

## COLLEGE RULES AND REGULATIONS

### MDCC Campus Traffic and Parking Regulations

Students and staff who wish to operate any type of motor vehicle on the MDCC campus must register the vehicle with the Campus Police Office. When the vehicle is registered, a parking permit will be purchased by the student. This parking permit allows students to park in any DESIGNATED parking space on campus that is not reserved for faculty, resident female students, or restricted (yellow curb). **Parking permits must be permanently placed on the inside rear window on the left side.**

#### The following areas are restricted parking for students:

1. All white-stripped parking areas — reserved for faculty only.
2. All handicapped parking reserved for handicapped persons.
3. Any other areas restricted which may be marked off with orange cones, yellow lines or curbs, or barricades, and all other “no parking” areas.
  - a. All vehicles must be parked in a designated area.
  - b. Green curbs and lines reserved for female resident students only.
  - c. Yellow lines designated for all other students.
  - d. White lines designated for faculty and staff only.
  - e. Resident students may not move their vehicles from the dormitory parking lot before 12 noon.

#### Penalties will also be assessed for the following violations:

1. The school zone speed is 20 miles per hour.
2. No persons will be permitted to ride on the outside of vehicle fenders, bumpers, etc.
3. The administration reserves the right to restrict the use in part or entirely, of any car which becomes instrumental in endangering the welfare of the individual or the school.
4. Bicycles may not be operated on sidewalks. Bikes must have lights or reflective tape affixed to them if operated after dark.

5. Three-wheelers, four-wheelers, and dirt bikes are not allowed on campus.
6. All motorcycle riders must wear a helmet.

**Penalties Will Be Assessed for  
the Following Violations**

PARKING ON THE GRASS.....	25.00	NO CAMPUS PERMIT.....	20.00
RECKLESS DRIVING.....	50.00	SPEEDING.....	25.00
DOUBLE PARKING OR		STOP SIGN VIOLATION .....	20.00
BLOCKING VEHICLE .....	25.00	LITTERING .....	25.00
YELLOW LINE OR CURB.....	15.00	HANDICAP PARKING	
EXCESSIVE NOISE, TO INCLUDE		SPACE .....	50.00
RADIOS, HORN BLOWING,		PARKING IN FACULTY .....	20.00
LOUD MUSIC.....	25.00	IMPROPER LANE USAGE .....	20.00
IMPROPER MUFFLER.....	25.00	NO PARKING ZONE .....	20.00
BLOCKING DRIVEWAY .....	25.00	IMPROPER DECAL	
BACKING INTO A PARKING		PLACEMENT .....	15.00
SPACE .....	20.00	PARKING IN THE OPPOSITE	
		DIRECTION .....	20.00

- All other penalties are fined according to violation.
- \$10.00 fee for incident, accident, and offense reports.

**Tow Away Policy**

Students who fail to register their vehicles by refusing to display a decal or who repeat parking violations are subject to having their vehicles towed away. The students must pay the tow away fee. Mississippi Delta Community College reserves the right to further regulate the use of motor vehicles by students or employees who refuse to abide by the parking and traffic regulations.

**Drug-Free Schools and Communities Policy**

Mississippi Delta Community College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by its students and employees on school premises as part of its activities in compliance with the Drug-Free Schools and Communities Acts of 1989 Public Law 101-226.

**Policy Prohibiting Drugs and Alcohol**

- a. Mississippi Delta Community College strictly prohibits the unlawful possession, use, or distribution of illicit drugs including drug paraphernalia, and alcohol on campus and during any college sponsored activities.

## STUDENTS

- b. The following is a list of minimum disciplinary actions that will be taken should a student choose to violate the drug and alcohol regulations on the Mississippi Delta Community College campus:
- c. The illegal use and/or possession of illegal drugs will result in but not limited to automatic suspension from the residence halls, with a maximum possible penalty of suspension from the college.
- d. The use and/or possession of alcoholic beverages will result in
  - 1. 10 hours of supervised work
  - 2. fifty dollar fine
  - 3. mandatory counseling until the student is released from the counseling center
  - 4. probation and/or possible suspension as a resident student with a maximum possible penalty of suspension from the College

## EMPLOYEES

- e. Employees who are guilty of violating the above stated policy can expect to face disciplinary action, which may include:
  - 1. Suspension as an employee from the College.
  - 2. Referral to law enforcement agency.
  - 3. Termination from employment.
  - 4. Any other disciplinary action deemed appropriate by the College President or the Board of Trustees.
- f. Illicit drugs are defined in Section 202 of the Controlled Substance Act; and the Mississippi Uniform Controlled Substance Law, Mississippi Code Supplement (1989). Alcoholic beverages are defined in Sections 41-29-139, 141, 61-1-37, 81, 97-29-7 of the Mississippi Code Annotated for 1972 (1989 Supplement).

As specified in Section 41-29 142, 41-29-139, 61-1-37, 61-1-81, 97-29-47 of the Mississippi Code Supplement, legal sanctions are applied to the following actions: possession of alcohol on college property; public drunk on college property; utilization of false ID to obtain alcohol; driving under

the influence of alcohol; possession of illicit drugs, sale of illicit drugs near schools; possession of paraphernalia; and sale of paraphernalia. Sanctions range from fines of \$25 to \$1 million and jail sentences of 30 days in the county jail to 30 years in the state penitentiary.

### **Drug-Free Environment Policy**

Mississippi Delta Community College is committed to maintaining a drug-free environment in conformity with state and federal laws as set forth in the Uniform Controlled Substances Law of the State of Mississippi.

#### **HEALTH RISK ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL**

- Increased pulse and heart rate
- Increased blood pressure and temperature
- Chills, nausea, and irregular breathing
- Possible permanent genetic damage
- Heart irregularities, coma, even death
- Predictable cycles of “high,” energetic to tired, depressed, irritable “lows”
- Major organ damage to the: brain, lungs, liver, spleen and stomach
- Risk of AIDS and other infections from sharing needles
- Accidents and car crashes while under the influence
- Overdoses may be lethal

### **Counseling Services**

The Mississippi Delta Community College Office of Counseling and Recruiting is committed to the principle of assisting students who have been found guilty of violating campus drug and alcohol regulations, in order to help students stay in school, reenter the educational setting and/or to help students set educational goals to overcome problem incurred. The College is committed to the use of counseling to assist students when circumstances indicate counseling is appropriate by the college disciplinary hearing committee. The Office of Counseling and Recruiting will assist hearing committees and the Office of Vice-President of Student Services in advisory capacity when dealing with student drug and alcohol violators.

The Office of Counseling and Recruiting may use one or any combination of the following techniques to counsel and assist students:

- a. Individual one-on-one counseling
- b. Referral to other agencies
- c. Group Therapy
- d. Periodic progress reports

- e. Specific assigned tasks related to the offense
- f. Oral reports to counseling committees or to groups on or off campus

Students may get counseling assistance by contacting the MDCC Office of Counseling and Recruiting or one of the following agencies:

**COMMUNITY MENTAL HEALTH CENTERS**

Clarksdale .....Phone 627-7267  
 Greenville ..... Phone 335-5274  
 Greenwood .....Phone 453-6211

**TREATMENT RESOURCES**

Clarksdale-Fairland House ..... Phone 627-2152  
 Greenville-Nunan Alcohol Resource Center..... Phone 335-7146  
 Greenwood-Denton House ..... Phone 455-3222  
 Greenville-Delta Medical Center ..... Phone 378-3783

**Mississippi Code 97-37-17 Weapons and Explosives**

It shall be a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors, and any sharp-pointed or edged instrument. Any person violating this subsection shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than one thousand dollars (\$1,000.00), or be imprisoned not exceeding six (6) months, or both.

It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any powerful explosion on educational property. Any person violating this subsection shall be fined not more than five thousand dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

**Guns Are Strictly Prohibited On Campus.**

It shall be a felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm of any kind, or any powerful explosion on educational property. Any person violating this subsection shall be fined not more than Five Thousand Dollars (\$5,000.00), or committed to the custody of the State Department of Corrections for not more than three (3) years, or both.

## **Tobacco Use Policy**

The Surgeon General of the United States has documented that the use of tobacco is harmful to the health of our citizens and that secondary smoke can be a health hazard to non-smokers; therefore, Mississippi Delta Community College prohibits the use of tobacco on any campus or instructional site.

**Enforcement:** Complaints regarding this policy should be referred to the Office of Vice-President of Student Services.

- a. Students - The maximum possible penalty may be suspension.
- b. Faculty And Staff - Maximum possible penalty may be termination.

## **REGULATIONS GOVERNING CAMPUS SOLICITATION**

A. Private businesses may not be conducted on college premises. Exceptions to the solicitation policy will be made by the office of Vice-President of Student Services only when the student organization has requested a particular service and when such service is directly relevant to the purposes of that organization.

B. Recognized student organizations may solicit membership and dues at meetings. Money may not be raised for projects not directly connected with a college activity and not approved by the Vice-President of Student Services office.

C. Recognized student organizations may engage in fund raising activities with the approval of the Vice-President of Student Services and under the following conditions:

1. That such activities do not conflict with the educational purposes of the College.
2. That no door-to-door solicitation in college residence halls is involved.
3. That no disruption of traffic, either vehicular or pedestrian, is involved.
4. That funds derived from such activity must be used for purposes consistent with the goals of the organization.
5. A financial report, certified by the organization advisor, must be submitted in writing to the Vice-President of Student Services office within than two weeks following the event.

## **RIGHTS OF ASSEMBLY AND ASSOCIATED ARRANGEMENTS**

For rights of assembly and associated arrangements, the office of Vice-President of Student Services and the office of Public Relations and Special Events must be contacted ten days in advance to request permission for such activities so that no interference with campus order occurs.

Only currently enrolled students, faculty members and/or recognized student organizations may organize or participate in demonstrations on the campus. Demonstrations which become disruptive or set an atmosphere which invites or leads to disruption; which interfere with the rights of other members of the academic community; or which results in physical harm to persons, damage to individual or college property, or attempted or actual unauthorized entrance of college buildings are expressly prohibited.

Students who organize, encourage, and participate in demonstrations which disrupt and interfere with campus order and access are subject to regular disciplinary action which may result in expulsion.

## **STATEMENT OF STUDENTS' RIGHTS AND RESPONSIBILITIES**

Mississippi Delta Community College recognizes that there are certain indisputable rights and responsibilities of students. These rights are as follows:

1. The right of admission and access to educational programs offered by MDCC for which the student is qualified.
2. The right to participate in student organizations approved by MDCC for educational, political, social, religious, or cultural purposes.
3. The right to have a voice concerning college rules, regulations, and policies through participation in approved student organizations and campus committees.
4. The right to freedom of inquiry, freedom of thought and freedom of expression.
5. The right to search for truth and knowledge without abridging a searcher's right to reveal his/her findings.
6. The right to pursue legitimate activities without interference, intimidation, coercion or disruption.
7. The right to expect the rights and freedoms guaranteed under the Constitution of the United States.
8. The right to the preservation of academic freedom without any effort or attempt by any individual, group or organization to limit these freedoms by disrupting the legitimate activities of the College.
9. The right to open communications for all concerns, issues and grievances to be pursued openly and thoroughly through college policies and procedures; therefore, coercive negotiation is not acceptable, for it is in basic conflict with the openness of academic freedom.

MDCC recognizes that students have certain responsibilities that accompany the rights listed above:

1. The responsibility to be familiar with the *MDCC College Catalog/Student Handbook* and other published college rules, regulations, and policies in order to maximize educational experiences at MDCC.
2. The responsibility to recognize the College's authority, abide by the code of conduct, maintain honesty, respect the rights of others, value private and public property and assume the consequences of one's own actions.
3. The responsibility to attend class regularly and successfully meet the expectations set by classroom instructors.
4. The responsibility to meet financial obligations and deadlines.
5. The responsibility to see that personal dress will not disrupt the educational or social environment.

If, notwithstanding efforts to maintain freedoms essential to the academic community, disruptive activities occur, the following action will be initiated. The provisions of this policy are in addition to those of civil law.

The College has defined a disruptive activity as any action by an individual, group, or organization to impede, interrupt, interfere with or disturb the holding of classes, the conduct of college business or the authorized scheduled events and activities of any and all segments of the College.

#### **UNIFORM REGULATIONS FOR OFF-CAMPUS SPEAKERS INVITED BY ORGANIZED STUDENT AND FACULTY GROUPS**

The freedoms of speech and assembly guaranteed by the first and fourteenth amendments to the United States Constitution shall be enjoyed by the students and faculty and staff of MDCC as respects the opportunity to hear off campus or outside, speakers on the campus. Free discussion of subjects of either controversial nature shall not be curtailed.

However, as there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting of speech, the issuance of invitations to outside speakers shall be limited in the following particulars, but only in the manner set forth herein:

1. A request to invite an outside speaker will be considered only when made by a member of an organized student or faculty group, recognized by the President of the College.
2. No invitation by an organized group shall be issued to an outside speaker

without prior written concurrence by the appropriate administrator and the President of the institution, or such person or committee as may be designated by him/her (hereafter referred to as his/her authorized designee), for scheduling of speaker dates and assignment of campus facilities;

3. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaker not later than ten calendar days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization, the proposed date, time and location of the meeting, the expected size of the audience and topic of speech. Any request not acted upon by the head of the institution or his/her authorized designee, within four days after submission shall be deemed granted.

4. A request made by a recognized organization may be denied only if the head of the institution, or his/her authorized designee, determines, after proper inquiry, that the purposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy of such action as:

- a. The violent overthrow of the government of the United States, the State of Mississippi, or any political subdivision thereof; or
- b. The willful damage or destruction, or seizure and subversion, of the institution's buildings or on the property; or
- c. The forcible disruption or impairment of, or interference with, the institution's regularly scheduled classes or other educational functions; or
- d. The physical harm, coercion, intimidation, or other invasion of lawful rights, of the institution's officials, faculty members or students; or
- e. Other campus disorder of a violent nature.

In determining the existence of a clear and present danger, the head of the institution, or his/her authorized designee, may consider all relevant factors, including whether such speaker has, within the past five years, incited violence resulting in the destruction of property at any state educational institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution.

## **STUDENT CODE OF CONDUCT**

One of the objectives of MDCC is to develop self-reliance and to form desirable and acceptable habits of conduct. All students will be expected to be truthful, to respect the rights of others, and to have regard for the preservation of state and college property as well as the private property of others. At the time of registration each student signs a

pledge to conform to established policies of the college and additional ones which may be deemed essential by the Administration or the Student Association.

Some acts of misconduct which are unacceptable and subject the student to disciplinary action are listed below. Those apprehended and proven guilty of violating these regulations may receive a maximum penalty of dismissal from the College. It is the student's responsibility to read and know the following regulations.

1. Students are required to tell the truth in all forms of written and verbal communication with the College.
2. Cheating or knowingly furnishing false information to the College to include plagiarism.
3. The use and/or possession of illegal drugs or narcotics will result in the automatic suspension from the residence hall and other disciplinary actions.
4. Theft and vandalism, destroying, damaging, or defacing college property, to include the property of any member of the college community.
5. Hazing: in any form by clubs, individuals, or groups.
6. Financial Irregularities: Giving bad checks, failure to pay bills.
7. Riotous Conduct: Participation in riot, mob, or unapproved demonstration in dormitory, on or off campus.
8. Traffic: Violation of parking, speeding, reckless driving, running stop signs, and other college traffic regulations.
9. Identification: Failure or refusal to present ID card upon request to any official of the College.
10. Fires: Setting of, or adding to, unauthorized fires on college property.
11. Official Announcements/Use Of Bulletin Boards: Students will be held responsible for reading of official announcements placed on bulletin boards in each building on campus daily. Any persons wanting to place announcements on campus bulletin boards must get prior approval from the Vice-President Of Student Services Office.
12. Fishing and Swimming in the Campus Lake: Students are allowed to fish in Trojan lake but swimming is strictly prohibited. Riding horses on campus is prohibited except by special permission.

13. Penalties or Assessments: Any penalties or assessments levied by the administration or a governing committee must be cleared before any school record of the person concerned will be transferred or released.
14. Social Behavior: Any type of social behavior exhibited by a student on the campus or while under the jurisdiction of the school which projects a negative image upon the school will incur disciplinary action. Sexual interaction is not allowed on campus.
15. Excessive Noise: Excessive noise and/or boisterous conduct which disrupts students, faculty, or residents who may be studying or resting is prohibited. Portable sound systems are not allowed on the campus except in the student's room in the dormitories.
16. State and Federal Laws: Any other conduct which constitutes a violation of state or Federal laws.
17. All students are expected to be reasonably cooperative and to follow specific directions when given by college staff members.
18. Disruption: Any conduct by an individual in the classroom or group of individuals on campus, or near the campus that disrupts the learning process, or disturbs classes, or disrupts authorized college activities is strictly prohibited. Boisterous or any type of horseplay that risks the safety of student, faculty, staff or visitors is strictly prohibited.
19. Students are expected to conduct themselves in a respectful manner and abide by all rules and regulations of the college. Note: No one has the right to **save a place in the food line**. Persons who break line will forfeit their dining privileges or be charged a fine.
20. Use of vulgar or profane language and/or physical or verbal abuse of any person, or the use of words, behaviors and/or actions which intentionally inflicts mental, physical or emotional distress on others, or disrupts the educational environment at Mississippi Delta Community College.
21. Unauthorized Use of College Facilities: To include entry or exit and the use of residence halls for soliciting or conducting business.
22. Inciting others to violate written college policies.
23. Anyone found guilty of tampering with electrical systems or fire prevention systems or equipment.
24. Students are responsible for their guest on campus. Guests and visitors must observe all college regulations.

25. Students may not loan their ID cards to any other person for use at anytime.
26. Students must abide by all residence hall policies.
27. Any student charged with or convicted of a violation of law, or college regulation injurious to the health and welfare of the college community shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and the circumstances of the case, by the President of the College or his delegate.
28. The conviction of a student for a criminal offense of any kind which interferes with the orderly educational operation of the College or of a kind, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the members of the College community shall be sufficient grounds for administrative disciplinary action against such student.
29. Gambling in any form, is prohibited.
30. Students are not allowed to bring pets on campus without special permission from the Vice-President of Student Services office.
31. Reproduction of keys to any MDCC locks is prohibited.
32. Students are not allowed to bring children to school.
33. MDCC reserves the right to search any vehicle for the welfare and safety of people, the protection of property, and the possible violation of law or college rules wherever there is reasonable cause, the Vice-President of Student Services or other authorized college officials may search a vehicle. The student will be present when possible; however, in all cases a witness will be present.

### **DISMISSAL-DISCIPLINARY**

A student can be dismissed from school for failure to comply with school regulations concerning conduct. If a student is dismissed for disciplinary reason, he shall not be permitted on the MDCC campus during his/her period of suspension from college.

### **STUDENT HOUSING**

The college residence halls provide living quarters for men and women. All rooms are furnished; however, each student is responsible for their personal bed linens, towels, pillows, toiletries, and other needed items.

Residential room housing assignments are administered as followed:

1. The priority assignments will be made to those students who provide special service to the institution which makes it imperative that they live on campus (i.e. athletes, performance groups and leadership based organization members).
2. The next assignments generally will be extracted from students who live in our supporting counties. However, consideration will be given to those individuals who are considered out-of-district and out-of-state students with compelling circumstances. Ex. Resident who is enrolled in a special program such as nursing, radiology, or dental hygiene.
3. Any remaining space will be assigned according to the date on their housing application.

Residence hall room assignment confirmations are generally made by the Director of Student Life in May for those entering during the fall semester. Other housing accommodations are made as rooms become available.

All housing applications must be accompanied by the \$50.00 room reservation fee. All rooms are furnished to accommodate three occupants.

The occupants of each room will be held liable for any damage to the room and furnishings. Any assessment made for damage in excess of the amount of the room deposit must be paid before a transcript of grades can be issued. Part-time students (less than 12 hours) may not live in on-campus housing. Residents must maintain a 2.0 grade point average to maintain their room assignment. Those who fail to meet this requirement will be placed on academic probation by the Vice President of Student Services' Office with an additional semester to improve their academic standing, failure will result in forfeiture of one's room assignment.

All room changes must be approved by the Housing Director of each individual residence hall. A student who makes an unauthorized room change will be subject to a monetary fine.

The College reserves the right to inspect rooms and to move any student to another assignment for reasons of but not limited to conflict amongst roommates, space management and maintenance work.

**HOUSING DIRECTOR:**

New Girl's Dorm - Women .....	246-6000
Edwards-Stonestreet Resident Hall – Men.....	246-6575
Campus Police .....	246-6470
Campus Police Emergency Line.....	246-8011

Vice-President of Student Services' Office .....246-6442

Sunflower County Sheriff's Office.....887-2121

**Mississippi Delta Community College is not liable for any loss of possessions due to fire or natural disaster.**

Any student living in the residence hall who leaves overnight or for an extended period of time must notify his/her parents or the Housing Director.

When notifying the Housing Director, you must do so in writing. Please let the Housing Director know how to get in touch with you in case of an emergency. Students are encouraged to let roommates know where they are going whenever they leave the Residence Hall. Each student is responsible for the following policy.

If you notify your parents, you are NOT required to notify any College staff member.

**RESIDENCE HALL REGULATIONS**

(These are in addition to rules and regulations listed under student conduct.)

Residence Hall represents a unique living facility, unlike any other. It is not a house or motel or barracks or a private apartment. It is a group living facility for single students designed for sleep and study. Most halls also provide space for social and creative activity.

A. Financial Responsibility: The assigned occupants of a residence hall are financially responsible for all property that is a part of that room. Residents will be checked in by the Hall Director, checked out when they leave, and held accountable for any damage that occurs while living there. Admission to dormitory and room assignments are made by Hall Director after a student pays a room deposit and pays fees for semester to the Business Office.

B. Group-Living Considerations: Group-living situations require that every individual conducts his/her affairs with consideration for others in mind. Reasonable quiet that is conducive to academic pursuits as well as allowing for sleep and relaxation must be observed at all times. Residents violating the rights of others or causing disruption in the group living situation may be referred to the Vice-President of Student Services for appropriate action.

C. Room Assignments: Rooms will be assigned by the Head Resident of each hall. Roommate requests will be honored if space permits. The Head Resident may change room assignments of students if vacant spaces exist or behavior of individual students makes it necessary.

D. Limitations: Residents may not have electrical appliances with heating elements without prior approval by the head resident. No cooking is permitted in the rooms. Electric irons and hair dryers are permitted. Small refrigerators may be used in the room with special written permission from the Vice-President of Student Services.

E. Decorations: Room decorations such as pictures, pennants, and calendars may be posted only in such manner as to avoid damage to walls, doors, etc. Any damage resulting from improper posting will be assessed to the residents. Display of lewd or obscene pictures is prohibited.

F. Vacation Periods: Room charges will not cover any college holiday period. Residents unable to travel home at these times will be required to move during holidays. Occupants may not leave items in their rooms during summer vacation.

G. Inspection: The College reserves the right to inspect any room at any time in the absence of a student. Pets of all kinds and types are prohibited and cannot be kept in dormitory rooms.

H. Damages: Willful destruction or damaging of college, public, or private property, such as: tampering with lighting or electrical equipment, vending machines, telephones, doors, windows, etc., and unnecessary noises or "horseplay" are prohibited. Amplified musical instruments must be played in the Band Hall.

I. Unauthorized Moving: Permission must be obtained by the head resident for room changes. Room reservation fee of \$50 will be forfeited by students who fail to check out in person with the Head Resident at the end of each semester.

J. Lobbies: All resident hall lobbies will be closed at 10:00 p.m. and locked at 11:00 p.m. and unlocked no earlier than 7:00 a.m. The lobby of Stennis-Penrod Dormitory may be used by students to call for and pick up dates. Lobbies may not be used to entertain guests of the opposite sex.

K. Visitors: Members of the opposite sex are not allowed in any of the corridors or bedrooms unless special permission has been obtained from the Hall Director. Dormitory students may not have visitors between 10 PM and 2 PM unless they have special permission from the Head Resident or the Vice-President of Student Services.

L. Overnight House Guests: Students may have overnight house guests of the same sex when written permission is granted by the Vice-President of Student Services and a bed is available. Overnight house guests must be 15 years of age or older. House guests are expected to observe the same regulations as student

residents. The guests' host will be held responsible for any infringement of house regulations.

M. Head Resident: The person in charge of the Resident Hall in which you live is the Hall Director. The Hall Director will enforce all rules and regulations and report offenders to the Vice-President of Student Services.

N. Resident students living on campus must report any unannounced or unauthorized visitors to the Campus Police or the Head Resident.

O. Mail: Mail is picked up each day in the Union Building. Stamp your letters and put in the mail box in the Student Union Building. (Stamps may be purchased in the bookstore.) Do not place money in a letter to be mailed. Mail boxes may be rented by students at the local post office in Moorhead. Incoming mail should contain name, MDCC Hall, Room Number, P. O. Box 668, Moorhead, Mississippi 38761

P. Safety: Admission to the dormitory after 12:00 a.m. may be accomplished by presenting current ID to MDCC Police Officer on duty. The Campus Police Department will keep a current list of residents for late admission to dormitories. Keep room locked at all times when you are not in your room. You are responsible for keeping up with your possessions.

Q. Loitering: Loitering around dormitories by non-residents will not be permitted. Persons not residing in the resident hall are not to be in or around building.

R. Telephones: Individual telephones may be installed in the student's room. Students are to contact the telephone company for installation of phone. Public phones in lobby of dormitories may not be used after 11 p.m. to accept or place calls.

S. Laundry: Coin-operated washing machines and dryers are located in each dormitory for student use.

T. Accidents and Illness: Residents should contact the Head Resident if they become ill or have an accident. The Head Resident will secure medical attention if necessary. Parents will be notified of hospitalization if necessary or confinement to bed rest is required. Students are requested to remain at home during time of confinement as family doctor is more familiar with past medical history and contagious viruses spread rapidly in group-living situations.

U. Counseling: Each Head Resident is on call 24 hours a day concerning personal difficulties that may arise. Information and referral to the counseling center will be used if situation dictates.

V. Hours: Students living in the dormitory will have self-regulating hours with supervision. The lobby of each dormitory will be locked at 10 p.m. each night. Students on campus must be in their rooms by 11 p.m. Students who come in after 11 p.m. should go directly to their respective dormitories. Students will be expected to come in no later than 12 a.m. The Mississippi Delta Community College campus is closed between 2 a.m. and 6 a.m. Students who have prior approval to stay in the dormitory on closed weekends must be in their rooms by 11 p.m.

W. After 10 p.m. each evening non-students will not be permitted on campus.

X. MDCC Police Department may stop all vehicles entering campus between 10 p.m. and 6 a.m. The South Entrance to campus should be used after 10 p.m. each evening.

Y. Residency: Any person who has a conviction on a drug-related charge, or, one who is awaiting final disposition of his case on a drug related charge which may take longer than ten days, or, one who has been indicted on a drug-related charge will not be eligible to live on campus.

Z. Meal Plan: All students living in college dormitories must purchase a meal plan. Meal plans are valid for all meals served in college cafeteria (Monday morning through Friday noon).

AA. Closed weekends: in order to conserve energy and maintain a low cost of housing for students, certain weekends will be designated as closed on the Mississippi Delta Community College campus. When a weekend is designated as closed, dormitory students will not be allowed to stay on campus from Friday afternoon after 12 p.m. until Sunday afternoon at 4 p.m. Please note that not all weekends will be closed. The College reserves the right to make limited exceptions to this policy. NOTE: If your group has special permission to stay on a closed weekend, curfew is 10 p.m. to 6 a.m.

BB. Students are not to temper with fire extinguishers and alarm systems. Any student who violates this directive will be dismissed from the dormitory.

## **ACADEMIC REQUIREMENTS FOR DORMITORY STUDENTS**

Dormitory students must maintain 12 hours on campus work and a 1.5 cumulative grade point average each semester to live in the Resident's Hall. NOTE: Online courses will not be counted in the 12 hour minimum.

## **DORMITORY REGULATIONS FOR COMMUTING STUDENTS**

Commuting and visiting students may visit the dorm if they receive permission from the dorm director and are accompanied by a dorm student. All visitors must abide by the rules and regulations of the dormitory.

Visitors are not allowed in the dormitory from 10 p.m. to 2 p.m. each day without permission from the Head Resident.

## **DISCIPLINARY PROCESS FOR STUDENTS**

The Vice-President of Student Services is assisted in the disciplinary determination by a series of councils, which hear cases assigned to them. These councils are:

### **Administrative Hearing Officer:**

An administrative hearing officer is a professional staff member in the Office of Vice-President Services who explains the charges that have been brought against a student and provides that student with the following options:

1. Acknowledge responsibility and request an administrative recommendation or sanction from the hearing officer;
2. Acknowledge responsibility and request that a faculty/staff disciplinary hearing council recommend a sanction;
3. Plead not responsible and be referred to a faculty/staff/hearing council.

### **Faculty/Staff Hearing Council**

A faculty/staff hearing council consists of five-faculty members and five staff members (appointed by the President of the College). No more than three members of the council is required to be present to hear any case. The President of the College will also appoint the chair of this committee. The Vice-President of Student Services is a nonvoting ex-officio member of a faculty/staff hearing council.

### **Appeals Committee**

An appeals committee is made up of three faculty/staff members who are appointed by the President. The committee will hear appeals that have been tried by a faculty/staff hearing council. The appeals committee decision is conclusive and final.

### **Types of Judicial Cases**

Violations of the college rules, regulations, and policies are considered either minor or major cases based on the nature and severity of the incidents.

- **Minor Cases**

Minor cases involving violations of college policies that do not justify expulsion, suspension, or disciplinary warning will be heard by an administrative hearing officer. Some examples of minor cases may include but are not limited to visitation violations; minor alcohol policy violations; violation of residence hall community standards; excessive noise or quiet hour violations; damage to property; and petty theft.

- **Major Cases**

Major cases involve violation of college rules, regulations, or policies which, at the discretion of the Vice-President of Student Services or his/her designee, justify the imposition of a sanction of expulsion or suspension. A faculty/staff hearing council or an administrative hearing officer hears these cases. Some examples of major cases may include but are not limited to, violation of rules, regulations, or policies; behavior potentially harmful to other people (including assault, harassment or the use of fireworks); conduct which leads to the embarrassment or indignities to other persons; vandalism to property; possession of firearms; major theft, multiple or repeated violation of college policies; major alcohol violations; and possession or sale of illegal substances.

### **Off-Campus Misconduct**

In general, the College does not take disciplinary action for off-campus misconduct when court action is pending or has taken place. However, the College reserves the right to take action in such instances when the misconduct constitutes a violation of the College community. In such cases, the College may initiate action whether or not legal action has been taken.

### **On-Campus Misconduct and the Law**

Normally, on-campus misconduct by students will result in disciplinary action being taken on campus. On some occasions, however, the College may call on external law enforcement authorities and assist, as appropriate, these agencies in their investigation of alleged on-campus criminal activity. Specifically, actions which cause or threaten serious harm to members of the campus community or that severely impair the essential functions of the College may require the institution to call upon off-campus authorities. On such occasions, outside authorities will be summoned only by the Vice-President of Student Services. Students should recognize that the College is obliged to report to off-campus authorities the commission of any act that is considered to be a serious crime.

### **Overview of the Judicial Process**

An alleged violation of college rules, regulations, and policies will first be investigated by an appropriate college official. This involves meeting with individuals involved in the situation and examining the circumstances of the case. The student in question receives a

written description of the alleged violation of rules, regulations, or policies, evidence regarding the alleged violation, and information regarding the judicial process. The Vice-President of Student Services reserves the right to remove a student from the campus or college residence prior to a formal hearing if there are concerns for the student's emotional or physical welfare or for the well being of the college community. On occasions when such action is necessary, a hearing will be held as soon as possible. Customarily, pending action taken by the College, the student has a right to be present on the campus or attend classes.

### **Responsible Pleas**

If the student in question accepts responsibility in a minor case, an appropriate College official will determine an appropriate sanction for the violation. If the student in question accepts responsibility in a major case, a faculty/staff hearing council will conduct a hearing to determine an appropriate sanction. By pleading responsible, the student in question is waiving his or her right to appeal the merits of the allegation or any procedural matters. However, students may appeal based on severity of sanctions.

### **Not Responsible Pleas**

If the student in question does not accept responsibility, a hearing is scheduled. In minor cases, the student in question has a choice of having the case being heard by an administrative hearing officer. In major cases, a faculty/staff hearing council will be convened.

### **Hearing Procedures**

All non-academic discipline hearings shall be informal and strict rules of evidence shall not apply. A hearing council shall not be bound by common law or by statutory rules of evidence or by technical or formal rules of procedure, but may conduct such hearing in such a manner as best to ascertain the truth. Hearsay evidence, if admitted, shall not be the sole basis for the determination of facts by a hearing council.

The student(s) in question shall be notified, in writing, of the alleged charge(s) and of the date, time and place of the hearing. Every effort will be made to set-up a hearing within (5) working days after an incident occurs; (unless a shorter notification period is acceptable by the student) however, factors such as holiday breaks, end of academic term, on-going investigation, etc. may prevent the College from meeting this guideline. Notice of the hearing will be mailed or delivered to the student(s) three (3) days prior to the hearing unless a shorter notification period is acceptable by the student. The student in question and the complainant have the right to:

1. Be present at the hearing. However, if either or both the student in question and complainant fail to appear at the hearing after being properly notified, the hearing may be held in their absence and a decision rendered accordingly, based on evidence presented.

2. Present evidence by witness, or by signed written statement if a witness is unable to attend the hearing. It is the responsibility of the student in question and the complainant to notify their witnesses of the date, time and place of the hearing. If witnesses fail to appear, the hearing may be held in their absence.
3. Bring an advisor of his or her choice to the hearing provided notice is given at least one day prior to the hearing; however, the advisor may not make any presentation and shall act in an advisory capacity only.
4. Question all witnesses.
5. Be informed of the disciplinary outcome.
6. A record of the hearing shall be electronically recorded in a manner suitable for later transcription.
7. Disciplinary hearings are closed.

## **Appeals**

An appeals committee will hear appeals of decisions from a faculty/staff hearing committee at the recommendation of an appeals committee chair. Appeals will be considered based on the hearing transcript, written materials, and a meeting with the student in question and the chair of the appeals committee.

The chair hearing the appeal may take the following action:

- Deny the appeal;
- Accept the appeal, and recommend the appeal be heard by the full appeals committee

Appeals must be made in writing within five calendar days after a disciplinary decision is rendered. Appeal consideration is based on one or more of the following reasons:

- Deprivation of due process;
- Inadequate evidence to justify decision; or
- Sanction not in keeping with gravity of wrongdoing.

A disciplinary sanction does not go into effect until the appeal is completed, unless stipulated otherwise by the Vice-President of Student Services. Decisions by an appeals committee are conclusive and final.

## **Offenses Subject to Disciplinary Action**

Any student or non-student who violates state, Federal, or local laws or ordinances, or any college rules, regulations, or policies while on Mississippi Delta Community College managed property or while representing the College may be subject to college disciplinary action. In addition, students or non-students found in violation of any of the items listed below may be subject to college disciplinary action. (The list below should not be seen as all-inclusive).

1. Any form of verbal or physical harassment, including but not limited to threatening, attempting, or committing physical harm to any person.
2. Disrupting the peace and good order of the College by other things such as fighting, quarreling, inciting to riot or other disruptive behavior.
3. Destruction or damage or attempted damage to personal or college property, including acts of arson or vandalism.
4. Theft, attempted theft, or possession of stolen personal or college property, including acts of larceny, burglary, breaking and entering, or robbery.
5. Forgery, alteration, unauthorized possession, or misuse of college documents, records, or instruments of identification.
6. Furnishing false information to the College.
7. Knowingly presenting a worthless check or forging a money order in payment to the College or to a member of the college community acting in an official capacity, or failure to make satisfactory arrangement for the settling of accounts with the College.
8. Any interference with functions or activities of the College and the educational programs by blocking accesses to or from college facilities.
9. Violation of visitation or closing hour regulations.
10. Failure to comply with the directions of college officials during emergencies, such as building evacuations(s).
11. False reporting of an emergency including, but not limited to, false fire alarms and bomb threats.
12. Possession, use or distribution of narcotics, hallucinogens, barbiturates, or amphetamines and other controlled substances defined by Mississippi statutes, except as expressly permitted by law.

13. Unauthorized possession, storage, use of weapons, firearms, knives and fireworks.
14. Any violation of college rules regarding the operation and/or parking of motor vehicles.
15. Engaging in sexual assault or harassment.
16. Violation of the computer use policy.
17. Aiding or abetting any conduct described above.

### **Range of Judicial Outcomes**

The hearing officer or judicial body may impose one or more of the following sanctions for each policy violation.

- **Expulsion**

Permanent dismissal from the College with no possible future readmission to the College. A student who has been expelled is barred from visiting the campus.

- **Suspension**

Mandatory separation from the College for a specified period of time up to two years. An application for readmission will be considered after the time period of the suspension has elapsed. Readmission is subject to stipulations by a faculty/staff hearing council and the Vice-President of Student Services. A student who has been suspended is barred from visiting the campus unless written permission is granted by the Vice-President of Student Services.

- **Disciplinary Probation**

A sanction serving notice to a student that his or her behavior is in serious violation of college rules, regulations, or policies. The sanction is assigned for a time period of up to two years. A breach of rules, regulations, or policies by a student during the probationary period may result in suspension or expulsion from the College.

- **Disciplinary Warning**

A sanction serves as notice to a student that his or her behavior is in violation of college rules, regulations, or policies. The sanction is assigned for a time period of up to one year. A breach of college rules, regulations, or policies by a student during the specified time period may result in further action including disciplinary probation, suspension, or expulsion from the College.

- **Termination or Change in Residency Privileges**

A sanction, which, terminates or changes a student residency, is usually accompanied by other disciplinary sanctions determined by the hearing body.

- **Restriction or Revocation of Privileges**

Restriction or revocation of privileges is the temporary or permanent loss of privileges, including but not limited to, use of a particular facility or service, visitation privileges and parking privileges.

- **Fines**

Fines are penalty fees payable to the College as determined by the hearing body for violation of certain college policies. This definition does include administrative charges imposed by the College.

- **Restitution**

Restitution is payment made for damages or losses to the College or to individuals as directed by the hearing body.

- **Counseling Intervention**

When behavior indicates that counseling may be beneficial, the student may be referred to a college counselor or other mental health professional.

- **Other Appropriate Action**

Other sanctions not specifically described above must be approved by the Vice-President of Student Services.

**NOTE: All violations of Criminal Laws of the State of Mississippi and the United States of America (State and or Federal) are subject to prosecution by the appropriate authorities.**

CODE	VIOLATION	DESCRIPTION	ASSESSMENT
1.01	<b>ABDUCTION AND/OR KIDNAPPING</b>	Enticing, persuading or forcible seizing and carrying of any student, faculty, staff or college official from one place to another without that person's consent.	Suspension; Indefinite Suspension; Expulsion,
1.10	<b>ACADEMIC DISHONESTY</b>	Misconduct, dishonesty, misrepresentation, immoral behavior that will harm, damage or endanger any person or property or hinder academic continuance.	Academic sanctions; probation; suspension; Expulsion

1.20 <b>AIDING AND /OR INCITING</b>	Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the MDCC community or environment; the persuading or aiding of another person to breach the peace on MDCC premises or at functions sponsored, approved by, or participated in by any member of MDCC. Gatherings of groups of students on or off of the premises in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of MDCC or with the normal flow of traffic or ordinary procedures.	Fine \$100 - \$200 + Probation and/or Campus Service; Suspension; Expulsion
1.30 <b>ALCOHOLIC BEVERAGES</b>	The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on MDCC property, in cars or other vehicles, or at any of the college's activities (whether on- or off-campus) are prohibited, except as expressly permitted by MDCC regulations, exceptions, or local, state, and federal laws.	Fine \$200 and/or Probation and/or Campus Service; Suspension; Expulsion
1.31 <b>ALCOHOL/DRUG INTOXICATION</b>	Appearing in public on MDCC premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property, as a result of intoxication.	Fine \$200 and/or Probation and/or Counseling and/or Campus Service; Suspension; Expulsion
1.40 <b>ANIMALS (pets)</b>	Having pets or other animals (e.g. dogs, cats, snakes, birds, hamsters, etc.), with the exception of seeing-eye dogs (when accompanied by their owner) and tropical fish in an aquarium or other approved containers in buildings, including student residences, classrooms, and offices, except when needed in connection with a handicap person or with the written permission of the Vice President for Student Services, is prohibited.	Removal of animal(s) + Fine of \$50 - \$200 and/or Probation; Suspension
1.50 <b>ARSON/FIRE SETTING</b>	The malicious, fraudulent, and/or intentional burning of property on MDCC premises. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials. Willfully starting a fire in MDCC buildings or on college property, which includes but is not limited to bonfires and cookouts, without the proper authorization is prohibited.	Suspension; Indefinite Suspension; Expulsion; Restitution
1.60 <b>ASSAULT</b>	The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. This includes engaging in, attempting or intending to engage in any form of verbal or mental abuse, coercion, which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, residence halls and on MDCC premises. In general, physical contact is not required.	Restitution (if required) + Fine \$50 - \$200 + Probation and/or Counseling and/or Campus Service; Suspension; Expulsion
1.70 <b>ATTEMPTED OFFENSES</b>	An attempt to commit an act on MDCC property, or involving members of the college community (that is faculty, staff, student, or campus visitor) in an offense that would be in violation of any law, code of conduct, rule, regulation of local, state or federal criminal code.	Fine \$50 - \$200 + Probation and/or Campus Service; Suspension; Expulsion

1.80	<b>BATTERY</b>	The unlawful application of force to a person is strictly prohibited.	Restitution (if required) + Fine \$50 - \$200 + Probation + Campus Service + Counseling; Suspension; Indefinite Suspension; Expulsion
1.81	<b>AGGRAVATED BATTERY</b>	An unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon.	Fine \$200 + Suspension and/or Expulsion
1.90	<b>HOUSING VIOLATIONS</b>	Students must comply with housing rules and resident life regulations including visitation policies.	Fine \$100 Probation and/or Suspension; Expulsion
2.00	<b>CONTEMPT OF HEARING</b>	Contempt of hearing violation includes (1) the failure to appear before a judicial body after receiving the proper notification of a scheduled disciplinary hearing or conference, (2) willful disobedience to, or displaying open disrespect for an MDCC judicial board member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures, and (3) failure to comply with disciplinary conditions as sanctions imposed by a judicial body or judicial administrative officer or staff person. Contempt charges will require the student to pay a disciplinary fine in addition to other sanctions imposed.	Fine \$100 - \$250 + Reschedule of Hearing + Interim Suspension
2.10	<b>DAMAGE TO PROPERTY/DESTRUCTION OF PROPERTY</b>	Damage, vandalism or destruction to property owned or leased by MDCC or personal property belonging to an individual, including but not limited to, car vandalism, walking on roofs of an MDCC building, defacing structures and facilities, littering, unauthorized biking, skate boarding in inappropriate areas, marking, egging, littering, painting, spraying, the painting of residence hall rooms, hall ways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization is prohibited.	Restitution and/or Replacement of Property Probation; Suspension; Indefinite Suspension; Expulsion
2.20	<b>DANGEROUS, THREATENING, and/or UNSAFE BEHAVIOR</b>	Any conduct or behavior, which threatens or endangers the health or safety of any person in the MDCC environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping.	Fine \$100 + Probation and/or Campus Service and/or Counseling and/or Removal of Privileges; Suspension; Expulsion
2.30	<b>DISORDERLY CONDUCT, OBSTRUCTION, AND/OR DISRUPTION</b>	Disorderly conduct is any offensive or annoying act that disrupts the peace. It includes but is not limited to conduct which is offensive or annoying to others or is disruptive to the rights of others. It includes excessive noise, noise after quiet hours, misuse of musical instruments, noise producing devices, talking excessively loud, failure to properly dispose of trash or food trays, shouting, loud stereo or radio sets; horseplay, practical jokes, and general annoyances; throwing any dangerous objects in an MDCC facility or from the window of an MDCC facility or onto the premises of the college. Breaking lines, such as in the cafeteria, during registration, at campus events and activities, and so on, is deemed disorderly conduct. The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, or other college tasks and activities; interfering with duties of a student, faculty/staff member or MDCC official; withholding information vital to any investigation carried out by an authorized agent of the college. Excessive noise which can be	Fine \$100 - \$200 and/or Probation and/or Campus Service; Suspension; Expulsion

heard in other areas of the campus and which interferes with the normal operations of the college; creating excessive noise which can be heard in other areas of the campus and which interferes the normal operations of the college is prohibited. In so much as students are responsible for the behavior of their guest, students may receive sanctions if they permit their guests to behave disorderly on campus.

**2.40 DISTRIBUTION OF ILLICIT PRINTED MATERIAL**

Distribution of printed materials that are libelous, derogatory, scurrilous, sexually explicit, pornographic, or that encourages violations of public laws or MDCC regulations.

Fine \$100 - \$250 + Probation and/or Campus Service; Suspension; Expulsion

**2.50 DRUGS (Illegal)/ DRUG PARAPHERNALIA**

The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the college, and beyond the premises according to all local, state, and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription. Drug paraphernalia is strictly prohibited at the college. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the college and/ or at events and activities sponsored by the college, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances. Improper behavior or conduct on the campus which is a result of the use of illegal drugs which means that one who, having consumed or used drugs, experiences a loss of the normal use of his/her mental and/or physical faculties is restricted.

Fine \$200 - \$500 + Probation and/or Counseling and/or Campus Service; Suspension; Indefinite Suspension; Expulsion

**2.60 FAILURE TO COMPLY**

Failure to comply with the directions of MDCC officials (including residence hall staff) acting in the performance of their duties; failure to promptly identify oneself to college officials when requested; failure to comply with disciplinary sanctions are prohibited. This includes direct disobedience of a lawful order of a college official, as well as failure to evacuate a building during a fire alarm, drill, or when otherwise so ordered by an MDCC official, fire department staff, or local law enforcement officer.

Fine \$50 - \$200 and/or Probation and/or Removal of Privileges and/or Campus Service; Suspension

2.70 <b>FORGERY, DISHONESTY, FRAUDULENT ACTS, AND/OR MISREPRESENTATION</b>	Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, altercation, misuse of MDCC documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any MDCC recognized student organization; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the MDCC community; and fraudulently issuing worthless checks to the college. Lying, knowingly furnishing false information to MDCC or its officials, other forms of dishonesty in college-related affairs is also prohibited. The scope includes but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of an ID card, validation sticker, or any MDCC document or service.	Restitution (if required) + Probation and/or Campus Service; Suspension + Restitution (if required); Indefinite Suspension + Restitution (if required); Expulsion
2.80 <b>GUEST'S BEHAVIOR</b>	Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the <i>Code of Conduct</i> while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization.	\$100 - \$200 Fine+ RESTITUTION (If required) + Probation and/or Removal of Privileges
2.90 <b>HARASSMENT Verbal or Physical</b>	The excessive physical annoyance of or the use of verbally abusive language by any person on MDCC-owned or controlled property or while on the premises of, or while in attendance of MDCC-sponsored or supervised events is considered to be harassment and is prohibited. The scope of any form of harassment includes language to physical acts which degrades, insult, taunt, or challenges another person by any means of communication, verbal, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racists remarks or any behavior that places another member of the college community in a state of fear or anxiety.	\$100 - \$200 + Probation and/or Campus Service; Suspension; Expulsion
3.00 <b>HAZING</b>	It is strictly prohibited for a person or organization to, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engage in conduct which creates a substantial risk of physical injury to such other person or to a third person.	Suspension; Indefinite Suspension; Expulsion
3.10 <b>HEALTH AND SAFETY VIOLATIONS</b>	This means any behavior which creates a risk or danger to others of the college community, including but not limited to propping open doors to residence hall, throwing objects from windows or balconies, failure to keep one's room in a condition that is safe and sanitary, or failure to maintain reasonable standards of cleanliness and safety as defined by the college.	Restitution (if required) + Probation and /or Campus Service and/or \$50 - \$200; Suspension + Restitution; Expulsion

3.20 <b>IDENTITY DISCLOSURE/IDENTIFICATION CARDS</b>	Failure to carry a valid MDCC student identification card (when possession is in reason) while on MDCC property or failure to present it to a college official, including residence hall staff, police officers, administration, and staff members upon request is unacceptable. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's ID card is prohibited. Presenting a false name or other identification, including false or invalid ID card, to a college official, while in the performance of their duties is prohibited.	Fine \$50 + Probation and/or Removal of Privileges
3.30 <b>INDECENT, OBSCENE, IMMORAL BEHAVIOR, AND/OR PROFANITY</b>	Conduct, which is disorderly, lewd, indecent and/or portrayed on the premises of the college or at MDCC sponsored or supervised activities will not be tolerated. Such acts include the use of obscene gestures, improper body exposures, stripping, vulgar language to or in the vicinity of students, staff members, administrators, or faculty or visitors of the college.	Fine \$100 - \$200 + Probation and/or Campus Service & Counseling; Suspension; Expulsion
3.40 <b>MORAL TURPITUDE</b>	An act of baseness, vileness or depravity which brings shame to MDCC and is in contradiction to the letter and spirit of the MDCC's <i>Code of Conduct</i> , good citizenship and ethics is strictly prohibited.	Fine \$300; Loss of Privileges; Suspension; Indefinite Suspension; Expulsion
3.50 <b>MOTOR VEHICLES, TRAFFIC VIOLATIONS, PARKING VIOLATIONS</b>	Violation of properly constituted rules and regulations governing the use of motor vehicles (e.g. automobiles, motorcycles, etc.) on college-owned or controlled property or at college sponsored or supervised activities. This also includes driving and parking on grass and sidewalks. Failure to obey traffic and parking regulations is punishable by the Vice President of Student Services Office.	Required Fine of Fine \$50 - \$100 + Probation; Suspension
3.60 <b>RAPE</b>	Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the college to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender.	Suspension; Indefinite Suspension; Expulsion
3.70 <b>SAFETY CODE MISCHIEF</b>	Tampering with safety equipment is a serious violation of the <i>Code of Conduct</i> and is subject to criminal prosecution. Turning in a false fire or bomb alert, by any means including a telephone call or by a warning device, theft, removal of, or tampering with fire extinguishing or safety equipment, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems, hoses, fire mischief, or violation of MDCC guidelines regarding fire safety, or standard safety (e.g., failure to follow evacuation procedures or obstructing the evacuation of a building during a fire, fire drill, or any other type of emergency) is strictly prohibited.	Fine of Fine \$50 - \$200 + Probation; Suspension or Expulsion; Restitution if required

3.80	<b>SEXUAL ASSAULT</b>	<p>The forcing of, or attempting to force, another person regardless of sexual gender, personal affiliation, and/or affiliation with the college, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats and physical restraint, and will not be tolerated. Disciplinary sanction for such acts will lead to suspension. Violators also are subject to criminal prosecution.</p>	<p>Fine \$200 - \$500 + Probation + Campus Service + Counseling; Suspension; Indefinite Suspension; Expulsion</p>
3.90	<b>SEXUAL BATTERY</b>	<p>The forcing of or forceful intention of engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon) which leads to physical pain, toward another person regardless of sexual gender, personal affiliation, and/or affiliation with the college, without his/her consent or when such sexual contact is deemed offensive to the victim, will not be tolerated by MDCC. Disciplinary sanction for such acts will lead to suspension.</p>	<p>Suspension; Indefinite Suspension; Expulsion</p>
4.00	<b>SEXUAL HARASSMENT</b>	<p>Regardless of sexual gender, personal affiliation, and/or affiliation with MDCC, sexual harassment is defined as unwelcome and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to unsolicited, deliberate, or repeated sexual flirtation, advances or propositions; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature.</p>	<p>Suspension; Indefinite Suspension; Expulsion</p>
4.10	<b>SOLICITATION</b>	<p>Unauthorized selling, collection of monies, and promotion on campus or within MDCC buildings is not permitted without permission. Students may not act as agents for business firms which entail solicitation or the receiving of business offers or goods on MDCC property. Further, students may not solicit on behalf of the college without the permission. Use of any residence hall room for business purposes of any nature, (e.g. the selling of food, clothing, jewelry, merchandise, favors, manicures/pedicures, hair perming/styling/braiding, barbering, babysitting, etc.) whatsoever is prohibited.</p>	<p>Fine \$100 - \$500 + Probation and/or Campus Service and/or Counseling; Suspension</p>
4.20	<b>THEFT/MISAPPROPRIATION</b>	<p>Theft is defined as the wrongful taking of money or property without the consent of the owner, and/or the secreting of anything stolen, regardless of where the theft occurred; stealing from another person, agency institution, or the college; the taking of property belonging to another, with the intent of converting the property to one's personal use; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of another's credit card; and failure to return another's personal property upon request or within a reasonable period of time. Misappropriation, the taking of property belonging to another by mistake and/or without the owner's permission, but with no intent to convert the property to one's personal use is not permitted. This includes unauthorized moving or relocation of college furniture to one's own room or to some other area, illegal and/or unauthorized possession or sale of any property without the proper authorization, and possession of property which has been reported lost or stolen.</p>	<p>Fine \$100 - \$200 + Restitution (if required) + Probation and/or Campus Service and/or Counseling; Suspension + Restitution (if required); Expulsion</p>

4.30	<b>TRESPASSING</b>	Unauthorized presence on, in or within any building or property owned or operated by the college (including residence halls), or the unauthorized entry into or remaining in a facility, or in a private room or office under the control of another, after having been asked to leave.	Fine \$100 - \$200 + Probation; Suspension
4.40	<b>UNAUTHORIZED USE/ENTRY OF COLLEGE FACILITIES</b>	Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from MDCC facilities is prohibited. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of MDCC facilities that are locked, closed or restricted to certain or all persons. Unauthorized entry or exiting into and from residence halls, without proper permission into living quarters or other building and/or structures or MDCC premises, or the aiding and assisting of such is prohibited.	Fine \$100 - \$200 + Probation and/or Campus Service and/or Suspension; Expulsion
4.50	<b>WEAPONS/FIREARMS</b>	The use, possession, consumption, or display of weapons, firearms, or explosives is strictly prohibited on the premises of MDCC. Weapons include, but are not limited to the following: rifles, shotguns, ammunition, handguns, air guns, BB guns, bowie knives, daggers switchblade knives, butcher knives, metallic or brass knuckles, explosives (including dangerous chemicals), water guns, play guns, firecrackers, propelled missiles, fireworks. The possession or the use of items that resemble guns, knives, or other weapons are also strictly prohibited. When course content and classroom assignments require the use of such items, the President, the Vice President of Student Services, and the Campus Police Chief should give prior written approval.	Fine \$150-\$400.00 and or Suspension; Indefinite Suspension; Expulsion

## **Disciplinary Records**

Notice of disciplinary action may be sent to update parent(s) of students who have been declared dependents on the parents' last Federal income tax return. The final decision to send notification to parents will be made by the Vice-President of Student Services. The Office of Vice-President of Student Services will maintain records of disciplinary action. The use of these records is governed by college policy concerning confidentiality of student records. In the event of a guilty verdict, a student's disciplinary records may be reviewed by a hearing body to determine appropriate sanctions.

## **STUDENT GRIEVANCE PROCEDURES**

Mississippi Delta Community College is committed to creating and maintaining a community where students, faculty, administration and staff can work together in an atmosphere of mutual respect, functioning in accord with MDCC policies and procedures and free from harassment or discrimination on the basis of age, color, disability, national origin, race, religion, sex, handicap, or status as a veteran or disabled veteran. The intent of the Student Grievance Procedures is to facilitate the maintenance of such a community by providing a means for the resolution of grievances. A student who feels that they have been harassed or discriminated against by a member of the MDCC faculty, staff or administration may file a grievance.

## **General Student Grievance Procedure**

**A student may not use the provisions of this section as the basis for filing a grievance based on the outcomes of summary disciplinary proceedings, class attendance, review of final grades, sexual harassment, or equal opportunity. For the purpose of final course grade disputes, a student shall use the established Policy for Review of Grades. For disciplinary disputes, a student shall use the Policy for Disciplinary Procedures. For class attendance appeals, a student should follow the procedure for Reinstatement for Courses. For sexual harassment or equal opportunity complaints, a student should follow the Sexual Harassment Policy and/or Equal Opportunity Grievance Procedures. All policies/procedures are outlined in this Student Catalog/Handbook.**

NOTE: All grievances shall be dealt with in sequential stages. Each stage is a prerequisite for the succeeding one:

- I. Discuss the problem with the instructor or staff member.
- II. Discuss the problem with the department chair or supervisor.
- III. If the aggrieved person is not satisfied by the results of the face to face discussion between the parties involved, he/she shall within five (5) days request the administrator most immediately above the parties involved who is not one of the disputants to arrange a meeting of the disputants, the aggrieved student and the appropriate administrator. After hearing both sides to the dispute, the administrator will propose within two weeks of the aggrieved person's/persons' request to her/him a solution or a set of solutions to the problem.

### **Formal Procedure for Written Student Complaints**

Step IV. If the efforts of steps of the informal procedure fail to resolve the problem or problems, the student may request a formal hearing with the appropriate administrator in writing with any documentation available within ten (10) days after receiving the results of mediation. The administrator will set a date and time for the hearing. The student will be notified in writing five (5) days prior to the hearing. The President of the College will appoint five (5) members to serve on a grievance committee and one (1) non-voting chair to facilitate the hearing. The decision making power of the committee will be limited to the application of existing school policy. The student may bring an advisor of his or her choice to the hearing provided notice is given at least (3) days prior to the hearing; however, the advisor may not make any presentation and shall act in an advisory capacity only. Witnesses and exhibits may be presented by the student, provided notice is given three (3) working days prior to the hearing as to who the witnesses are and exactly what exhibits or documents will be presented. All notice of hearing date, time and place shall be given to the student. The hearing shall be electronically recorded in a manner suitable for later transcription. In conducting a hearing, the hearing committee shall not be bound by common law or by statutory rules

of evidence or by technical or formal rules of procedure, but may conduct such hearing in such manner as best to ascertain the rights of the parties; provided, however, hearsay evidence, if admitted, shall not be the sole basis for the determination of facts by the hearing committee.

The hearing officer will notify the student in writing of the committee's decision within three (3) days. The committee's decision completes the grievance procedure for students and said decision is final.

### **Policy to Review a Grade**

Step I. Request a conference with the instructor.

Step II. Request a conference with the appropriate administrator and instructor to review the final grade.

### **Sexual Harassment Policy**

The policy of Mississippi Delta Community College prohibits sexual harassment as defined below. Sexual harassment is a violation of professional ethics and federal and state laws.

Sexual harassment at the College is not simply inappropriate behavior. IT IS AGAINST THE LAW. Sexual harassment is a form of sex discrimination under Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Civil Rights Restoration Act of 1988. Persons within the College community who have the authority to act on their knowledge of the sexually harassing behavior of another member of the community have an ethical and legal obligation to take appropriate action. Failure to do so may expose these individuals and the College to legal liability for the sexual harassment behavior of others.

#### **-Retaliation**

This policy seeks to encourage students, staff, and faculty to express freely and responsibly their concerns about any possible instances of sexual harassment. Any act of reprisal (e.g., interference, restraint, penalty, discrimination, coercion, harassment)--overt or covert--by a college faculty member, employee, agent, or student against another who is responsibly using this policy and its procedures interferes with free expression and openness. Such acts violate this policy and require prompt and appropriate disciplinary action.

#### **-Definition**

As defined in the guidelines of the Equal Employment Opportunity Commission and adopted by the United States Supreme Court in *Meritor Savings Bank, FSB v. Vinson*, 477 U.S. 57 (1986), sexual harassment of employees or students includes any unwelcome

sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program, or activity; or
- (2) submission to or rejection of such conduct is used as the basis for employment or educational decisions affecting that individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive environment for working or learning.

Examples of Sexual Harassment: Examples of prohibited verbal, nonverbal or physical conduct include, but are not limited to:

- (1) Physical assault;
- (2) Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- (3) A pattern of conduct intended to discomfort or humiliate, or both, that includes:
  - (a) comments of a sexual nature;
  - (b) sexually explicit statements, questions, jokes, or anecdotes;
  - (c) persistent propositions of a sexual nature;
  - (d) subtle pressure for sexual activity;
- (4) A pattern of conduct that would discomfort or humiliate, or both, a reasonable person to whom the conduct was directed that includes:
  - (a) unnecessary touching, patting, hugging, or brushing against a person's body;
  - (b) remarks of a sexual nature about a person's clothing or body;
  - (c) remarks about sexual activity;
- (5) Use of electronic mail or computer dissemination of sexually oriented, sex-based communications.

Sexual harassment is often a specific form of discrimination in which the power inherent in a faculty member's or supervisor's relationship to his or her students or subordinates is exploited. While sexual harassment most often takes place in a situation of differential professional power between the persons involved, this policy recognizes that sexual harassment may occur between persons of the same college status, e.g., student-student, faculty-faculty, staff-staff. It may occur where inverse power relationships exist as when a student exhibits such behavior toward faculty or staff. It may occur between persons of the same sex. Behaviors may be initiated by both men and women. Persons who are negatively affected by others' behavior, even though the behavior is not directed towards them, may bring claims of third-party harassment.

#### **-Groundless Charges or Malicious Mischief**

Accusations of sexual harassment are serious matters. They should never be made casually and without cause. This policy shall not be used to bring groundless and malicious charges against students, faculty members, or employees. Disciplinary action concerning personal misconduct may be taken under the appropriate faculty and staff personnel policies or the Student Code of Conduct against any person bringing a groundless and malicious charge of sexual harassment. Bringing groundless and malicious charges may also result in legal liability for the person filing the charges. At any time during the complaint process, the respondent may provide evidence to the Equal Employment Grievance Committee that the charges are groundless and malicious.

Charges of filing a bad faith complaint will be initiated by the Equal Employment Grievance Committee if, at the conclusion of a case, there is a finding of groundless and malicious charges. The charge shall be filed with the President, who may (1) dismiss the charge; (2) appoint an administrative officer to investigate the charge further; (3) affirm the charge and take appropriate corrective action.

The same sanctions appropriate to a violation of sexual harassment policy shall apply to those who bring charges in bad faith.

#### **Sanctions Resulting From Findings of a Violation of the Sexual Harassment Policy**

The following sanctions are applicable to academic and administrative faculty and other teaching personnel when a finding or a violation of the sexual harassment policy has been determined, or when frivolous or malicious charges have been brought. A first offense could be grounds for dismissal, and more than one sanction may be imposed for any single offense. Administrators responsible for implementing sanctions will report to the complainant the sanction that has been imposed.

Sanctions for faculty and professional staff:

- Written or oral warning

- Formal reprimand placed in the respondent's permanent file
- Reassignment of duties (e.g., teaching or service duties involving students)
- Reduction in salary for one or more years
- Suspension without pay
- Dismissal

Sanctions for classified staff:

- Warnings and written reprimands
- Dismissals, demotions and suspensions

Sanctions for students:

- Warning, oral or written
- Reprimand in writing
- Restitution
- Probation
- Suspension
- Expulsion

### **Equal Opportunity Grievance Procedures**

The Equal Opportunity Grievance Committee is a five-member committee that is appointed by the President of the College. They will be responsible for handling all phases of Sexual Harassment complaints. The Equal Opportunity Grievance Committee shall assist the parties in working out a solution to the problem.

The committee offers several alternatives in dealing with sexual harassment problems. Those listed below begin with an informal procedure and continue through a formal complaint. Members of the College community are encouraged to resolve complaints at the lowest level possible.

Any person or persons in the College community may consult confidentially with the Equal Opportunity Grievance Committee or a committee member if they are uncertain as to whether that office has jurisdiction in regard to the problem, or to request assistance from that office or the committee. If the alleged action falls within the jurisdiction of this policy, the person who is alleged to have committed the offensive behavior is contacted by the Equal Opportunity Grievance Committee. The committee will specify the behavior without releasing the name or names of the complainant(s). If awareness of the offensive nature of the behavior resolves the complaint, no further action will be taken.

#### **-Informal Complaints**

Any person or persons in the College community may file an informal grievance with the Equal Opportunity Grievance Committee. In such cases it is usually not possible to keep the identity of the complainant confidential, but the Equal Opportunity Grievance

Committee will only contact people whom the complainant has given permission to contact. A written form is filled out, and if verbal notice to the respondent does not resolve the complaint, mediation between the parties is considered. Informal complaints should be resolved expeditiously: 30 days is a desirable, but not absolute, time period for resolution.

If such informal attempts to resolve the complaint are unsuccessful, or if the complainant or the Equal Opportunity Grievance Committee determines that an informal complaint is inappropriate, the complainant can begin the formal grievance process.

#### -Formal Complaints

##### 1. Filing

A formal grievance may be filed by any member of the College community. A grievance must be filed with the Equal Opportunity Grievance Committee member within 180 days of the discovery of the harassment. The Equal Opportunity Grievance Committee member will advise both parties in filling out the complaint form or the response.

##### 2. Notification of the Respondent

The Equal Opportunity Grievance Committee will provide a copy of the complaint and appropriate complaint procedures to the respondent within five (5) working days of its filing with the Equal Opportunity Grievance Committee. The respondent has five (5) working days after receipt of the complaint to respond in writing to the Equal Opportunity Grievance Committee. The complaint will then be contacted and given a copy of the response.

##### 3. Mediation

If the complainant and the respondent both agree to attempt to mediate the complaint, Equal Opportunity Grievance Committee will arrange mediation. If mediation resolves the complaint, a copy of the outcome is given to both parties and to the President. If the mediation does not solve the complaint within 30 days, or if either party does not agree to mediation, the Equal Opportunity Grievance Committee will begin formal investigation of the matter.

##### 4. Investigation

The Equal Opportunity Grievance Committee will solicit the services of the Mississippi Delta Community College Campus Police to investigate the charges. Campus police has no more than 30 days from the time the complaint is filed in which to complete an investigation. If the investigation reveals that the matter will take longer than 30 days for a thorough investigation, the investigator will file a request for a waiver of the time limit with the President. Both the complainant and the respondent will be asked for all documents or evidence they have pertaining to the complaint, and a list of people who

may have knowledge of the behavior alleged in the complaint. Campus police will contact these people and any others who may have knowledge of the matters raised in the complaint. The investigation is to be conducted impartially. Campus police shall forward all findings to the Equal Opportunity Grievance Committee, which will notify the appropriate college officials of the nature of the complaint and the identity of the parties.

## 5. Findings

At the conclusion of the investigation, the Equal Opportunity Grievance Committee will notify the appropriate college officers, the complainant, and the respondent whether reasonable grounds exist to support a finding of probable cause for the complaint. If probable cause has not been found, the process is ended. If probable cause is found, the matter may proceed to a hearing.

## 6. Hearing

After probable cause has been determined the respondent will have an opportunity for due process via a hearing. The members of the Equal Opportunity Grievance Committee will serve as the hearing panel. The hearing shall be conducted according to the procedure listed below:

1. The respondent shall be notified in writing of the specific charges made against him/her and of the time and place where the hearing will be held.
2. The respondent may bring witnesses to the hearing to testify in his or her behalf.
3. The respondent may be represented by an advisor of his or her choice.
4. The Equal Opportunity Grievance Committee shall inform the respondent 72 hours in advance of the hearing date time and place.
5. The respondent shall be permitted to question witnesses testifying against him/her at the hearing.
6. The hearing shall be electronically recorded in a manner suitable for later transcription.

At the completion of the hearing, recommendations are made to the President. The President may: (1) dismiss the charge or (2) affirm the charge and take corrective action as required. The President then notifies the complainant, the respondent and the Equal Opportunity Grievance Committee of any action to be taken place.

## 7. Communication during the Process

The Equal Opportunity Grievance Committee officer shall communicate with the complainant and the respondent until the complaint is resolved. The parties shall be informed of general actions taken but shall not be informed of specific conversations.

### **Information and Training**

The Sexual Harassment Policy shall be incorporated in student, faculty, and staff handbooks. Members of the College community who desire additional information may contact the Equal Opportunity Grievance Committee at any time.

Information regarding rights and options for relief in cases of sexual harassment shall be provided in the form of both written information and training regarding sexual harassment and the possible consequences of such conduct.

The Equal Opportunity Grievance Committee with support from the Administrative Council shall be responsible for development, dissemination and training in regard to the College's Sexual Harassment Policy and Procedures. The Committee shall initiate and conduct regular review of this Policy and Procedures. Such review shall occur no less than every three years. After each review, the Committee shall provide to the President a written report and recommendations for revisions where appropriate.

Copies of the Sexual Harassment Policy and the names and phone numbers of the members of the Equal Opportunity Grievance Committee may be obtained from the Office of the Vice-President of Administrative Services and Institutional Effectiveness or the Office of the Vice-President of Student Services.

### **STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

On November 8, 1990 the STUDENT RIGHT-TO-KNOW and CAMPUS SECURITY ACT was signed by the President of the United States. The act contains two parts. The first concerns information of graduation rates. The second is called the "Campus Crime Awareness" and "The Campus Security Act of 1991."

Listed below are the crime statistics for the Mississippi Delta Community College over the past six academic years:

#### **VIOLENT CRIME STATISTICS**

<b>TYPE OF CRIME</b>	<b>SY 04-2005</b>	<b>SY 05-2006</b>	<b>SY 06-2007</b>
Murder .....	0	0	0
Rape .....	0	0	0
Robbery.....	0	0	0
Aggravated Assault .....	10	9	1

Burglary.....	8	9	4
Motor Vehicle Theft.....	0	0	0
Arson.....	0	0	1

**NON-VIOLENT CRIME STATISTICS**

<b>TYPE OF CRIME</b>	<b>SY 04-2005</b>	<b>SY 05-2006</b>	<b>SY 06-2007</b>
Liquor Law Violation .....	11	18	13
Drug Abuse Violation .....	9	8	6
Weapon Possession .....	0	0	2
Possessions of Narcotics .....	0	0	0

**Ownership/Copyright Policy/Academic Property Rights**

MDCC reserves the right of ownership of all documents, programs, curricula, etc. developed by utilizing resources, time, or facilities belonging to the College and of the revenue that is generated from such documents, programs, curricula etc. All materials created on personal time using personal resources and any revenue generated from these materials are considered the property of the individual. This policy applies to all faculty, staff and students.

**Information Network Resources and Systems**

The Computer and Information Services Department is responsible for coordination and maintenance of computer systems on campus. The department has established the following guidelines:

A. Introduction and Purpose

The purpose of the MDCC Information Network is to support the overall educational mission of the College, in accordance with college policies. Access to the network and its resources is a privilege. Network users must respect the rights of others and the integrity of the components of the network.

This policy governs the use of all computers, computer-based networks, and related hardware and software at Mississippi Delta Community College. Under federal statutes and the sections of the Mississippi code that regulates the use of these resources, the College is required to ensure that this equipment and software are used properly, and for the purpose for which state funds were expended. The intent of this policy is to allow maximum freedom of use consistent with state and federal law, college policy and a productive work environment.

B. Scope

This policy applies to all college faculty, staff, administrators, students, and members of the community who use the College network resources. It covers all computing hardware that is connected to the network, including microcomputers, printers, and the college

midrange computer. It also includes all network infrastructure: data wiring and fiber optic cable, routers, switches, hubs, servers, data connectors, and all other associated hardware and materials.

The following types of software are covered under this policy: operating systems, network software, compilers, and all instructional and application software defined as “supported by the College”.

The following categories of data systems are included: the administrative and student information system and data that have been collected or generated by the College. Not covered is software or data that the College does not support, even though such may be stored on college hardware and/or used by individual departments.

### C. General Statements

1. Training -- Training is provided for administration, faculty and staff as new hardware, software and services are made available. Prior to receiving access to the network, each employee must demonstrate a satisfactory level of proficiency in certain areas such as proper use of passwords, how to access the Internet, e-mail, administrative software, and other application software. Administration, faculty and staff are encouraged to attend workshops and classes at off-site locations provided sufficient funds are available in the departmental budgets.

2. Network Access -- Network access is controlled by passwords, and the level of access granted is determined by a user's job-related or educational requirements.

*User IDs and Passwords* -- Users will be assigned a user ID and password which should not be disclosed. User IDs will be composed of the first character of the user's first name and up to the first nine characters of the user's last name, unless the user is notified otherwise. Passwords may be four to ten positions in length. The *recommended* length is four to six characters. Passwords *must* begin with a character, *must* contain at least one number, and *may not* contain spaces. Users will be required to change passwords every 90 days. The same password can not be used again within one year. Requests for new user IDs and passwords should be submitted and approved using the Computer and Information Services Request Form. Requests for user IDs and passwords to be deleted from the computer system when an employee is terminated should be submitted and approved using the Computer and Information Services Request Form.

*Accounts* -- Network accounts for employees are managed by the Computer & Information Services staff. Requests for establishment or modification of employee accounts must be approved at the Division Chair/Supervisor level or above. Specific access granted to an employee account is subject to approval by the appropriate Division Chair/Supervisor with the guidance of the Director of Computer & Information Services. Removal of an account occurs when the owner is no longer an employee of the College, or when disciplinary action is indicated. It is the responsibility of the employee's supervisor to notify the Computer &

Information Services staff within 24 hours of an account holder's separation from service. Student accounts and public accounts must be requested and maintained by the appropriate department under the supervision of the Computer & Information Services staff.

3. Ethical Use -- The network is for official college use only and must not be used for personal business, profit-making ventures, political activities, or to harass or offend anyone. Some employees will be given access to the student information systems and/or other administrative systems. The confidentiality of these records is governed by the federal Family Education Rights and Privacy Act of 1974 (a.k.a. Buckley Amendment, FERPA). All information is confidential, and students have a right to expect that their scholastic records are being properly supervised and maintained. Requests for disclosure of this information must be approved by the appropriate administrative officer.
4. Security -- All information is property of Mississippi Delta Community College, and use or distribution is prohibited without approval of the appropriate department. Information should be protected against unauthorized access and/or destruction. A backup copy of administrative information is made daily and stored off-campus. It is recommended that each user make a backup copy of information on individual personal computers frequently. A disaster recovery plan is maintained by the Computer and Information Services Department. Users should not leave a terminal/computer unattended while signed on. A secure off-site facility will be provided for storage of backups, user documentation, copies of disaster plan, and critical forms. The College attempts to protect the network from intrusion from within and without. All suspected attempts to violate network security must be reported to the Director of Computer & Information Services as soon as possible. If it is determined that a breach in network security has compromised sensitive information, the President of the college may request the aid of law enforcement to handle the investigation. The Computer and Information Services Department will periodically check for, and follow up on, security violations.
5. Disaster Recovery Plan – Computer & Information Services maintains a Disaster Recovery Plan. All programs, files, folders, configuration and security information is saved on a daily basis. **Backup of individual personal computers is the responsibility of the individual user.**
6. Software Supported by the College -- -Software standards will be established and distributed by the Computer and Information Services Department. Only approved software will be supported and maintained. The support and maintenance of other software will be the responsibility of the user. Computer software should be properly registered to obtain updates and protect warranties or other legal rights.
7. Computer Hardware -- Computer hardware should not be relocated or have components added or removed without coordination with the Computer and Information Services Department.

8. User requests -- All requests for services which fall within the realm of the Computer & Information Services (telephones, e-mail, hardware, software, programming, network services and support, Internet access) should be submitted using the Computer & Information Services Request Form, and approved by the appropriate supervisor(s). If approved, the request will be directed to the proper technician for resolution.

9. Web Site – The College will operate a web site for the purposes of recruiting and disseminating college information. This service is operated and maintained by a webmaster under the supervision of the campus web committee. All requests concerning this area should be directed to the webmaster through the appropriate administrative channels

10. Access to the Internet - The College provides Internet access through the college network to all employees and students having a network account. Internet access is intended only for official college business. The College discourages personal use of the Internet through the College network. The College does not condone access to sites which contain pornography and other sexually explicit material. The use of the Internet for political purposes, illegal activity, profit-making ventures, or the harassment of individuals or organizations is considered a violation of college policy. Users should be aware that the system logs all Internet sites which are accessed through the network. This information will be monitored on a regular basis through normal network maintenance and to investigate abuse of the resource.

11. E-Mail -- An e-mail account is provided for each employee who has a network account. As with Internet access, e-mail is intended only for official college business and not for illegal activity, personal profit-making ventures, political purposes, or to harass any person or organization. E-mail is, by definition, public, and is subject to review by college officials without prior notification. Users are responsible for maintaining their e-mail accounts and removing old messages.

12. Agreement -- Every employee who uses the network is required to read and sign a “Information Network Resources Use Agreement”.

13. Sanctions --

1. Employees -- An employee found guilty of violating the terms of the “Information Network Resources Use Agreement” is subject to sanctions. If misuse of the network by an employee threatens the stability of the network, the Director of Computer & Information Services will suspend network privileges immediately. Additional sanctions could include reprimand by the appropriate supervisor, dismissal, or criminal prosecution.

2. Students -- A student found guilty of misuse of the network is subject to loss of network privileges, criminal prosecution, or other disciplinary action by the College.

3. Public -- A member of the public found guilty of misuse of the network is subject to loss of network privileges and possible prosecution.

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
INFORMATION NETWORK RESOURCES  
STUDENT / PATRON USE AGREEMENT**

I hereby agree to the following conditions with regard to use of the college network resources.  
Specifically, I *will not*:

1. use the college network or any device connected to the college network for any purpose other than course related assignments and research. I will not use the network for illegal purposes, profit-making activities, political activities, or to harass anyone or any organization.
2. access sites which contain pornography and other sexually explicit material.
3. reveal my system password to anyone, or make it possible for anyone to access it by posting it or by the careless handling of it.
4. access, view, alter or attempt to access, view or alter college information except that which is permitted by my password.
5. allow or assist any unauthorized individual to access, view or alter college information, or share such information with them.
6. use a modem in a college networked computer to connect to any external site (for example, the Internet or an off-campus computer).
7. connect any electronic device to, remove any electronic device from, or alter any electronic device which is connected to the college network.
8. relocate or disturb any of the network infrastructure (including wiring, hubs, switches, connectors, etc.).
9. move a college network device (microcomputer, printer, etc.) from its assigned location.
10. load any file which has not been scanned for viruses to a networked computer.
11. install any software on a computer, and will not duplicate copyrighted or licensed software or other materials unless specifically permitted to do so by author or publisher agreement.
12. store on college media (disks, tape, etc.) any materials which violate sexual harassment or civil rights policy.
13. access Internet e-mail using network computers not designated for that purpose.

I understand my responsibility with respect to ensuring appropriate security, confidentiality, and use of the college network. I also understand that the college is not responsible for any consequences or legal actions that may result because of my misuse of the college network resources. I have read and do understand the above conditions. I realize that failure to comply with any of the above conditions can result in disciplinary action against me as described in the college's Student Handbook.

Signed SAMPLE ONLY—DO NOT SIGN!

Date \_\_\_\_\_