or operation of personal businesses 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 (including sororities, fraternities, and student organizations) may distribute and display campus-related materials only after receiving prior approval from the Office of Student Life.

Food delivery drivers and other delivery personnel are not permitted to enter residential facilities. Rather, students must meet those delivering purchased items outside of the residential facility. Deliveries to individual rooms or inside residential areas are strictly prohibited.

STUDENT ORGANIZATIONS AND ACTIVITIES

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 during Welcome Week, 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).
- Major Declaration Day — All sophomores are invited to officially declare their chosen academic major and celebrate with their academic department.
- IgNite — IgNite is part 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

MAJOR FACTS

Student Handbook

- 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 NPC sororities are Chi Omega, Kappa Delta and Phi Mu. The NPHC sororities are Alpha Kappa Alpha Sorority, Inc. and Zeta Phi Beta Sorority, Inc. The IFC fraternities are Kappa Alpha Order, Kappa Sigma, Lambda Chi Alpha, Pi Kappa Alpha and Sigma Alpha Epsilon. The NPHC fraternities are 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 general committee members, selects entertainment and programs for the student body in an 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.

CHALKING POLICY

Chalking is a wonderful and inexpensive way to advertise or promote programs and events. Failure to adhere to the following guidelines may result in loss of privileges for student organizations:

- Only registered student organizations (through the Office of Student Life), are allowed to chalk within the guidelines provided below.
- Chalking is only permitted on natural tan/gray concrete sidewalks
- No chalking can occur on sidewalks or building entrances that are covered by a shelter of any type.
- No chalking can be closer than 20 feet to a building. A building structure includes porches and stairs
- No chalking is permitted on a vertical surface including the riser portion of stairs.
- Chalking is not permitted on any type of brick or concrete paver, and/or engraved surfaces.
- Only solid concrete surfaces as outlined above are subject to chalking.
- The type of chalk used must be washable and not capable of withstanding several rains. Spray chalk is strictly prohibited. It is recommended that you use Crayola Sidewalk Chalk®.
- Removal of chalk in prohibited areas is the responsibility of the student organization or the department responsible for the given area. Organizations may be contacted by said department, Office of Student Life or Facilities Management and asked to remove the chalking at their own

MAJOR FACTS

Student Handbook

expense or could face charges if removal is done by Millsaps Facilities Management.

- Please note that all departments have the right to remove chalking for aesthetic and event purposes and may charge student groups for removal.
- If any expense is incurred in the removal of chalk because of a violation of the above policies, the organization may be held responsible for all expenses.

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 full voting power. The Millsaps Student Body Association is governed by the student senate 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, director of programming (PAC) and the director of community and belonging. The Officers serve a term concurrent with the academic 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 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. 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 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 and the Honor Council;

MAJOR FACTS

Student Handbook

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, Vice President, treasurer, secretary, director of programming (PAC) and director of community & belonging.

B. Members and Functions

1. President

- a. Must serve on the SBA Senate for at least one (1) year to be eligible to run for SBA President
- 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. Presides as chairperson over senate meetings;
- b. Must serve on the SBA Senate for at least one (1) year to be eligible to run for SBA Vice President
- c. Serves as ex-officio member of all senate ad-hoc committees;
- d. Shall develop and plan all SBA retreats and banquets;
- e. Shall collect nominations by SBA Officers and senators and applications for the Honor Council nominees to the senate for appointment or approval;
- f. Shall chair all interviewing and selection committees for the Honor 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 and distributing them to the student body;
- d. Serves as head of public relations (including social media efforts);
- 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.

MAJOR FACTS

Student Handbook

5. Executive Director of Programming & Activities Council (PAC)
 - a. Shall serve as chairman of the PAC committee.
 - b. Responsible for development, planning and execution of campus wide events
 - c. Facilitates meetings of the Programs & Activities council (PAC)
 - d. Charged with maintaining a PAC Events Calendar
6. Executive Director of Community and Belonging
 - a. Shall serve as chairman of the SBA Community & Belonging Council; Appoints members to the Council
 - b. Maintains an event calendar; Coordinates meetings, programs and events focused on community & belonging
 - c. Maintains relationships with campus cultural organizations
 - d. Advises the Senate, Executive Board, SBA Advisor, Provost, Vice President for Student Life on issues related to student life, community and belonging

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 academic year beginning with the fall semester and concluding with the close of the spring semester;
3. In the case of a vacancy, a special election will occur in which the senate nominates candidates for the officer position 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 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

MAJOR FACTS

Student Handbook

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 or Honor Council members

A. No member of the Student Body Association shall hold more than one of the following Offices at one time: senator, Honor Council member or Student Body Association Executive Officer

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.

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. 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 Interest

A. No member of the Student Body Association shall hold more than one of the following offices at one time: Senator, Honor Council member, Student Body Association.

Article VII. Amendments

A. An amendment to the Constitution 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. Excused absences shall include official athletics commitments, religious observances, class or lab attendance or senior preparation for comprehensive examinations during the semester they are taking comprehensive examinations
3. Excuses must be properly submitted to the SBA Secretary a minimum of 24 hours in advance of the meeting absence
4. Members arriving more than five minutes late to a regularly scheduled senate meeting will receive half an absence
5. 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 Constituent Concerns Section of the Agenda.
6. Senators are highly encouraged to participate in student body events on or off campus. Senators will be awarded points based on the number of events they attend based on hours. Senators are required to participate in at least one event per semester in each of the following divisions: Community/Belonging, Programs/Activities, Campus Improvement. If an area does not have an event, senators will not be penalized.

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) Director of Programming
 - (2) Director of Community & Belonging
 - (3) Secretary
 - (4) Treasurer

- (5) Vice President
- (6) President
- (7) SBA Advisor
- (8) Vice President for Student Life/Dean of Students (if present)
- e. Unfinished Business
- f. Committee Reports
- g. New Business
- h. Constituent Concerns/Questions
- i. Voluntary Remarks
- j. 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 two members and one chairperson;
5. Each senator must serve on at least one committee
6. Members of the SBA may serve on multiple committees;
7. The chairperson must be a senator, and the chairperson is nominated by a senator and approved by the senate.
8. The Programs and Activities Council will be made up of SBA Senators, SBA Cabinet members, and up to 10 members of the student body appointed by the Director of Programming
9. Students who unsuccessfully run for SBA Senate have the option to serve on the SBA Cabinet
10. Cabinet members will serve on two Senate committees
11. SBA Senate can appoint as many Cabinet members as needed, and SBA Executive Board can nominate Cabinet Candidates

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 Community & Belonging Council;
 - a. Campus Improvement Committee – must meet with the Director of Facilities Management at least twice a semester
 - b. Dining Committee – must meet with the Director of Dining Services at least twice a semester
 - c. Finance Committee – meets prior to SBA meetings to discuss budget requests for that week
 - d. Rules Committee – Ensures that SBA Bylaws and Constitution are up to date and revised at the end of each semester if needed; Meets with SBA Advisor as needed to confirm revisions
 - e. PAC Committee – meets to develop and plan campus events and programs
 - f. Marketing Committee – meets to discuss promotion of events and social media engagement
 - g. Health and Wellness – must meet with the Director of Health and

MAJOR FACTS

Student Handbook

Wellness at least twice a semester

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; The director of community & belonging serves as chair of the Community & Belonging Council
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 President will be in charge of conducting all elections and overseeing that they are completed in the correct manner;
2. The SBA President cannot oversee elections that he or she is running in;
 - a. In this case, the responsibility for conducting election processes shall fall to the next eligible member of the Executive Board who is not running. If no member is available, the Senate must appoint another impartial individual

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 16 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); two shall be a juniors; two shall be a sophomores; and two shall be a freshmen. The Homecoming Royalty shall be selected from among the five senior members of the court;
 - b. Shall be nominated by a members of the student body;
 - 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

MAJOR FACTS

Student Handbook

- 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 current, active senator
 - (2) The executive board may 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 may 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 and what position they are running for.
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 potential.

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.

MAJOR FACTS

Student Handbook

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

MAJOR FACTS

Student Handbook

Who is my advisor?

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

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/>

MAJOR FACTS

Student Handbook

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.

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

MAJOR FACTS

Student Handbook

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.

COMPASS CURRICULUM

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 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)

MAJOR FACTS

Student Handbook

- 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/DEGREE

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, 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 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.

MAJOR FACTS

Student Handbook

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.

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 1220, MATH 1210, ECON 3030, PSYC 2100, SOAN 3130 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 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.

MAJOR FACTS

Student Handbook

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 (Center for Academic Success and Excellence)
Academic Complex, 109

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
601-974-1073

MAJOR FACTS

Student Handbook

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

Millsaps College complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. To be considered for accommodations, students must submit current (within the past three years), detailed documentation of their disability or learning difference from a licensed physician, psychologist, or certified educational specialist. For assistance with the process, students 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 or parents@millsaps.edu

Parents/Guardians can join the “Millsaps College Parents” Facebook group at 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.

BOOKSTORE

Campbell College Center, 1st Floor

601-974-1230

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.

MAJOR FACTS

Student Handbook

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.

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 Kortext 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. Kortext website; kortext.com

MAJOR FACTS

Student Handbook

Please see additional login information below:

If you have any questions, you can email 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 or 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

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.

BUSINESS OFFICE

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

Phone: 601-974-1100

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

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.

Under ordinary circumstances, Millsaps residents are advised to call the Campus Safety Office. In the

MAJOR FACTS

Student Handbook

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 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 Millsaps student. This I.D. card should be carried at all times and must be presented (and/or surrendered) upon the request of authorized Millsaps College personnel including officials of the Campus Safety Office or a student life staff person. The status of a non-Millsaps person will be assumed for any person (including any student) who refuses to present or surrender Millsaps-issued or other official identifications to authorized college personnel. Such persons will be escorted from the campus. In case of violation of legal statutes such violators will be remanded to the civil authorities. 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.

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

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.

MAJOR FACTS

Student Handbook

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

careereducation@millsaps.edu

The Center for Career Education at Millsaps College is dedicated to helping students prepare for and succeed in their professional careers. The Center for Career Education offers a comprehensive range of programs, events and support including career consulting, resume and cover letter reviews, interview preparation, job search strategies, and connections to internships and job opportunities.

Students are encouraged to start engaging with the Center for Career Education as early as their first year. Early engagement can help students explore career interests and values, build professional skills, and gain experience through internships and other opportunities (research, shadowing, study abroad, volunteering, student professional associations, etc.) throughout their time at Millsaps College.

The Center for Career Education offers various resources including:

- **Career Consulting:** Personalized guidance and career exploration.
- **Resume & Cover Letter Guidance:** Assistance with creating and refining application materials.
- **Interview Preparation:** Practice interviews and feedback to help students perform confidently.
- **Internship & Job Search Support:** Guidance with identifying and applying for internships and jobs.
- **Graduate and Professional School Admissions:** Support with graduate and professional school admissions materials.
- **Networking Opportunities:** Events and connections with alumni and employers.
- **Career Assessments:** Access to interest inventories and personality assessments to help students gain insights into their interests, values, work preferences and strengths.
- **Digital Resources:** Online job database and document library.

The Center for Career Education regularly hosts events such as career fairs, employer panels, workshops on resume writing and job searching, and networking events. These opportunities help students connect with employers and gain valuable skills.

COUNSELING SERVICE

Campbell College Center, 3rd Floor

601-974-1207 to obtain a confidential appointment

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 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, however, there is a fee for missed appointments not canceled with 24- hour notice.

MAJOR FACTS

Student Handbook

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

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

FINANCIAL AID

Sanders Hall, 2nd Floor

601-974-1220

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

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

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 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

MAJOR FACTS

Student Handbook

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, Tea Time at the President's House; 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](#)

601-974-1073

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.

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, 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

MAJOR FACTS

Student Handbook

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 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 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

Use this format for your address:

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

MAJOR FACTS

Student Handbook

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, declare a major/minor, or ask questions about veterans' benefits, stop by the Office of Records. All requests for official copies of transcripts must be submitted to the National Student Clearinghouse.

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 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

MAJOR FACTS

Student Handbook

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 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

MAJOR FACTS

Student Handbook

case-by-case basis. Please bring a copy of the discharge paperwork from this appointment to WHC.