



SOUTHWEST

MISSISSIPPI COMMUNITY COLLEGE



2019-2020 Student Handbook

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Mission Statement

Southwest Mississippi Community College provides academic, career, and continuing education, meeting the diverse needs of the population at a reasonable cost, SMCC provides community services and promotes economic development through consultative and workforce training.

Goals

1. To provide a two-year college transfer program applicable to a bachelor's degree.
2. To provide career and technical programs leading to employment or skills enhancement.
3. To provide programs enabling students to overcome specific deficiencies and achieve success.
4. To provide curricula, instruction, guidance, extracurricular activities, and other support services enhancing student development.
5. To provide facilities, technology, methodology, and staff sustaining an appropriate environment conducive to learning.
6. To provide lifelong learning opportunities.
7. To provide facilities and serve supporting cultural, educational, and economic needs.
8. To publicize offerings of the institution and the opportunities it affords.

Notice of Non-Discrimination

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Dr. Brent Gregory, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.

Academic Life

GRADING SYSTEM

The final grade represents an evaluation of the student's achievement during a semester's attendance in a course. In addition, regular examinations of one to two hours in length are given according to a definite schedule. At the end of each semester, all students are required to take final examinations.

The evaluations will be expressed according to the following letter system:

A	EXCELLENT
AU	AUDIT
B	GOOD
C	SATISFACTORY
D	BELOW AVERAGE
F	FAILURE
I	INCOMPLETE
P	PASS (NO QUALITY POINTS AWARDED)
W	WITHDRAWAL (NO ACADEMIC PENALTY)
WF	WITHDRAWAL FAILING (SAME AS FAILURE)
WH	WITHDRAWAL HOLDING (OUTSTANDING ACCOUNT)
WP	WITHDRAWAL PASSING

An incomplete must be removed within the first regular semester which follows the grade period reporting "I," or it will automatically become "F."

QUESTIONS CONCERNING THE ACCURACY OF FINAL GRADES MUST BE BROUGHT TO THE ATTENTION OF THE VICE-PRESIDENT FOR ADMISSIONS AND RECORDS IN WRITING WITHIN ONE SEMESTER. STUDENTS WISHING TO CONTEST A GRADE MUST CONTACT THE APPROPRIATE INSTRUCTOR FIRST

ACADEMIC PROBATION

Any student who does not earn at least a 1.500 grade point average for work attempted during a given semester will be placed on academic probation at the end of that semester. Any student who does not earn at least a 1.500 grade point average for work attempted during an academic probation semester will be placed on academic suspension at the end of that semester. A student placed on academic suspension will not be allowed to attend the following (fall or spring) semester. A student on academic suspension may attend during the summer semester at the discretion of the Vice President for Academic Affairs.

CLASS ATTENDANCE

A student who enrolls in a class accepts responsibility for attending that class and for completing the work assigned.

The college may authorize absences under three circumstances: hospitalization of the student, death in the student's immediate family, or participation by the student in a school-sponsored activity.

A student whose absence is authorized by the college will be allowed to make up any work missed during that authorized absence, but only if the student notifies the instructor of the situation on the day of the student's return to class.

When a student's total number of absences exceeds the equivalent of two weeks of the scheduled meetings for a class, that student will be dropped from that class. If this action happens after the deadline for dropping the class without penalty, that student may receive a grade of "F" for that class.

Being dropped from a class might reduce a student's status from full-time to part-time and thereby affect, among other things, that student's scholarships, financial aid, athletic eligibility, and eligibility to reside in the dormitories.

TARDIES

A tardy is defined as arriving after the regularly scheduled time for a class to begin. Three tardies will constitute one absence.

ADD OR DROP A COURSE

If a student wishes to drop or add a course, the student should first consult with his/her instructor, advisor, or the appropriate counselor (academic or career-technical) to fully understand the implications of making the desired change of schedule. Factors to consider include how a change in schedule could affect a student's financial aid, residence hall status, athletic eligibility, or fulfillment of graduation requirements. The student should then log on to Access Southwest linked at www.smcc.edu, click Registered Add/Drop Courses, and follow the prompts in order to add or drop a course. A grade of "W" will be recorded as the student's grade for a class dropped after the last day to register or add a course, but before the last day to drop a course without penalty. The grade of "W" is not used in computing grade point averages. No changes of schedule are permitted after the last day to drop a course without penalty. Both the last day to add a course and the last day to drop a course without penalty are listed in the academic calendar at www.smcc.edu. If a student wishes to drop all courses, then the student needs to follow the withdrawal procedure listed below.

WITHDRAWAL

If a student withdraws from the college prior to the last day to drop a course without penalty as listed in the catalog, the student's transcript will show a "W" (withdrawal) for each course. If a student withdraws from the college after the last day to drop a course without a penalty as listed in the catalog, the student's transcript will show a "WP" (withdrawal passing) or "WF" (withdrawal failing) for each course depending upon what grade was at the mid-term reporting period unless specific program policies state otherwise.

To begin the process of officially withdrawing from the college, the student must first secure an OFFICIAL WITHDRAWAL form from the appropriate counselor (academic or career technical). The student will then be required to obtain signatures from other administrative offices on campus before taking the completed form to the business office. Failure to

withdraw properly will forfeit the student's right to any refund due and will result in a grade on each subject for the semester being recorded as "F" (failure) on the student's transcript. A student must pay all fees due to complete withdrawal. A student will not be allowed to withdraw from school during final exam week.

CLASSROOM BEHAVIOR

Student conduct in a classroom, in a hallway, outside any campus building, and in the use of social media shall contribute to an environment conducive to learning. In order to assure that all students have the opportunity to profit from time spent in class; students are prohibited from engaging in any form of distraction unless otherwise approved by the instructor. Inappropriate behavior in the classroom shall result, minimally, in a request to leave class for the period. In such circumstances, the faculty member is the sole judge that the student's behavior is sufficiently disruptive to warrant a dismissal from the classroom. The student will, at a later time, schedule a conference with the instructor concerning a return to the class. If the faculty member believes the student's behavior is flagrant, the student should be referred to the Vice President for Student Affairs.

The following are a few examples of inappropriate behavior in the classroom or hallways: eating or drinking, using profanity (\$25.00 per word fine), loud talking, sleeping, shuffling backpacks and notebooks, leaving the classroom early, reading newspapers during class, flagrant inattentiveness, in appropriate use of cell phones or beepers, obvious stretching, etc.

Students may use phones, cellphones, and electronic devices in the classroom for educational purposes only.

COURSE LOAD

In order for a student to be considered full-time, he/she must carry no fewer than 12 semester hours of course work per semester. Students may enroll in up to 19 semester hours. To exceed 19 semester hours, a student must receive special permission from their advisor and from the Vice President for Academic Affairs.

MAKE UP WORK

If a student is absent from class, he/she may, at the discretion of their instructor, make up the work. If a student fails to take an assigned quiz, a mid-term, or final examination because of an unauthorized absence, he/she will be permitted to take these tests only at the discretion of the instructor. The student must complete all make-up work within the time specified by the instructor.

ABSENCE OF INSTRUCTOR

Students have no authority to leave the classroom in the absence of an instructor. If an instructor is ill or absent, and prior arrangements have not been made by the instructor with the students, the students are expected to remain in the classroom for the length of the period or until dismissed by another faculty member.

COUNSELING SERVICES

Southwest Mississippi Community College recognized that almost all beginning college students need assistance in making educational, vocational, and personal adjustments. Provision is made for this help through the office of the Vice-President for Student Affairs. The entire faculty work together to promote the optimum development of each student. Inherent in the guidance program is the recognition of the principle that the purpose of guidance is to aid each student to help himself/herself through self-understanding and awareness of potential.

Qualified counselors are available in Kenna Hall and Huddleston Vocational-Technical Complex.

Many college students have personal problems that may interfere with their academic work. The counseling staff provides an atmosphere in which students may discuss concerns with the assurance of confidentiality. Records will be released only with the permission of the student.

ASSEMBLY ATTENDANCE

It is important that all students attend assemblies which are called periodically to bring all of our students together. Every student is held accountable for announcements and any information distributed during an assembly. Please make every effort to attend.

INTELLECTUAL PROPERTY

Southwest Mississippi Community College maintains rights to intellectual property created at college expense. The college reserves rights of ownership of all intellectual property including, but not limited to, curricular materials, books, web pages, electronic publications, and programs written or otherwise created by a student, instructor, or staff member while using college materials or equipment and while working during time that is compensated by the college. All classes of intellectual property, scientific and technological developments, materials or objects created or produced by a faculty or staff member on personal time without the assistance of SMCC personnel, equipment, materials, or facilities, shall be the exclusive property of the individual. If college resources are used during personal time to create intellectual property, the creator should consult the Vice President for Academic Affairs to determine a reasonable compensation for the use of college resources.

It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed and that appropriate permission has been obtained for the use of copyrighted material by adhering to the copyright law of the United States (Title 17, United States Code). Creators of intellectual works that are not partially owned by the college own the copyrights of their works and are free to register the copyright and receive any revenues which may result.

See SMCC Catalog: www.smcc.edu

REQUIREMENTS FOR GRADUATION

COMPLETION/GRADUATION RATE

The projected graduation/completion rate of first-time degree seeking and certificate seeking students entering SMCC is percent.

STUDENTS RIGHT TO KNOW

In accordance with the Higher Education Act of 1965, as amended, Southwest Mississippi Community College is pleased to share with you data on the graduation/completion and transfer out rates of full time, degree or certificate seeking undergraduates and student athletes that received athletic financial aid, as well as undergraduate enrollment information. This information may be obtained upon request from the Registrar's Office.

DEAN'S LIST AND PRESIDENT'S LIST

Students obtaining an average of 3.5 or above on 15 or more academic hours for any nine weeks grading period will be placed on the Dean's List. To make the President's List, students must obtain a 4.0 average on 15 or more academic hours. No basic studies courses may be included in computing hours and grade point averages.

WILLIAM C. AND LULA B. FORD LIBRARY

The William C. and Lula B. Ford Library provides services and materials to support instruction on campus as well as online. Print and non-print materials are selected, acquired, classified, and made accessible to patrons in order to supplement the curricula and enhance the educational and personal interests of the students, faculty, staff, and community.

Library professionals endeavor to provide instruction in information literacy skills needed to seek, evaluate, and use information effectively.

I. LIBRARY HOURS

Regular Session

8:00 a.m. – 6:00 p.m. Monday through Thursday

8:00 a.m. – 3:30 p.m. Friday

Summer Session

8:00 a.m. – 2:00 p.m. Monday through Friday (regularly)

8:00 a.m. – 4:00 p.m. as posted

II. SERVICES

The library utilizes an automated system that allows students to search the collection online by keyword, subject, author, or title. Internet access to a number of online databases, e-books, and subscription services is provided for research purposes. The library also subscribes to many periodicals and contains a nearly 40,000 volume book collection. A special collection of our state, local, and SMCC related materials is housed in the Mississippi Room. Study rooms for group study, computers for student use, a printer, copy services, and WI-FI are available.

III. USE OF THE LIBRARY

Library books, except reference and reserve books, circulate for a period of two weeks during the regular school year and for a period of one week during the summer sessions. Books may be renewed one time. Reference books and periodicals are for in-library use only.

IV. LIBRARY RULES

An atmosphere conducive to quiet study shall be maintained at all times. No person or group will be allowed to ruin the study environment for others. Eating, drinking, and the use of tobacco products are not permitted. Rules applying to dress in the classroom shall be enforced in the library. Library patrons who persist in violating library regulations shall be prohibited from using the library.

V. LIBRARY FEES AND FINES

Photocopying is available for ten cents per copy. A preprogrammed copy card must be purchased in order to use the copy machine. Cards are available in \$1, \$2, \$3, \$5, and \$10 increments.

SMCC utilizes a printing program for all computers on campus. Ten cents per page will be charged for printing. An access card must be purchased at the circulation desk in order to add money to an account, and are available only in \$5 increments.

All overdue books must be turned in and fines paid before taking exams. The library staff sincerely hopes that every student will take advantage of the library and all that is offered.

FINANCIAL AID

Southwest Mississippi Community College is a low-cost, locally controlled institution; therefore, students wishing to attend should not let financial reasons prevent them from doing so. Through one of the programs listed below, or a combination of programs, all students having need should be able to acquire necessary funds.

Financial Aid is the economic assistance available to help students meet the differences between what they can reasonably be expected to pay and what it will cost to go to college. This economic assistance may be in the form of scholarships, grants, work-study jobs, or a combination of any of these programs. A student's total award package cannot exceed SMCC's cost of attendance budget. Students must have a high school diploma or a High School Equivalent in order to qualify for Pell Grant. Not all Ability-to-Benefit tests are sufficient. All non-high school graduates are subject to DCL letters GEN-15-09 and GEN-12-09.

All federal aid programs available require that the student demonstrate a financial need. To determine this need, the college requires the student to submit the Free Application for Federal Student Aid at www.fafsa.ed.gov. Mississippi residents can apply for state aid at www.riseupms.com. A student must maintain eligibility each semester according to the Satisfactory Academic Progress policy listed in this catalog and on our Financial Aid section on the SMCC website at www.smcc.edu.

FEDERAL WORK-STUDY PROGRAM

Eligible students may apply for part-time jobs under this program to help them earn part of their college expenses. This program, like the other Financial Aid Programs, is based on need. Students will be paid at the National Minimum Wage per hour.

ENROLLMENT STATUS

Financial aid is awarded and paid according to the student's enrollment status:

12+ hours = full time enrollment

9-11 hours = $\frac{3}{4}$ time enrollment

6-8 hours = $\frac{1}{2}$ time enrollment

Less than 6 hours = less than $\frac{1}{2}$ time enrollment

(You must be enrolled full time to receive all scholarships and state grants.)

SATISFACTORY ACADEMIC PROGRESS POLICY

Southwest Mississippi Community College (SMCC) is required by federal regulations to establish minimum standards of satisfactory academic progress (SAP) to determine a student's eligibility to receive federal Title IV student aid for their chosen program of study. Federal Title IV student aid programs available at SMCC are:

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal Work-study Programs (FWS)

To maintain student financial aid eligibility, the student must progress satisfactorily toward completing a chosen academic or career-technical program.

Qualitative Requirement – GPA and % of Hours Passed

SAP will be measured according to the following criteria:

Cumulative Semester Hours Attempted *	Cumulative Grade Point Average (GPA)	Percentage of Semester Hours Passed*
1 – 29	1.5	66.7%
30– 59	1.75	66.7%
60 and above	2.0	66.7%

*All attempted classes will count in hours attempted, including classes from which the student withdrew – Grade “W”. According to individual program standards, Associate Degree Nursing, License Practical Nursing and Cosmetology will require a higher GPA for SAP.

Status Review and Notification

A student's entire academic record will be evaluated to determine eligibility for financial aid, whether or not financial aid was received for all semesters or the student was granted an Academic Restart. Students transferring from another school on financial aid suspension or probation will be placed on financial aid warning for the first semester at SMCC. Students will be notified by mail if placed on a Warning Semester.

Warning Semester

Any student who fails to meet the satisfactory academic progress standards will be placed on financial aid warning for one semester. Financial Aid Warning may be assigned without an appeal or other action by the student. During this warning semester, a student will

continue to be eligible for Title IV funds. Only one semester of warning will be granted to students.

Failure to meet Warning Semester Requirements

If the minimum SAP standards are not achieved upon completion of the warning semester, all federal aid will be suspended.

Appeals Process

A student can appeal the suspension of their financial aid if one or more of the following situations occurred:

1. Death in the Family
2. Injury or Illness
3. Special Circumstances

When completing the appeals application the student must also disclose what has changed in their situation that will allow them to meet the SAP requirements at the end of the next evaluation. After completing the appeal, the director will determine if the student will be placed on Probation and/or Academic Plan. If approved for an Academic Plan, the terms of this plan will be mailed to the student. The student must acknowledge their Academic Plan by signing and return the plan requirements letter to the Financial Aid Office. During the Probation and/or Academic Plan semester, a student will continue to be eligible for Title IV funds. At the end of each payment period, while on Financial Aid Probation, the student must meet the terms of their Probation and/or Academic Plan to continue receiving Title IV Funds. Academic progress will be evaluated at the end of each semester. The results of this evaluation will be mailed to the student.

Failure to meet Probation and/or Academic Plan Requirements

If a student fails to meet the terms of their Probation and/or Academic Plan, financial aid will be suspended.

Committee Appeals Process

If the student wants to appeal this decision, the student must submit a committee appeals application to the financial aid office. Once the committee makes their decision, the Financial Aid Director will contact the student in writing.

Quantitative Requirement – Time Frame (Length)

As required by federal regulations, a student must complete the program of study (major) within a time frame not to exceed 150% of the published length of the program. All courses including, but not limited to, withdrawals, repeats and accepted transfer hours from another college, will be counted in the time frame. Students who reach the 150% limit will no longer be eligible to receive federal financial aid. A student is ineligible when it becomes mathematically impossible for him to complete his program within the 150% of the length of the program. An appeal may be considered on case-by-case bases.

Other Required Considerations

All coursework for students, including any semesters that students did not receive financial aid, will be included in the SAP review.

Incompletes: A grade of “I” incomplete will count as an “F” in all financial aid calculations. Once the incomplete is removed, the actual earned grade will be used. The student will need to advise the financial aid office when the change is made.

Repeats: Students may repeat a passing course one time with a “D” or better and receive Title IV funds. Any additional repeats of the same course will not be Title IV eligible.

Add – Drops: Title IV financial aid will not be adjusted once late registration ends. However, all attempted classes, including dropped courses, will count toward your GPA and percent needed to continue eligibility.

Withdrawals: Students may withdraw from a class and receive no credit with a grade of “W.” Classes from which students withdraw will count in the hours attempted.

Developmental courses: These courses will be treated in the same manner as regular courses since students receive institutional credit and grades for these courses.

Transfer Credits: All credit hours from another institution, that are required courses for the student’s program, will count in the hours attempted. Credits hours received at a non-accredited institution, where Title IV funds were not received by the student, will not be included in the financial aid calculation of attempted hours.

RETURN OF TITLE IV FUNDS

A Title IV federal aid recipient who withdraws, officially or unofficially, from all classes on or before the 60% point of the academic term will be subject to repayment based upon the federal “Return of Title IV Funds” calculation.

SMCC REFUNDS

Any financial aid refunds will be mailed to the student’s home address between the 10th and 12th week of the term. All applicable registration fees, non-resident tuition fees, residence hall fees, and other outstanding financial obligations (including parking fees and fines) will be deducted from this award.

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) AND INDIVIDUAL TRAINING ACCOUNTS (ITAs)

WIOA provides ITAs to students certified at the WIN Job Center. ITAs cover tuition, books, and some fees for one to two semesters of job training in a SMCC Career-Technical Program listed on the Eligible Training Provider List. WIOA assistance is in addition to other student grants and/or scholarships. WIOA assistance is based on need and ability; however, it is not an entitlement program.

PERFORMANCE SCHOLARSHIPS (BAND, CHEERLEADING, MUSIC, ETC.)

If institutional scholarships exceed the cost of attendance, the balance will be credited to the student’s account and may be used in the college bookstore, cafeteria, or applied to student fees. These scholarships are awarded by the coordinating instructors.

1. Must be a full-time student or the scholarship will be prorated according to the number of hours enrolled throughout the semester. A part-time student’s scholarship could not exceed tuition.
2. Must maintain a 2.0 or higher GPA on all college work.

OTHER SCHOLARSHIPS

Contact the VP of Academic Affairs for information on Academic scholarships which are based on ACT and GPA. Students may apply for a SMCC Foundation scholarship at www.smcc.edu.

CONSUMER AND SAFETY INFORMATION

1. Rights under Family Education Rights and Privacy Act (FERPA) - Rights and procedures for inspection, access, amendment and disclosure of student's education records and rights to file a complaint of alleged school failure to comply with FERPA requirements. This information may be obtained on the SMCC Website: www.smcc.edu

2. Available Financial Assistance - a description of all available Federal, state and institutional financial aid programs, application forms and procedures, student eligibility and selection criteria, amounts available, criteria for continued eligibility, satisfactory academic progress standards, disbursement dates and methods, rights and responsibilities of students receiving Title IV, HEA student financial aid, college Work Study condition. This information may be obtained on the SMCC Website: www.smcc.edu

3. Institutional Information –

a. Cost of attending school and school refund policy - This information may be obtained on the SMCC website: www.smcc.edu

School charges and fees and the Refund Policy or in the SMCC Catalog: www.smcc.edu

b. Shopping sheet to US Armed Forces Veterans and service members www.smcc.edu

c. Requirements for officially withdrawing from school - This information may be obtained at: www.smcc.edu

d. Return of Title IV (Federal Student Aid) grant by students who withdraw from school - students who withdraw from school may have to return Title IV Aid to the school. This information may be obtained on the SMCC website: www.smcc.edu or a paper copy may be obtained from the Director of Financial Aid in the Financial Aid office.

e. Information regarding the school's academic programs, Career-Technical programs, Adult Basic Education (High School Equivalency) This information may be obtained on the SMCC website at: www.smcc.edu

f. School accreditation - The college accrediting agency information is located in the SMCC *Catalog* or on the website at: www.smcc.edu See the Vice President for Academic Affairs located in the Administration Building.

g. Disability Support Services for disabled students - This information may be obtained on the SMCC website at: www.smcc.edu

h. Academic Satisfactory Progress Standard - See the SMCC *Catalog* under www.smcc.edu

i. Federal Student Aid Satisfactory Academic Progress Policy can be found in the college catalog at www.smcc.edu

Paper copies are also available in the SMCC Financial Aid office in the administration building.

4. Completion/Graduation Rates and Transfer Rates - Completion or graduation rates and transfer out rates for certificate- or degree-seeking, full-time undergraduates: www.nces.ed.gov

This information may be obtained from the Director of Institutional Research and Effectiveness located in the Administration Building.

5. Retention rate of certificate or degree seeking, first-time, undergraduate students as reported to IPEDS: www.nces.ed.gov

6. Annual Security Report – Procedures for Campus Security Warnings, Emergency Information Alerts and announcements can be found at www.smcc.edu. Statistics for the past three years for occurrences on or near campus for various crimes, including crimes of prejudice (hate crimes) and liquor, drug and illegal weapon violations. Institution crime reporting and response policies, campus security and access, campus law enforcement policy and personnel, crime prevention, crime monitoring and crime preventative programs available for students. The law enforcement authority of campus police has a working relationship with state and local law enforcement agencies including agreements and crime reporting encouragement policies. This information may be obtained from the Chief of Police in the office of Campus Police located in the Brumfield Building.

7. Report on Athletic Program Participation Rates, Equity in Athletics and Financial Support Data - Number of male and female undergraduate athletes, team sports of participation, information regarding number of participants, expenses, head and assistant coaches and financial information including revenues and expenses of various team sports, scholarships, recruiting expenses and coaches' salaries. This information may be obtained from the Athletic Director and from the Business Office in the Administration Building or at www.opec.edu

Graduation and completion rates of student athletes can be found at the office of the registrar in the administration building.

8. Drug Free Schools and Communities Act:

Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property or as part of the school's activities. A description of the sanctions under Local, State and Federal law for unlawful possession, use or distribution of illicit drugs and alcohol; A description of any drug and alcohol counseling, treatment or rehabilitation programs available to students and employees; A description of the health risks associated with the use of illicit drugs and alcohol; A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state and Federal law) and employment and referral for prosecution. Students convicted of the sale or possession of illegal drugs may lose eligibility for Federal Student Aid. This information may be obtained on the SMCC website at www.smcc.edu A paper copy may be obtained from the Vice President of Student Affairs in Kenna Hall. SMCC College students, personnel and organizations are required to comply with Institutional, State and Federal Laws regarding the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, illegal drugs and/or drug associated paraphernalia except as expressly permitted by law. All violations will be presented to the appropriate authorities for prosecution. Any drug conviction while receiving Federal Student Aid could result in a loss of eligibility for these funds. REFERENCE; MISSISSIPPI CODE 1972 ANNOTATED OR UNITED STATES CODE.

9. Copyright Infringement - Students who distribute copyright materials, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities. www.smcc.edu

10. Student Body Diversity Report - In the categories of gender and ethnicity of enrolled, full-time students who receive Federal Pell Grants can be found at the SMCC Financial Aid Office located in the administration building.

11. Graduate Placement Report - Contact the specific program directors regarding the types of employment obtained by graduates of each specific program. Contact information can be found on the SMCC Website: www.smcc.edu

12. Fire Safety Report (combined with the Annual Security Report) – www.smcc.edu (Campus Police may provide paper copy in Brumfield Building) and standards of the emergency operations plan-this handbook may be obtained in the Office of Student Services or on the SMCC Website at www.smcc.edu

The Fire Safety Statistics Report obtained in the Office of Student Services or on the SMCC Website at www.smcc.edu

The fire log may be reviewed in the Campus Police Office in Brumfield Building

13. Vaccination Policy - SMCC does not have a vaccination policy for all students. However, students admitted to an SMCC healthcare professional program require certain vaccinations, in addition to other admission requirements specific to each healthcare program. Prospective students may review these requirements, as well as faculty contact information, at www.smcc.edu

by clicking on the respective program of study and/or calling 601-276-3705 or 3720 for more information.

14. Transfer of Credits and Articulation Agreement - Information pertaining to transfer credits into SMCC can be found in the SMCC Catalog under the Transfer Students section. Further information can be found by contacting the Vice-President of Admissions at 601-276-2001. Transfer out credits are determined by the articulation agreement between the Mississippi Trustees of the State Institutions of Higher Learning and the Mississippi Community College Board. A copy may be obtained at www.mississippi.edu/cjc/ or the office of the Vice President for Academic Affairs 601-276-3705.

15. Missing Persons Policy - This information can be found by contacting the Vice President for Student Affairs at 601-276-4810, the Director of Student Activities and Housing at 601-276-3237 or Campus Police at 601-551-3838 or 601-551-3837. Or www.smcc.edu

16. The college is in compliance with Title IX, Campus SaVE act, and the Campus Sexual Assault Victims' Bill of Rights. These policies can be accessed at www.smcc.edu

17. The Annual Security Report can be accessed at www.smcc.edu

18. The Drug and Alcohol Prevention Program (DAAPP) can be accessed at www.smcc.edu

19. Voter Registration: <http://www.sos.ms.gov/Elections-Voting/Pages/Voter-Registration-Information.aspx>

20. State Authorized Regulations Effective Date July 1, 2015 - Requirement to have state oversight and approvals – process to review and act upon student complaints about SMCC: <http://www.mississippi.edu/mcca/downloads/studentcomplaintform.pdf>
Southwest Mississippi Community College has an administrative procedure in place which is designed to receive, investigate, and resolve student complaints, whether academic or nonacademic. Students who fail to use existing appeals committees will forfeit their right to future due process.

Paper copies of documents are available upon request.

GENERAL REGULATIONS

Instead of detailed regulations designed to cover matters of student conduct, all students enrolled in SMCC are expected to conform to ordinary rules of polite society: to be truthful, to respect the rights of others, to have regard for the preservation of state and college property as well as the property of others, and to conform to all other stated rules and regulations of this institution. All students must have their SMCC ID Card on them at all times and surrender it to an SMCC administrator, faculty, police, or staff if it is requested. Refusal to surrender ID and/or give correct name incurs a \$25.00 fine.

Students are expected to conform to conservative dress practices. Women should wear dresses that are the appropriate length. Tight slacks, shorts, or extremely short dresses are not allowed to be worn to classes, in the library, or in the Student Union. No mid-blouses, halters, or unreasonably tight pants may be worn. No bare midriffs should be visible. Men's pants cannot be worn low on the hips.

Dogs must be kept on a leash at all times and failure to do so will result in removal of said animal from campus with the owner.

DISORDERLY CONDUCT

Disorderly activities and disorderly or unlawful behavior, such as excessive noise, unauthorized use of loud speakers, use of profanity, creating a disturbance, engaging in fights, assaults, riots, unlawful assemblies, damage/destruction of property, menacing/stalking, misuse of college resources (i.e., electronic mail, computer services, copiers, etc.), violation of any civil, municipal, state, or federal law in college buildings or on campus, failure to identify upon request or to comply with directives of campus police or any college official while performing their duties is prohibited.

The college reserves the right to suspend any student for fighting, stealing, destroying property, committing vandalism, causing a disturbance, gambling, or not cooperating with any school official, cheating on examinations, or plagiarism in any form.

Plagiarism is literary theft, or stealing the words or ideas of another and using them as one's own, using borrowed material without documenting. Avoid plagiarizing by giving the exact source of all reproduced, paraphrased, or summarized material according to recommended procedures, or acknowledging that the material is not original, but the source cannot be located or remembered. The penalty for plagiarism may be a failing grade on the plagiarized work, a failing grade for the course, or suspension from the institution.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Governance Students are encouraged to participate in the institutional decision making process. The college values the students' thoughts and suggestions. The governance for the student body is through an active Student Government Association which is composed of a president, a vice-president, a secretary, a treasurer, and various student representatives. All students are encouraged to submit suggestions or recommendations to one of their Student Government Association Officers who will present them in the SGA meeting. Suggestions or recommendations shall be forwarded to the college administrative staff. If the SGA members cast a majority vote for sending a suggestion or recommendation to the administration, the SGA sponsor (Vice President for Student Affairs or delegate) will present it to the administrative staff and will report their response to the SGA. The SGA provides many activities for student life, and its officers and representatives serve on various college committees to help determine the direction of the institution.

Due Process in Student Discipline To protect its fundamental legal and moral integrity and the constitutional rights of its students and to meet the elemental requirements of fairness, an educational institution should guarantee procedural safeguards to students involved in disciplinary cases. Although disciplinary hearings on campus are not entirely analogous to adversary proceedings in courts of law, they will be conducted in a fair and judicious manner, with the aim of lessening the likelihood of error or prejudice. The procedure will incorporate the basic elements of what has become commonly recognized as due process.

Student Obligation Since the founding of SMCC, high standards of conduct have characterized Southwest students. A student enrolling in the college assumes the obligation to become acquainted with the rules and regulations, and while on the campus is expected to conform to the stated standards of conduct. Violators of these standards will be subject to disciplinary action.

Purpose of Discipline The broad purpose underlying student discipline is to structure college living in such a way that the interests of the college community as a whole and of the individual members are best served. The college's responsibility extends to the conduct of all SMCC students. Those apprehended and proven guilty of serious or repeated violations of college standards may be dismissed from the college.

Responsibility Students who register at SMCC agree to conform to its regulations and policies. A student is subject to the laws of the community and the state, and enrollment as a student in no way relieves him/her of this responsibility. The fact that civil authorities have imposed punishment will not prevent the college from protecting its own educational purposes and community by taking suitable action against the student under college regulations.

Authority The ultimate authority to administer discipline is vested in the President, subject only by the Board of Trustees. The Vice President for Student Affairs or his designee is responsible for referring disciplinary cases to the discipline committee who will ascertain the facts and submit their recommendations to the President for final action.

Disciplinary Action In extreme cases, the President or his designee may take prompt and decisive disciplinary action before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on campus constitutes an immediate threat to the well-being or property of members of the college community or to the orderly functioning of the college. Students suspended under such conditions will receive a prompt hearing on the charges against them.

Off-Campus Misconduct In general, the College does not take disciplinary action for off-campus conduct 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.

Discipline Committee The college works with the discipline committee to afford fair and reasonable consideration to every student who is accused of violating one or more of the regulations of the college. A student so charged has the following rights:

- a. The student shall be notified at least three days in advance of the time and the date of the hearing, the place of the hearing, the charges to be brought against the student, the right to have witnesses on his/her behalf at the hearing, and the student's right to appeal.
- b. Each individual appearing at the hearing will be asked to sign a statement attesting to the truth of his/her statement made before the committee.
- c. The charges against the student shall be read before the committee, in the presence of the student.
- d. The student will be asked to plead "compliant" or "non-compliant" to the breaches of conduct.
- e. The evidence against the student shall be presented to the committee in the presence of the student.
- f. The student shall be allowed to present his/her evidence and to present witnesses on his/her behalf. If a Title IX complaint then both parties have this opportunity.

- g. The decision of the committee shall be transmitted to the student in writing.
- h. The decision of the committee may be appealed to the committee appointed by the President of SMCC. The committee appointed by the President will be the final appeal.

DISCIPLINARY ACTIONS

1. Disciplinary probation or other action may be imposed by the Vice President for Student Affairs in lieu of an appearance before a disciplinary committee. Provided the student agrees to such action as imposed, the student will sign a statement of acceptance which will be maintained in his/her personal record.
2. Separation of the student from the college by the discipline committee and/or Vice President for Student Affairs may take any of the following forms:
 - a. Suspension for a definitely stated period of time within any on-going semester.
 - b. Suspension for a longer, but definitely stated period of time.
 - c. Indefinite suspension with a date established for the privilege of applying for readmission. Such application will be reviewed and acted upon by the committee.
 - d. Expulsion, which implies permanent separation from the college.
3. The Vice President for Student Affairs or his designee will be present at each meeting to confer with the discipline committee chairman at his request about procedure. The Vice President for Student Affairs shall designate the person who will present evidence to the committee on behalf of the college. Three members of the committee will constitute a quorum.
4. The details relating to all disciplinary cases are confidential, and records are maintained in the Office of the Vice President for Student Affairs. These files are not available to anyone outside the area of Student Services without approval of the appropriate Vice President.
5. The discipline committee shall be approved by the college President. The chairman shall be appointed.
6. A record of all disciplinary committee hearings will be kept until the student graduates or transfers to another institution. The Vice President for Student Affairs maintains under strict security permanent records concerning the conduct of college students. When a student requests an official transcript of his college record to support an application for transfer to another institution of higher learning or to include in an application for employment, the Vice President for Student Affairs will decide if a record of disciplinary action should be included. Such determination considers two objectives: protecting the interests of the student and observing ethical standards in working with agencies or individuals receiving college transcripts.

7. Conduct of Hearing

- a. The college promises to all students' acquisition to due process.
- b. Hearings will not be open to the public.
- c. Records of the discipline committee proceedings will be made. Records will be kept by the Vice President for Student Affairs in a locked file. Only those persons directly involved in a case may have access to these records.
- d. The hearings will be conducted in an orderly manner.
- e. The accused will have an opportunity to be heard in their own defense. All recommendations of action shall be based upon the evidence presented and shall be in compliance with policies, rules, and regulations.
- f. The accused will have the opportunity to hear and refute all testimony against him/her, to present any evidence in his/her own behalf, to reply to charges in his/her own words, and to present testimony in his/her behalf or have others present to testify in his/her behalf. The accused is the only individual allowed to speak with the committee unless express permission is granted by the chair of said committee.
- g. All matters upon which the decision is based must be introduced during the hearing.
- h. The committee will consider the case in private and will deliver the verdict to the student in writing.
- i. The student must request a hearing within three business days.

STUDENT COMPLAINT PROCEDURE

Southwest Mississippi Community College has an administrative procedure in place which is designed to receive, investigate, and resolve student complaints, whether academic or nonacademic. Students who fail to use existing appeals committees will forfeit their right to future due process.

Any student who wishes to make a formal complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college must take the following steps within five school days of the incident:

1. Discuss the problem with the faculty member, staff member, or administrator involved and/or use existing appeals committees where available prior to initiating formal complaint procedures under this policy. If informal efforts are not productive or appropriate in resolving the complaint, the student proceeds to steps 2 and 3.
2. Contact the Vice President for Student Affairs. 1156 College Drive, Summit, MS 39666.

3. Express the nature of the complaint and pertinent information in writing to the Vice President for Student Affairs.

The Vice President for Student Affairs will either handle the complaint personally or will refer it to the appropriate person for disposition. A written response will be made to the student within 15 business days. Students who are not satisfied with the resolution of the investigating officer shall have the right to appeal to a grievance committee. This appeal must be made within 3 business days after the decision by the investigating officer. The grievance committee will be appointed by the President of the college and will consist of two administrators and two faculty not directly involved in the alleged problem, and the original investigating official. The decision of the grievance committee is considered final. A written response will be made to the student within 5 business days. No adverse action will be taken against a student for filing a complaint.

**RIGHTS OF
PRIVACY/NOTIFICATION
OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the college to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The college discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using college

employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

Southwest Mississippi Community College will release directory information to any reasonable inquiry about any student unless the student has notified the registrar's office in writing. This written request to Southwest Mississippi Community College complies with all provisions of the federal law entitled Family Educational Rights & Privacy Act (FERPA). Copies of a policy statement indicating the records affected by this law, the student's rights and obligations and the college's rights and obligations may be obtained in the Registrar's Office. Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees received, honors and awards earned, the most recent educational agency attended by the student, e-mail address, and other similar information.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records – including your social security number, grades, or other private information – may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal – or state – supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State authorities may allow access to your records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restrictions and data security promises from the entities that they authorize to receive your PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other federal or state data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

SMCC is in compliance with the requirements of Title IX of the Educational Amendments of 1972, which prohibit sex discrimination in federally assisted educational programs.

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

- SMCC will initiate a preventative education program in order to educate its students as to what sexual violence is and seek to prevent sexual violence by educational programming, awareness promotion, and preventative measures.
- After SMCC Campus police and/or the Vice-President for Student Affairs has been informed of possible sexual violence, the college will take immediate and appropriate action to investigate or otherwise determine the facts of the incident. A student who is a victim may also, but is not required to, press charges.
- If sexual violence has occurred, SMCC will take prompt and effective steps to end the sexual violence, prevent its recurrence, and address its effects, whether or not the sexual violence is the subject of a criminal investigation.
- SMCC will take steps to protect the complainant as necessary, including interim steps taken prior to the final outcome of the investigation.
- SMCC has provided a grievance procedure for students to file complaints of sex discrimination, including complaints of sexual violence. These procedures include an equal opportunity for both parties to present witnesses and other evidence and the same appeal rights.
- SMCC’s grievance procedures use the preponderance of the evidence standard to resolve complaints of sex discrimination.
- SMCC will notify both parties of the outcome of the complaint.

Questions and complaints may be directed to Dr. Brent Gregory, Vice President for Student Affairs, Title IX Coordinator. You may write to SMCC, 1156 College Drive, Summit, MS 39666, or call 601-276-3717.

Investigative process: The investigation may include, but is not limited to, conducting interviews of the complainant, the alleged perpetrator, and any witnesses; reviewing law enforcement investigation documents, if applicable; reviewing student and personnel files; and gathering and examining other relevant documents or evidence. While a school has flexibility in how it structures the investigative process, for Title IX purposes, a school must give the complainant any rights that it gives to the alleged perpetrator. A balanced and fair process that provides the same opportunities to both parties will lead to sound and supportable decisions. Specifically:

- Throughout the investigation, the parties must have an equal opportunity to present relevant witnesses and other evidence.
- SMCC will use a preponderance-of-the-evidence (*i.e.*, more likely than not) standard in any Title IX proceedings, including any fact-finding and hearings.
- Both parties are allowed to have lawyers or other advisors at any stage of the proceedings; it must do so equally for both parties. Lawyers or other advisors may not speak or otherwise participate in the proceedings and applies equally.
- If the school permits one party to submit third-party expert testimony, it must do so equally for both parties.

- If the school provides for an appeal, it must do so equally for both parties.
- Both parties must be notified, in writing, of the outcome of both the complaint and any appeal.

THE CAMPUS SAVE ACT

The Campus Sexual Violence Elimination Act (SaVE Act) was passed in March 2013 as part of the Violence Against Women Reauthorization Act (VAWA). The Campus Sexual Violence Elimination Act imposes expanded crime reporting obligations, and, even more significant in the long run, it requires institutions to implement specific policies, procedures, and training related to sexual violence and intimate partner violence.

Southwest Mississippi Community College prohibits Sexual Violence, Domestic Violence, Dating Violence, and Stalking. In determining what offenses to report under the Clery Act, SMCC uses the following definitions:

- “Domestic violence” includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- “Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

CAMPUS SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS

Public Law: 102-325, section 486(c)

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the *Higher Education Amendments of 1992* (Public Law: 102-325, section 486(c)). It was signed into law by President George Bush in July of 1992.

This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights.

It also requires the school to notify victims of their option to report their assault to the proper law enforcement authorities. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made with the U.S. Department of Education.

The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act, of the federal law that establishes all student aid programs, the Higher Education Act of 1965.

POLICY ON SEXUAL MISCONDUCT & HARASSMENT

Sexual harassment, like harassment on the basis of race or religion, is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, and Title IX as well. With the adoption of this policy on sexual harassment, SMCC (College) demonstrated its continued commitment to upholding the rights of individuals – whether

students, faculty, or staff – to study and work in a place free of intimidation, fear, reprisal, or coercion. The “Policy on Sexual Harassment” is published in the SMCC Faculty Handbook and the SMCC Student Handbook. The college reaffirms this policy specifically as it pertains to prevention of sexual harassment and to the obligations of male and female students, faculty, administrators, and staff in their capacities as teachers and colleagues.

It is the policy of the college that no male or female member of the college – students, faculty, administrators, or staff – may sexually harass any other member of the college. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual’s employment or education;
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose of substantially interfering with an individual’s academic or professional performance or creating what a reasonable person would sense as an intimidating, hostile, or offensive employment, educational, or living environment.

The administration of the college is responsible for ensuring that there is a timely and thorough investigation of all complaints. A member of the college who believes that he or she has been the victim of sexual harassment as defined above or who becomes aware of an incident of sexual harassment as defined above should bring any such matter to the attention of either the appropriate administrator or the Vice President for Student Affairs, as he or she prefers. A fellow student, staff member, or faculty member may accompany an individual who wishes to make a complaint as the complainant desires. The person receiving the complaint should immediately seek to resolve the matter by informal discussions with the person involved. If the complainant or the alleged offender is not satisfied with the proposed resolution, he or she may secure review of the matter by the President of the College, Vice President for Academic Affairs, the Vice President for Student Affairs, or the Vice President for Career-Technical Education, as appropriate.

If the suggested procedure outlines above do not result in a satisfactory resolution of a complaint, members of the college retain the right to file formal complaints in cases of alleged sexual harassment. Complaints against students are filed with the Vice President for Student Affairs; against faculty and staff, with the Vice President for Academic Affairs; against career-technical instructors and staff, with the Vice President for Career-Technical Education; and all other staff and administrators, with the President of the College.

The college will take appropriate steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The college will also take appropriate steps to ensure that a person against whom such a complaint is brought is treated fairly, has adequate opportunity to respond to such accusations, and that findings, if any, are supported by clear and persuasive evidence. Complaints of sexual harassment shall be handled confidentially, with the facts made available only to those who need to know, in order to investigate and resolve the matter. The complainant and the person complained against will be notified of the final disposition of the complaint.

If a complaint of sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from the college, consistent with college procedures.

DRUG AND ALCOHOL PREVENTION PROGRAM (DAAPP)

In keeping with its educational mission, Southwest MS Community College will emphasize educational strategies in addressing problems related to the abuse of alcohol and other drugs by any member of the college community (students, faculty and staff). However, any of those who violate the drug and alcohol abuse policy will be subject to prosecution by the civil authorities and to disciplinary action by the college. Thus, all employees, athletes, cheerleaders must undergo drug testing.

The Board of Trustees of Southwest MS Community College adopts this plan to accomplish the following:

1. Aid in the prevention of alcohol and other drug abuse through strong educational efforts;
2. Encourage and facilitate counseling and rehabilitation programs by those members for the academic community who need assistance with alcohol and/or other drug related problems; and
3. Discipline appropriately those members of the SMCC academic community who engage in substance abuse and/or related behaviors while maintaining confidentiality. This policy is in accordance with Miss. Code Section 71-7-3.

Education and Prevention Efforts

Southwest Mississippi Community College will provide educational programs aimed at preventing the abuse of alcohol and other drugs. Educational efforts shall be directed toward all members of the college community and will include information about the incompatibility of the abuse or sale of alcohol and other drugs with the goals of Southwest MS Community College; the health hazards associated with the abuse of alcohol and other drugs, the incompatibility of the abuse of alcohol and other drugs with the maximum achievement of educational, career, and other goals. In addition, the potential legal consequences of such involvement with alcohol and other drugs.

Drug Test

Southwest Mississippi Community College will require all current administrators, faculty and staff to be drug tested by August 15, 2005. All new employees will be drug tested and are subject to a criminal background check prior to employment. All employees will be subject to a random drug test throughout each school year or anytime there is reasonable cause. Employees will be tested for: heroin, cannabis, mescaline, lysergic acid, diethylamide or LSD, opium, cocaine, amphetamine, MDMA or ecstasy, methaqualone. Any employee failing a drug test will be allowed to take a second test on the same day, at the employee's expense, at a site selected by the administration. If an employee who fails a drug test voluntarily submits to treatment or rehabilitation agencies, then they will have another drug test upon completing treatment. For employees working in good faith with treatment or rehabilitation agencies, every attempt will be made to return the individual to full employment or student status. However, any employee who cannot pass an acceptable drug test will no longer be employed by Southwest Mississippi Community College. If an employee refuses to take a drug test, then they are in violation of the

DAAPP. If a potential employee refuses, then a job offer may be rescinded. Athletes, cheerleaders, athletic aids, and band members will also be drug tested. All students required to be tested will be given a copy of the drug testing policy for students.

Counseling and Rehabilitation Services

Those students, faculty, or staff who seek assistance through the college for an alcohol or drug related problem will be provided with information about counseling and rehabilitation services available through the college and/or community resources. Professional standards of confidentiality shall be observed at all times. Individuals will be encouraged to voluntarily avail themselves of services. For those working in good faith with treatment or rehabilitation agencies, every attempt will be made to return the individual to full employment or student status. The abuse of alcohol and/or drugs is harmful to the individual's health and may cause serious health problems, break down of the family structure, decrease productivity in the workplace, and impair the education and learning process.

Drug and alcohol counseling and referral services are available to the college community through the H.R. Department/Counseling. A complete listing of drug and alcohol counseling, treatment, rehabilitation, and re-entry programs is also available to employees and students of this college (within this document).

Students

Students must make their own arrangements to pay for treatment and/or substance abuse counseling; however the Office of Academic counseling and recruiting in addition to career and technical counselors will make referrals based upon student need.

Employees

Employees who are members of the State & School Employees' Health Insurance Plan have the following options; information about this benefit can be obtained from the department of human resources in Kenna Hall.

Benefits are provided for inpatient, residential treatment facility, intensified outpatient program, and outpatient substance abuse treatment. All inpatient hospital and residential treatment facility admissions for substance abuse treatment must be certified as medically necessary by ActiveHealth. Refer to the Medical Management and Utilization Review section for certification requirements.

Intensified Outpatient Program: as provided for the treatment of substance abuse, intensified outpatient program refers to a program provided as a continuation of inpatient substance abuse treatment prescribed by a physician, under the management of a substance abuse provider, which is licensed or certified by the appropriate state or federal agency and is approved by the Plan.

Referral information for Employees and Students:

Chemical Dependency Unit Services. Inpatient or hospital-based facilities offer services for individuals with more severe alcohol and/or drug problems and who require a medically-based environment. Treatment usually includes detoxification, group, individual, and family therapy, education services, and family counseling. Chemical Dependency services are provided by the following programs.

Detoxification Services. Detoxification is the process through which a person who is physically and/or psychologically dependent on alcohol, illegal drugs, prescription medications, or a combination of these drugs is withdrawn from the drugs of dependence. Methods of detoxification include: medical detoxification (detoxification in a hospital setting) and social detoxification (detoxification in a non-hospital supportive environment). Detoxification services are provided by the following programs.

General Outpatient Services. General outpatient substance abuse treatment is appropriate for individuals whose clinical condition or environment does not require a more intensive level of care. Multiple treatment modalities, techniques and strategies include individual, group, and family counseling. Central outpatient services are provided by the following programs.

Intensive Outpatient Services. The 10-15 week Intensive Outpatient Program is a community-based outpatient program which provides an alternative to traditional residential treatment or hospital settings. The program is directed to persons who need services more intensive than traditional outpatient services, but who have less severe alcohol and drug problems than those typically addressed in residential treatment. The IOP allows the consumer to continue to fulfill his/her obligations to family, job, and community while continuing treatment. Intensive outpatient services are provided by the following programs.

Providers

Pine Grove Recovery Center, Hattiesburg
2255 Broadway Dr., Hattiesburg, MS 39402
(601) 288-2273

Jolimar Recovery Center Inc., Summit
740 Jolimar Trail SE, Summit, MS 39666
(601) 276-9556

Region 11 Adams, Amite, Claiborne, Franklin, Jefferson, Lawrence, Pike, Walthall, Wilkinson
Southwest MS Mental Health Complex
701 White Street P. O. Box 768 McComb, MS 39649-0768
(601) 684-2173
<http://www.swmmhc.org/>

Resources

The Mississippi Department of Mental Health
Alcohol and Drug Services: <http://www.dmh.ms.gov/alcohol-and-drug-services/>

Disciplinary Actions

Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the Mississippi law that makes it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Section 41-29-113 et seq. of the Mississippi Statutes. The college will

impose disciplinary sanctions on students and employees outlined in this policy for violation of the standards of conduct required by the Drug and Alcohol Abuse Prevention Program. Faculty and staff in violation of this college policy will be subject to disciplinary actions as outlined in college disciplinary procedures. State and Federal Statutes will regulate mandatory participation in rehabilitation programs.

The following minimum penalties shall be imposed for the particular offense described.

Corrective Action

Any employee conduct that in the opinion of Southwest Mississippi Community College interferes or adversely affects our business is sufficient grounds for corrective action. Corrective action can range from oral warnings to immediate termination. When coaching, counseling, and development plans fail to assist an employee in achieving the expected level of performance, or when behavior or conduct is severe enough to require immediate corrective action, the College follows a general policy of progressive discipline typically in the following order:

- Counseling Session documented to file
- Verbal Warning documented to file
- Written Warning to file
- Final Written Warning to file
- Suspension
- Termination

Conditions for Immediate Suspension

When a student, faculty member, administrator, or other employee has been charged by the college with a violation of policies concerning alcohol and other drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings, if, assuming the truth of charges, the responsible authority concludes that the person's continued presence within the college community would constitute clear and immediate danger to the health or welfare of other members of the college community.

An immediate suspension and subsequent hearing will be in accordance with college disciplinary procedures.

College Regulations Governing Illegal Drugs:

1. Trafficking in Illegal Drugs:
 - a. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substances identified in Schedules I and II of Section 41-29-113 and Section 41-29-115 of the Mississippi Statutes (including, but not limited to heroin, cannabis, mescaline, lysergic acid, diethylamide or LSD, opium, cocaine, amphetamine, MDMA or ecstasy, methaqualone), any student shall be expelled, and any faculty member, administrator, or other employee shall be discharged.

- b. For the first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule III through V of Section 41-29-117, Section 41-29-119, Section 41-26-121 of the Mississippi Statutes (including, but not limited to steroids, diazepam, Phenobarbital), the minimum penalty shall be suspension from enrollment or from employment. For a second offense, any student shall be expelled and any faculty member, administrator, or staff employee shall be discharged.

2. Illegal Possession of Drugs

- a. For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Section 41-29-113 and Section 41-29-115 of Mississippi Statutes, the minimum penalty shall be a fine of up to \$300 and/or suspension from enrollment or from employment.
- b. For the first offense involving illegal possession of any controlled substance identified in Schedules III through V of Section 41-26-117, Section 41-29-119, and Section 41-29-121 of the Mississippi Statutes, the minimum penalty shall be probation for a period to be determined on a case by case basis and a fine of up to \$300. A person on probation may be required to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions as the appropriate college official deems applicable.
- c. Refusal or failure to abide by the terms of probation on second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed including expulsion of students, faculty members, administrators or employees.
- d. The college reserves the right to dismiss any student from the residence hall and/or from the college for having or using illegal drugs.
- e. The college reserves the right to dismiss any student for drinking alcohol on or off campus. Any student who brings alcoholic beverages on the campus, or has alcohol in his/her dorm room, or enters the campus while under the influence of alcohol may be dismissed from the dormitory.

Possession, Sale or Consumption of Alcoholic Beverages

- 1. Possession, sale, or consumption of alcoholic beverages on campus or at off-campus sponsored activities is prohibited. Alcoholic beverages include but are not limited to beer, wine, distilled spirits, wine coolers, and liqueurs.
- 2. It is against the state law of Mississippi to have alcoholic drinks on a college campus. Use, possession, or being under the influence of alcohol will carry the

following penalties: 1st Offense – The student will be fined \$75.00 for possession on campus. For any alcohol violation the student will write a typed, three page paper on the dangers of alcohol for the VP of Student Affairs. 2nd Offense – The student will be fined \$150.00 for possession on campus. For a second alcohol violation the student will be suspended will have to move out of the residence hall.

3. State Laws are outlined as follows:

Drinking Age

- The legal drinking age in Mississippi is 21.
- Selling, giving, or serving alcoholic beverages to persons under 21 is unlawful.
- In Mississippi, this law extends to possession of alcoholic beverages by anyone under 21.

4. In addition to the legal requirements and penalties above, students found to be in violation of this college policy will be subject to penalties under the student Code of Conduct.

Civil Conviction for Drug and Alcohol Offenses

If employees of Southwest MS Community College, in performance of college duties within the scope of their employment, are convicted of an offense related to drugs, they will be subject to the same penalties as the offense would warrant if committed on college property or at a college sponsored event. The term “conviction” would mean a findings of guilt (including a plea of nolo contendere), or imposition of sentence, or both, by and judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes.

The individual involved is required to notify the college of the conviction or incident within five (5) working days following said conviction or incident.

A biennial review of the Drug and Alcohol Abuse Prevention Program will be conducted to

1. Determine its effectiveness and implement changes to the program as needed; and
2. To ensure the disciplinary sanctions described in the policy are consistently enforced.

Southwest Mississippi Community College Drug Education and Testing Program for Athletes and Athletic Aids.

SMCC is very interested in the academic performance and athletic development of all young men and women who represent this institution in all arenas. Since our society has many problems associated with certain drug and alcohol use that cause great concern, SMCC is especially interested in our college students’ abilities to avoid these problems.

To address such activity, the SMCC Athletic Department shall develop and implement a program of drug and alcohol education for all athletes, managers, trainers and all students working with the athletic program; a testing program to identify those students who are involved with the use of drugs and/or alcohol; and special counseling and assistance to enable the involved student to become and remain drug and alcohol free. Administrative procedures shall be set forth by which the student will become and remain drug and alcohol free in order to continue in the applicable program.

The SMCC Athletic Department administers a program of drug prevention for the purpose of assisting athletes, managers, trainers and all students working with the athletic program (who, for this document, will be termed athletic aides). The objectives of the program are as follows:

1. To provide the student athlete and athletic aides information on the dangers of drug and alcohol use and abuse.
2. To identify those athletes and athletic aides involved in drug and alcohol usage by administering mandatory drug tests at the beginning of the fall semester or prior to their initial season of competition, by administering unannounced random drug tests throughout the year, and by administering drug tests due to an athlete's or athletic aid's association with drug paraphernalia or possession.
3. To maintain confidential records and recommend treatment for those individuals with drug and/or alcohol use problems. According to MACJC rules, a student athlete who tests positive for drugs and is dismissed from the SMCC athletic program may not participate at another member's (MACJC) school athletic programs for a period of two calendar years.
4. To remove from the SMCC athletic programs any athlete or athletic aide who tests positive for the following controlled substances as defined by Section 41-29-101 et. Seq. of the Mississippi Code of 1972 being the Mississippi Uniform Controlled Substances Law, and their derivatives to include: Amphetamines, Barbiturates, Cannabinoids (Marijuana), Cocaine Metabolite (as Benzoyl-Ecgonine) Opiates, Phencyclidine, THC Metabolite and Steroids. To remove from the SMCC athletic programs any student that has a second alcohol violation.

The following procedures shall be used in the operation of the SMCC Drug Education and Screening Program:

- 1. All athletes, cheerleaders and athletic aides participating in every sport/event will take part in a mandatory drug screening conducted by the Office of the Vice-President for Student Affairs at the start of the fall semester or prior to student's participation in said sport/event for the school year and in random drug tests throughout the school year. All athletes and athletic aides can additionally be required to take a drug test if drug paraphernalia is found in their dorm room, on their body, or in a vehicle of their possession or location.**
2. All athletes and athletic aides will be required to sign a consent form for drug screening and room searches giving Southwest Mississippi Community College permission to search their dorm room and test the athlete and athletic aide for drug use. Students less than 18 years of age will be required to have their parents or guardians to sign the consent form before they will have any scholarship awarded and before being allowed to participate in any SMCC athletic activities or live in the dorm.
3. All students will report to the appropriate official any prescribed medication and may have to present a copy of the doctor's prescription and any over-the-counter medication they are taking prior to any drug test.

4. The drug test will monitor for the substances listed in Objective 4 (page1). of SMCC Student Handbook: as defined by Section 41-29-101 et. Seq. Of the Mississippi Code of 1972 being the MS Uniform Controlled Substances Law, and their derivatives to include: Methamphetamine, Amphetamines, Barbiturates, Cannabinoids (Marijuana), Cocaine Metabolite (as Benzoyl Ecgonine) Opiates, Phencyclidine, MDMA (Ecstasy), and THC Metabolite and anabolic steroids.
5. Urinalysis will be used on collected urine samples to determine that a student is drug free. Hair tests or other tests may be used.
6. Steps will be taken to ensure proper collection, identification, and confidentiality when urine samples are collected.
7. Alcoholic drinks will be included as illegal substances. It is against the state law of Mississippi to have alcoholic drinks on a college campus. Use, possession, or being under the influence of alcohol will carry the following penalties: 1st Offense – The athlete or athletic aide will be fined \$75.00 for possession on campus. For any alcohol violation the athlete or athletic aide will be subjected to additional discipline by his/her coaches/director. 2nd Offense – The athlete or athletic aide will be fined \$150.00 for possession on campus. For a second alcohol violation the athlete or athletic aid will be suspended from the athletic team and may have to move out of the residence hall.
8. Drug test results will be made known to the athletic director, VP of Student Affairs, and head coach.
9. In the event of a positive drug screen the student has the option to pay to have the sample sent to a lab (selected by SMCC) for confirmation. The student may consent in writing to have the fee charged to his/her student account. If student does not request the sample to be tested by the lab or refuses to take the drug test, then he/she is found to be in violation of the SMCC Drug Education and Screening Program and will be treated as though he/she is a first positive drug test. The student may not participate in the athletic program until the results from the lab are returned.

The following actions will be taken:

A. First positive drug test – **Prior to Season or initial drug screen**

1. If it is on **the initial drug screen** during the start of the fall semester **or prior to the start of a season** in a sport, the student will not be allowed to move into an SMCC residence hall or will have to move out of the residence hall. The student will be removed from the team and his/her scholarship will be suspended for the remainder of that semester after which the student must test drug-free prior to the next semester of participation. Any athlete or athletic aide screening positive will have a confidential meeting with Vice-President for Student Affairs and the head coach of the sport with which he/she is associated. Prior to the next semester of participation the athlete or athletic aide must pay for his/her drug testing to regain eligibility and pass a drug - screen administered by the Office of the Vice-President for Student Affairs.
2. If school has already started, the scholarship will be prorated by the week on a 16-week semester. If school has not started, the student will have to pay for his/her school expenses until such time that the scholarship is re-instated at the head coach's discretion in the following semester, after the athlete or athletic aide, tests drug free.
3. The athlete or athletic aide will be required to attend a preapproved by the Vice President for Student Affairs drug rehabilitation/counseling program with an outside agency at his/her own expense and present acceptable evidence of completion of the rehabilitation program before being reinstated.

4. In the event of a positive drug screen the student has the option to pay to have the sample sent to a lab (selected by SMCC) for confirmation. The student may consent in writing to have the fee charged to his/her student account. If student does not request the sample to be tested by the lab or refuses to take the drug test, then they are found to be in violation of the SMCC Drug Education and Screening Program and will be treated as though they have a first positive drug test. The student may not participate in the athletic/activity program until the results from the lab are returned.

B. A first positive drug test during a random drug screening

1. The student will have a confidential meeting with the Vice-President for Student Affairs, and the head coach/sponsor of the sport/group with which they are associated.
2. The athlete or athletic aide will be required to attend a preapproved by the Vice President for Student Affairs drug rehabilitation/counseling program with an outside agency at his/her own expense and present acceptable evidence of completion of the rehabilitation program before being reinstated.
3. A two week suspension from the team will occur and the student-athlete must sit out 20% of scheduled games (minimum of: 2 football games; 5 basketball games based on 23 game season, 9 baseball games based on 46 game season, 4 soccer games/matches based on 18 games/matches, 9 softball games based on 46 game season.) This excludes scrimmages and jamborees. If the breach in policy occurs during the off-season, the two week suspension may be enforced during the next season of participation.
4. Suspension begins from the date the college becomes aware of the test results.
5. No participating in team activities (ie. practice/games/ travel) during the suspension and the athlete or athletic aide will be mandatorily tested within the next three random drug screenings performed.
6. In the event of a positive drug screen the student has the option to pay to have the sample sent to a lab (selected by SMCC) for confirmation. The student may consent in writing to have the fee charged to his/her student account. If student does not request the sample to be tested by the lab or refuses to take the drug test, then he or she are found to be in violation of the SMCC Drug Education and Screening Program and will be treated as though they have a first positive drug test. The student may not participate in the athletic/activity program until the results from the lab are returned.

C. Second positive drug test

1. In the event of a positive drug screen, the student has the option to pay to have the sample sent to a lab (selected by SMCC) for confirmation. The student may consent in writing to have the fee charged to his/her student account. The student may consent in writing to have the fee charged to his/her student account. If student does not request the sample to be tested by the lab or refuses to take the drug test, then he/she is found to be in violation of the SMCC Drug Education and Screening Program and will be treated as though they have a first positive drug test. The athlete or athletic aide will be suspended from athletic participation for the remainder of the season or school year. The student will not be allowed to participate in SMCC athletics/programs again or live on campus.

TOBACCO FREE POLICY

In order to promote a healthy environment for students, faculty, staff and visitors, Southwest Mississippi Community College is tobacco-free, effective July 1, 2014. The use of tobacco and smoking products such as vape or juul is prohibited on any SMCC-owned

property, including, but not limited to, buildings, dormitories, grounds, parking lots, sidewalks, recreational/sporting facilities and college-owned vehicles. This policy applies to college employees, students, contractors, vendors and visitors. If a student is found in violation of this policy, he or she will be fined, \$25.00 first offense, \$50.00 second offense, \$100.00 third offense, and referred to the Disciplinary Committee. Faculty, staff, and administrators will be referred to their direct supervisor.

CAMPUS POLICE

SMCC employs certified campus police officers to ensure the safety and protection of all property and persons on campus. Mississippi Code Ann. § 37-29-275. Application of general criminal laws of state; security officers vested with powers of constables; authorization to bear arms if certified; jurisdiction of peace officers employed by public community/junior colleges. As amended; this law authorizes SMCC police officers to have complete police powers on the campus. All students are urged to respect the full authority of these officers.

CAMPUS SECURITY ACT

To Protect and to Serve

The Campus Police Department is a team of professionals working to provide a safe and secure environment in which the educational mission of the College can be fully realized. The officers and staff are service oriented and committed to the safety and well-being of those associated with SMCC. They provide crime prevention and control, criminal investigation, traffic and parking supervision, disaster coordination, maintenance of public order, and other related services. The officers of the department are responsible for the enforcement of state and local laws.

They also work closely with the Vice President for Student Affairs Office to ensure that the safety policies and procedures are uniformly executed and conveyed in a clear and consistent manner to the college's students, faculty, and staff. The department's ability to function as an independent law enforcement agency enables the staff to respond to situations requiring police assistance while still maintaining the autonomy of the college.

Our Officers and Their Training

The Campus Police Force is provided by a college employed staff of campus police officers. Officers are in constant radio communication with mobile and stationary units as well as with other police agencies.

Facility Access and Security

Currently, SMCC operates under an "Open Campus" policy. However, there are specific security measures regarding access to campus buildings and social events. Identification cards with proper validation are issued to all faculty, staff, and full time students. They are to be used for admission to residence halls, athletic facilities, and social events. These cards are also necessary for students, faculty, and staff to take advantage of library, bookstore, financial aid, food service, and business office privileges. Failure to have ID card on one's person at all times when on college property can result in disciplinary action. The ID card must be surrendered to any college official upon request.

Our Assistance Program

Many faculty, staff, students, and visitors to our campus are unaware of the services that our office provides. The following is a list of services:

- Investigate all incidents on campus
- Make emergency notifications
- Provide escort service to your car or from building to building
- Unlock vehicles at student's request
- Boost disabled vehicles
- Work accidents

A Secure Campus

The college:

- Provides a full service police department
- Provides and maintains doors that lock to all rooms and buildings
- Conducts campus lighting and safety surveys
- Trims shrubs and trees around buildings
- Provides residence hall staff that respond to routine and crisis situations
- Provides security assessment for facilities on an ongoing basis
- Provides initial identification cards to all students, faculty, and staff which provides access to campus activities and facilities
- Manages campus parking

SAFETY AND SECURITY IS A SHARED RESPONSIBILITY!

Students are expected to:

- Lock the doors and windows to their rooms at all times
- Refrain from propping doors or entrances open
- Refrain from allowing strangers to enter their rooms or floors
- Call campus police or residence hall staff for assistance when needed
- Walk with others at night on campus
- Report suspicious person/activities to residence hall staff or campus police immediately
- Report crime immediately to campus police
- Take appropriate steps to secure personal property like bikes, cars, jewelry, etc.
- Participate in security related programming, such as engraving personal property
- Read, understand, and abide by the college and residence hall rules and regulations
- Provide input to the college about how the campus can be made safer
- Report, in writing, instances of obscene or harassing phone calls or conversations
- Provide insurance coverage for personal belongings
- Refrain from providing other individuals personal keypad code for entrance of residence halls.

Security in the Residence Hall

SMCC has four residence halls, one for females and three for males. All students have the opportunity to request changes in room assignments which are accommodated as quickly

as possible, based upon available facilities. The college does not provide off campus housing.

- Professional residence hall directors staff the residence halls and are on call 24 hours a day. They undergo training in enforcement of residence hall security policies.
- Desk assistants are assigned to the front desk at the main entrance of the women's residence hall during specific hours of the day.
- Overnight guests in the residence halls may apply to the Director of Student Activities and Housing. They must be of the same sex as the student being visited and must be approved by the Head Resident and Director of Student Activities and Housing. Overnight stays should not exceed more than one consecutive night.

Residential Safety/Security Programming

Currently, the college employs a multi-faceted program to inform students and employees of campus security procedures and crime prevention.

- The campus police department, along with the Vice President for Student Affairs Office Personnel, utilizes printed materials, student forums, and multimedia presentations to promote crime prevention and awareness in the college community.
- Guest speakers are invited to campus to present programs relative to such topics as accepting responsibility for one's own actions and developing civic responsibility to report, prevent, and deter crime.

To Report Crimes and Emergencies

In the event of an emergency or criminal act, members of the college community are instructed and required to report the incident to the Campus Police by calling 601-551-3838.

SMCC Clery Act, Federal Crime Awareness and Campus Security Act Statistical Data

<http://www.smcc.edu/about/public-notice.php>

Southwest Mississippi Community College, like any other organization, is vulnerable to a wide range of natural, technological, and human related disasters. These disasters may cause injuries, loss of life, and disruption of services and the possibility of significant property damage. Before, during, and after a disaster, the college requires special procedures to address the needs of prevention/mitigation, preparedness, and response and recovery management. To address such disasters, Southwest Mississippi Community College has developed an Emergency Operations Plan (EOP). This plan is available on the Southwest website at www.smcc.edu.

SEVERE WEATHER

The development of threatening weather conditions in Southwest Mississippi is monitored by the Pike County Civil Defense Unit. If severe weather is threatening the SMCC campus, Pike County Civil Defense will notify the Vice President for Student

Affairs or Campus Police. The Vice President for Student Affairs or his designee will activate the Bear Aware system during a severe weather emergency. Faculty, staff, and students are encouraged to stay on campus during severe weather alerts. If a weather emergency happens outside of normal business hours, students and employees will be advised of campus status by the Bear Aware system, SMCC homepage (www.smcc.edu), and listening to the local radio (105.7 FM or www.K106.net/homepage). The president or his designee will make all decisions regarding school closure related to severe weather.

ACCIDENT OR ILLNESS

In the event of an accident or illness on campus, the following procedures MUST be followed:

1. Faculty should remain at the site to assist the individual.
2. Send someone to notify the campus police officer of the type of emergency (accident or illness).
3. Indicate whether an ambulance should be or has already been called.

The campus police number is 601-551-3838. Dial 911 for extreme emergencies.

AUTOMOBILE REGISTRATION AND PARKING

Students may bring automobiles on campus, but vehicles must be registered via the SMCC website. Students parking in any zone other than that assigned will be ticketed. Parking lots are provided for students. The charge for parking violations will double if fee is not paid within ten days after receiving a ticket.

Traffic laws are enforced to protect all community members. Each motorist is encouraged to practice caution, common sense, and courtesy.

The campus has three types of parking restrictions; these are regulated by zone parking. Residence hall students will park in D zones. Commuter students will park in C zones, and faculty and staff will park in F zones.

Zone Parking

F Zone parking is the yellow marked spaces in front of, beside, and behind buildings.

C Zone parking is within the white marked spaces on the streets, on parking lot at the cafeteria, on parking lot east of the Huddleston Career Technical Building, on parking lot in front of the Bryan Science Building, on the large parking lot west of Bryan Science Building, and on the parking lot at the Humanities Building.

D Zone parking is within the white marked spaces in the front of the Men's Residence Hall, north of the Holmes Gymnasium, behind and south of the Athletic Residence Hall, in the front of Alford Conerly Hall Overflow is available across from the William C and Lula B. Ford Library and west of the Huddleston Career Technical Building.

Vehicle Registration

1. All faculty, staff, and students that operate and park a motor vehicle on the campus must register the vehicle. Students must obtain a temporary hangtag if you come on campus in a vehicle that is not registered at SMCC.

2. Students shall register their vehicles online through [the](#) SMCC website, Quick-Links then Parking Permits.
3. The registered owner of the motor vehicle, regardless of who is driving, is at all times responsible for that motor vehicle.
4. The registration fee for the first motor vehicle is included in the student's Student Services fee.
5. Falsification of information listed in Access Southwest under a student's vehicle registration section will result in disciplinary action.
6. The college reserves the right to regulate the use of a motor vehicle on the campus and to forbid the use of a motor vehicle by any person whose conduct in any way shows that they are not abiding by the school regulations. Any person who brings a vehicle on campus is responsible for the vehicle.
7. All motor vehicles on campus must be equipped with a muffler sufficient to prevent disturbing noises. Special attachments to increase noise will not be allowed.
8. The driveway in front of the Women's Residence Hall is a one-way drive and is for loading and unloading only. Cars may not park in this driveway and will be ticketed for this offense.
9. While parking on campus, drivers should not back into parking spaces or position vehicle in parking spaces so that it may conflict with other traffic.
10. Parking or traffic ticket appeals must be made to the campus police chief within three days of receiving a ticket.
11. The maximum speed limit is 20 MPH.
12. Traffic signs and regulatory notices must be obeyed at all times.
13. Administrators, faculty, and staff may report in tag numbers for student traffic violations.

Violations

Parking no/wrong zone	\$20.00
Blocking drive, walkway, fireplug	\$20.00
Parking on Grass or Lawn	\$20.00
Speeding	\$50.00
Running a Stop Sign	\$50.00
Reckless Driving (county ticket could be issued)	\$50.00
Wrong Way on One-Way Street	\$20.00
Parking in Handicapped Zone	\$75.00
Curfew Violation	\$25.00

All tickets that are not paid within 10 days of the issue date will double.

STUDENT IDENTIFICATION CARD

Each registered SMCC student will be issued an identification card (ID) the week prior to school starting. This card will serve as an admission ticket to all school sponsored activities and as a meal ticket for residence hall students. If the card is lost, contact the Business Office. A fee will be charged for the replacement in the amount of \$25. ID cards are non-transferable among students. The ID card may be revoked or a fine issued

for the ID card being used in an unauthorized manner. All students are required to wear their ID card in a visible place on the front of their person at all times on campus.

BUSINESS AND FINANCE

Before a student is allowed to take final exams, all bills must be cleared in the Business Office, all library fines cleared in the Library, and all fees, fines, and/or tickets cleared in the Student Services Office. If a student wishes employment, he/she should contact the Office of Financial Aid. At various times, part-time job notices are posted for off campus work.

FEES & REFUNDS

Fees-Refer to College Catalog on website at www.smcc.edu

Refunds- A student who withdraws from school during the first full week of classes will receive a refund of 100 percent of the general fee and the board charges (meal ticket), the second week, 75 percent; the third week, 50 percent; and the fourth week, 25 percent. After the fourth week, no refund will be made. No refund will be made for room rent. No refund will be made of any out-of-state, MVCC, technology or student services fees. No refund will be made of special department, CEU, or non-credit fees. No student will be allowed to officially withdraw until all fees are paid.

STUDENT ACTIVITIES

Band ~ Basketball ~ Football ~ Baseball ~ Softball ~ Redline ~ Tennis ~ Phi Beta Lambda ~ Vica ~ BSU ~ Catholic Campus Ministry ~ Westminster Club ~ Phi Theta Kappa ~ Deca ~ Wesley Foundation ~ Choir ~ FEA ~ Forensics ~ Bear Trackers ~ SGA ~ SNO ~ Soccer

Athletics

SMCC participates in intercollegiate athletics in the belief that the athletic program does much to contribute to both moral and physical development. Through a well-organized athletic program, students develop school spirit and loyalty.

SMCC participates in intercollegiate activities with other community colleges in the following sports: Soccer, Basketball, Football, Baseball, and Softball. All SMCC intercollegiate sports teams abide by the rules and regulations of the Mississippi Association of Community and Junior College and the National Junior College Athletic Association.

The report on the student right-to-know regulations, 34 DFR 668.41 concerning section III and VI 1996 cohort of students receiving athletically-related student aid for specified sports and the graduation rate, can be acquired by students in the SMCC Registrar's Office or in the SMCC Student Services Office.

SMCC Band/Music

The SMCC Band performs at all home football games, selected away games, and participates in various parades. The Southwest Stage Band has gained wide acclaim for its outstanding Christmas and Spring concert performances. Anyone interested in participating in the band or choir should contact the appropriate director.

Southwest Publications

The Pine Burr, the monthly college newspaper, is published by the students of SMCC under the direction of a faculty sponsor.

The Whispering Pines, the college annual, is compiled by students under the direction of a faculty sponsor.

SMCC Newsletter, sponsored by the Vice President for Student Affairs is published each week during the fall and spring semesters and may be accessed online at www.smcc.edu. Announcements to be included are due in the Vice President's Office by 8:00 a.m. each Thursday for the following week's newsletter

The appointed faculty and administration of SMCC shall have the right to review and control any material published in any student publication.

College Organizations

Students are encouraged to participate in various organizations on campus. Some organizations include: Phi Beta Lambda, BSU, Newman Club, Wesley, VICA, DECA, Phi Theta Kappa, and Chorus. Each will be organized during the first month of the school year, and each will have a faculty sponsor.

Religious Life

Several religious organizations on campus encourage each student to participate in his/her choice of religious activities.

The work of the Baptist Student Union is carried on through a BSU Council elected by the BSU students, and a BSU director working on campus.

The organization for Methodist students is The Wesley Foundation on campus. It is affiliated with all United Methodist Churches in the area.

The Westminster Fellowship is an organization for Presbyterian students.

The Catholic Campus Ministry, the organization for Catholic students, is a member of the Newman Student Federation.

STUDENT UNION AND RECREATION BUILDINGS

Open each school day and until early evening, the Student Union is equipped to provide for social activities for SMCC students.

The Student Union contains the cafeteria, bookstore, and post office. The Recreation Building contains a game room, T.V. lounge, and grill. Each student must obey the rules

set forth by the supervisors of the recreation buildings. The use of any tobacco, vape and juul products in these buildings are prohibited.

Cafeteria Hours:

Breakfast 7:00 a.m. – 8:30 a.m.

Lunch 11:00 a.m. – 1:00 p.m.

Dinner 4:45 p.m. – 6:00 p.m.

**REHABILITATION ACT OF 1973 AND THE AMERICANS WITH
DISABILITIES ACT**

Southwest Mississippi Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. No otherwise qualified handicapped person, solely on the basis of handicap, will be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the administration of any education program or activity including admission or access thereto or in the treatment or employment therein by SMCC. All reasonable accommodations must be approved through Disability Support Services or the Vice-President for Student Affairs, who serves as the 504/ADA Compliance Officer. Students who need assistance in reasonably accommodating a disability in the classroom or on campus, please contact the Director of Disability Support Services.

OFFICE OF DISABILITY SUPPORT SERVICES (DSS)

In accordance with the Rehabilitation Act of 1973 section 504 and the Americans with Disabilities Act (1990), SMCC provides reasonable accommodations for students with disabilities through the Office of Disability Support Services. DSS verifies eligibility and works with eligible students to develop and coordinate plans for the provision of accommodations. Eligible students include those who are enrolled in degree and non-degree programs offered by SMCC, are considered qualified to meet all college program requirements despite a disability, and meet the definition of disability as defined by the Rehabilitation Act of 1973 section 504 and ADA.

Accommodations/services available include test-taking accommodations, interpreters, note takers, and readers. In order to receive appropriate and timely accommodations, eligible students should contact the Office of Disability Support Services (DSS) before the semester begins to fill out an application and submit documentation of disability for review. The Office of Disability Support Services (DSS) is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability. All students, including those with documented disabilities are encouraged to participate in co-curricular activities.

Students requesting special accommodation because of a disability should:

1. Contact the Office of Disability Support Services (DSS), 601-276-3885 to set up an appointment with the Director of Disability Support Services.
2. Provide recent, valid documentation of the disability to the Office of Disability Support Services (DSS).
3. Explain and discuss in detail what accommodations will be needed.

The Director of Disability Support Services will counsel with the student to develop an appropriate plan for the student. The student's instructors will be notified by the Director of Disability Support Services concerning the student and the accommodations that will be offered. The request for disability services must be made prior to the semester in which accommodations are needed.

RESIDENCE HALL ROOMS FOR STUDENTS WITH PHYSICAL DISABILITIES

The women's and men's residence halls each have two rooms designed for students with a physical handicap that requires the use of a wheelchair. The rooms are assigned to the students who request the rooms first and have verified their disability with the Office for Disability Services

Residence Hall Life

RULES AND REGULATIONS

Students planning to live in the residence halls at SMCC must abide by the following rules and regulations as well as other handbook rules. Any violation may result in a fine. For a second violation, the fine may double. The Vice President for Student Affairs reserves the right to assign other penalties in place of fine if the student agrees with the penalty. Students who choose not to abide by SMCC residence hall policies may be barred from student housing.

I. Care of Property

- a. No furniture is to be moved unless authorized by Head Resident. All furniture must remain inside the residence hall room.
- b. Occupants of each room will be held responsible for any damage to the residence hall or residence hall furniture. Damaged furniture will be replaced and full price must be paid by students for new furniture. In those residence halls which have suites, the common areas are a responsibility of all students assigned to that suite.
- c. Any needed repairs or replacements should be reported immediately.
- d. Unnecessary signs, pictures, or objects cannot be placed on the doors, windows, or walls. Obscene or vulgar pictures are prohibited.
- e. Do not paint any part of the residence hall or its contents. Do not drive nails or tacks in the wall or furniture.
- f. Bicycles, motorcycles, weights, water guns, water balloons, fireworks, roller blades, skate boards, paint balls, and raw eggs are not allowed in the residence hall.
- g. Students must lock doors and windows when leaving their room.
- h. Do not remove caps or floor gliders from beds. Do not place trash or any kind in bed frame below caps.
- i. Smoking, vaping and juuling are prohibited in residence hall rooms.
- j. Playing football, baseball, etc. in or near the residence hall is prohibited.

- II. Quiet Hours
 - a. 7:00 p.m. to 10:00 p.m. is study period.
 - b. Loud noises, loud radio, and music from instruments will not be tolerated. There is a county ordinance against loud noises.
 - c. Any residence hall student returning after 1:00 a.m. should contact Campus Police to be allowed into the residence hall. The student must report to the Office of Student Affairs the following morning for a meeting in regards to curfew violation.
 - d. Fireworks are prohibited on campus. Fireworks are illegal in Pike County. Persons who bring fireworks on campus may be dismissed from the residence hall. Persons who explode fireworks on campus may be fined and prosecuted.

- III. Food
 - a. Students are not allowed to take food from the cafeteria without permission from Head Resident or cafeteria manager.
 - b. Perishable food must be disposed of immediately.
 - c. No cooking will be allowed in the residence hall.
 - d. Glass drink bottles are not allowed in the residence hall.

- IV. Cleanliness
 - a. Excessive trash and neglect will not be tolerated. Trash must be disposed of properly and in a timely manner. Littering on campus constitutes a \$50.00 fine.
 - b. Clothes should be properly stored in closets, drawers, etc.
 - c. Regular room checks will be conducted. If the head resident issues a second notice of unclean conditions to occupants of a room, they will be fined. Fines will increase if unclean conditions continue. The student(s) may be barred from campus housing.
 - d. A list of items not to be disposed of will be distributed to students upon time of residency. The disposal of items that clog the sink and other bathroom fixtures will result in a fine of up to \$100 in addition to costs incurred by maintenance.

- V. Proper Dress
 - a. Short shorts, halters, bare midriffs, or sagging jeans are not approved for school wear.
 - b. SMCC dress standards require that students dress appropriately, modestly, and in good taste.
 - c. Shoes must be worn in all buildings.
 - d. No vulgar slogans or profanity may be worn on clothing.

- VI. Moral Obligation
 - a. Cursing and vile language will not be tolerated; fines of \$25.00 per word will be assessed for profanity.
 - b. The college reserves the right to dismiss any student for drinking on or off campus. Any student who brings alcoholic beverages on the campus, or has alcohol in his/her room, or enters the campus while

under the influence of alcohol may be dismissed from the residence hall.

- c. The college reserves the right to suspend or expel any student for fighting, stealing, destroying property, cheating on examinations, plagiarism in any form, or causing a disturbance.
- d. The college reserves the right to dismiss any student from the residence hall and/or from the college for having or using illegal drugs such as marijuana, cocaine, LSD, et, as well as vapes or juuls
- e. Tampering with fire or smoke alarms is prohibited. Penalty for such offense may be a fine of up to \$200 or dismissal from the residence hall.
- f. All students shall conduct themselves both on and off campus in such a manner as to reflect positively on the college.
- g. Public display of affection is not in keeping with SMCC standards.

VII. Cars, Trucks, Motorcycles

- a. Observe the noise ordinance when driving on campus.
- b. Observe speed and parking regulations on campus. You may lose campus vehicle privileges if you do not abide by campus parking and traffic regulations.
- c. All vehicles on campus must be registered through the SMCC website.
- d. All motor vehicles on campus must be equipped with a muffler sufficient to prevent disturbing noises. Special attachments to increase noise will not be permitted.
- e. Loud music containing vulgar lyrics is prohibited.
- f. Vehicles must not have vulgar or distasteful bumper stickers or any other offensive items attached to them.

VIII. Firearms

- a. No firearms will be permitted on the campus (State law forbids firearms on campus). Firearms found on campus will be confiscated and the student may be dismissed from the college. Possession of a weapon on campus is a felony. Other guns such as BB guns, air soft guns, and paint ball guns are prohibited. Bows and cross bows are also prohibited.

IX. Visitors in Residence Halls and On Campus

- a. No male visitors are allowed to visit the women's residence hall lobby outside of visiting hours any day. Visiting hours will be posted in the dormitory.
- b. Visitors must check-in at the front desk. Only one (1) guest per present resident is allowed in the lobby of the women's residence hall.
- c. Female students are not allowed to visit the men's residence hall. Students are not allowed to visit or have visitors in a residence hall room of the opposite sex. The first offense for this violation is a fine of \$200.00. A second offense they are subject to being removed from the residence hall or suspended from the college. Female students may not be in the courtyard between the male residence

hall, the concrete sidewalk leading up to the exterior room door, stairwells, in the parking areas immediately adjacent to the men's residence hall, or in the grass areas leading up to the residence hall. If loitering in these areas females may incur a \$25 fine per incident. If a student incurs more than two fines then fines will double.

- d. Students should never carry on conversations from the residence hall windows.
- e. Loitering in front of or around residence halls and in the street is prohibited.
- f. A resident who wishes to have an overnight guest should seek approval from the Director of Student Activities and Housing prior to inviting the guest. The guest can be no younger than a junior in high school. In most cases the resident should contact the Director of Student Activities and Housing 24 hours in advance of inviting the guest. Only when there is a bed available in the residence hall may a student have an overnight guest. A member of the opposite sex is not allowed to visit in a room. Students may be dismissed for violating this rule.
- g. Children younger than ninth grade are not allowed in classrooms, in residence hall, or in the grill. Ninth graders through twelfth graders are allowed to visit by permission only. During athletic events or special school activities, younger students accompanied by parents are welcome.

X. Children on Campus

Students are not allowed to bring children to campus except for special activities which children are invited to attend, i.e., Halloween, Christmas activities, sporting events, etc. The only exceptions are for children cared for in the SMCC Child Care Technology program and elementary students participating in the tutoring program at the library.

Students are not allowed to bring children to campus during or between the times students are attending classes, using the library, learning lab, other resources, or during work study hours. Other students or non-students may not care for children on campus while parents are in class, using other campus resources, or performing work study.

Under no circumstances are children to be left unattended on campus. When children are attending a special activity designed for attendance by children, parents are responsible for the supervision of their children at all times.

The college assumes no responsibility for the supervision of children. Disciplinary action may be taken against those who do not follow college policy.

XI. Residence Hall Curfew

- a. All resident students must be in at 1:00 a.m. The regular curfew regulations apply every day of the week and on weekends.

XII. Pertinent Information

All residents of the residence halls are expected to attend residence hall meetings. Advance notice will be given as to the time and place of the meeting. Students who are ill or unable to attend must notify the Head Resident. Attendance is required for “mandatory” meetings. Students will be assessed a fine of \$25.00 for not attending.

SMCC is not responsible for goods damaged in the residence hall by fire or other means.

All residence hall students are required to purchase a meal ticket through the Business Office for each semester of residency. All full-time students are required to have ID cards in their possession. The ID cards of resident students will be validated to be used as their meal ticket.

Only compact refrigerators may be used in the residence halls.

The purpose of the residence halls is to furnish a place for boarding students to sleep and to study. Rules are set up to further that purpose.

The regulations are not and do not attempt to be totally comprehensive. All students are expected to conduct themselves on and off campus in such a manner as to reflect the very highest standards of conduct on themselves and on SMCC. Failure of any student to adhere to SMCC rules or policies will lead to disciplinary action.

All dormitory items must be removed from the residence at the time of the student’s official checkout. All students must officially check out and complete a checkout form with the head resident or housing director. At the time of checkout, the head resident or housing director will inspect the room and assess charges to the student’s account for items left in the room, cleanliness of the room as well as the overall condition of the room and bathroom(s). Failure to remove items will result in forfeiture and the college assumes no liability in this matter.

CAMPUS HOUSING AND ROOM RESERVATION

Residence Halls are located on campus for male and female students. Each residence hall has live-in professional staff. Rooms are furnished with single beds, chest or closet, desks, chairs, cable and wireless internet. Students must provide sheets, towels, pillows and blankets. A list of items needed can be found on the school’s website at www.smcc.edu under Students and Residence Hall Information. Students are required to purchase a 5 or 7 day meal plan.

To reserve a room in the residence hall, a student must submit a completed housing application along with the room application fee of \$150.00. The room application fee for

each residence hall can be found on our housing application located at Student Services in Kenna Hall or at www.smcc.edu. The housing application with the appropriate fee should be returned to the Director of Student Activities & Housing. All students must re-apply each year to live in the residence halls. If a student applies for housing and then decides they do not want to live in the residence halls, the student must notify the Director of Student Activities & Housing in writing prior to the first day of the semester. Students must be enrolled in 12 traditional, on campus hours, and have a 1.5 GPA to be eligible for campus housing. A housing application may be obtained from Student Services or may be printed from the school's website at www.smcc.edu under Students and Residence Hall information.

OFFICIAL WITHDRAWAL FROM RESIDENCE HALL

A resident student who moves out before the end of a semester must officially withdraw from the residence hall at the end of his/her period of residency. (Note: It is not necessary to withdraw from the residence hall at the end of the fall semester if the student is returning to the residence hall for the spring semester.) To officially withdraw from the residence hall a student must:

1. Return his/her room key to the Head Resident after all personal items have been removed from his/her room. At such time the Head Resident will complete a check-in/checkout form after surveying the student's room. Charges for any damages will be applied to the student's account.
2. A fine of \$25 will be placed on the student's account for failure to return room key.

SEARCHES OF RESIDENCE HALL & STUDENT VEHICLE POLICY

SMCC reserves the right to search any residence hall room or vehicle on campus when there is reason to believe that a law, college rule, or college regulation has been violated.

PROCEDURE

1. Normal inspection of students' rooms for health, safety, and standards of maintenance will be made by the college officials and can be made, if necessary, in the absence of the student.
2. Whenever there is a reasonable cause, the Vice President for Student Affairs or a Campus Police Officer will search rooms and/or vehicles. The student shall be present when possible; however, in all cases a witness will be present.
3. College Officials will cooperate with Law Enforcement Officers who present a Search Warrant.

CANINE SEARCHES ON CAMPUS

In an effort to create and maintain a drug free campus, canine (K-9) drug detection dogs may be utilized to search all public and common areas in all campus parking lots and buildings for the purpose of detecting illegal drugs and narcotics.

The SMCC Vice President for Student Affairs and the Chief of Campus Police coordinate all canine searches, with the assistance of campus police officers, appropriate housing

personnel, administrators, and local law enforcement personnel. Searches will be performed by handlers and canines trained in the detection of illegal drugs/narcotics.

Canines will be allowed to search areas such as residence hall rooms, offices, and vehicles after the canine alerts to one of these areas, thus developing probable cause. Once probable cause is established, the canine will be allowed to enter the room/office/vehicle and continue searching.

Upon the discovery of illegal drugs/narcotics, persons who are determined to be in violation of State/Federal law and/or college rules and regulations, may be arrested and face college disciplinary action.

**ACADEMIC GUIDELINES FOR RESIDENCE HALL
STUDENTS**

Residence Hall students must be enrolled in a minimum of twelve traditional, on campus hours to live in the Residence Hall. All students must maintain a 1.50 GPA or better to be eligible for campus housing. Residence Hall students grades will be reviewed at the end of each semester and any student, who is not in compliance with GPA standard, will be removed from the residence hall until their GPA is raised to a minimum of 1.50.

A student may appeal this action in writing to the Vice President for Student Affairs. This appeal must be made within five school days of the removal. A student's residence hall violations and class attendance will be taken into account.

**SOUTHWEST MISSISSIPPI COMMUNITY COLLEGE
MISSING PERSONS POLICY AND PROCEDURE**

Purpose and Definition

The purpose of this policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Opportunity Act of 2008.

The Higher Education Opportunity Act requires institutions of higher education to establish:

- A missing student notification policy for students who reside in on-campus housing.
- A process for students to register a confidential contact for use under the policy.
- Procedures to implement this policy for students who reside in on-campus housing.

For purposes of this policy, a student may be considered to be a "missing person" if the person is found to be missing or absent from the college for a period of more than 24 hours contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. A student will be considered missing immediately, if his/her absence has occurred under circumstances that are suspicious or cause concerns for his/her safety. Such circumstances could include, but not be limited to, reporting or suspicion that a missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, or has been with persons who may endanger the student's welfare.

Procedures

If there is reason to believe a student at Southwest Mississippi Community College is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of SMCC Campus Police Department and the Office of Student Affairs.

Official Notification Procedures for Missing Person

1. Any individual on campus who has information that a residential student may be a missing person must notify either SMCC Campus Police Department or the Office of Student Affairs.
2. The department which receives the information will conduct an investigation to verify the complaint and determine circumstances which exist relating to the reported missing student. If the student's absence is verified, the incident report will be shared between both departments and they will continue the investigation to locate the missing student.
3. SMCC Campus Police Department should enlist the aid of the neighboring police agency having jurisdiction.
4. Appropriate SMCC faculty, staff, and administration will be notified to aid in the search of the student.
5. The Office of Student Affairs and SMCC Campus Police Department will gather information about the residential student from the reporting person, any of the student's acquaintances, SMCC faculty, staff, and administration. These things include but are not limited to:
 - Description
 - Clothes last worn
 - Where student might be
 - Who student might be with
 - Vehicle description
 - Information about the physical and mental well-being of the student
 - Up-to-date photograph
 - Class schedule
 - Last class/event attended
 - Work schedule

If the student is located, verification of the student's state of health and intention of returning to the campus is made as well as appropriate referrals to the Director of Counseling if needed.

If the student is not located within 24 hours of the report or if it is apparent immediately that the student is a missing person, SMCC Campus Police Department or the Office of Student Affairs will contact the Pike County Sheriff's Department to report the student as a missing person and the Pike County Sheriff's Department will assist in the investigation.

6. No later than 24 hours after determining that a residential student is missing, the Vice President for Student Affairs and SMCC Police Chief or his designee will notify the confidential emergency contact (*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

*Contact is contingent upon the correct emergency contact information being made available by the student.

Procedures for Designation of Confidential Emergency Contact Information

In accordance with the Higher Education Act of 2008, all students may register, on a voluntary basis, a confidential contact with the Director of Student Activities and Housing. The confidential contact does not have to be a parent of the student. This is the individual who be updated as to the progress of the investigation into the missing person. A confidential emergency designee will remain in effect until changed or revoked by the student. In the event a student is under 18 years of age, and has not been legally emancipated, the student's parent will also be contacted.

Students are encouraged to stop by Student Services, located in Kenna Hall, to receive a Missing Person's Packet. These packets contain forms to be filled out and kept in a secure location. In the event a student is reported missing, a family member or trusted friend should deliver this packet to the appropriate law enforcement agency to assist in locating the missing person.

A student can be reported missing at any time. The SMCC Campus Police Department will conduct a thorough investigation into all persons reported missing immediately. SMCC Campus Police Department will also enlist the assistance of the Pike County Sheriff's Department and other appropriate law enforcement agencies to locate the missing person.

If a Southwest Mississippi Community College residential student is suspected missing from the campus, immediately contact a member of the Residence Hall Staff within the student's residence hall. A member of the Residence Hall Staff will contact the Director of Student Activities and Housing, the Vice President for Student Affairs, or the SMCC Campus Police Department.

All reports of missing persons made to the Office of Student Affairs and/or SMCC Campus Police Department are followed up with an on-going investigation. If determined by the SMCC Campus Police Department that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours the college will:

- Notify the individual identified by the student as the missing person contact;
- If the student is under 18 years old, the college will notify a parent or guardian; and;
- In cases where the student is over 18 and has not identified a person to be contacted, the college will notify the appropriate law enforcement officials.

Miscellaneous Information

CAMPUS TERMINOLOGY

ALMA MATER – Is your school/college. The term is also used to refer to the school/college song.

ADVISOR – The advisor is a member of the faculty who helps you in planning your program. The advisor assists students in developing a student class schedule.

ALUMNI – The alumni refer to past students of SMCC.

BASIC REQUIREMENT – Terms used to specify certain courses that must be taken in order to meet graduation requirements or requirements within certain departments or divisions.

BEARS – The SMCC mascot is a bear. The athletic teams are referred to as the Bears.

COURSE NUMBER – Each course has a designated number. Usually the 1000 courses are considered freshman courses, and the 2000 courses, sophomore courses, although there is not a set policy that students must take all 1000 courses the freshman year or all 2000 courses the sophomore year. However, certain courses have prerequisites.

COURSE OF STUDY – The sequence of courses which a student takes in earning credit in his major field.

COMPUTATION OF QUALITY POINTS – Letter grades carry point value. An A is equal to 4 points per semester hour, B is equal to 3 points, C is equal to 2 points, D is equal to 1 point, and F is equal to 0 points.

An example computation for quality points per course is as follows:

	Semester Hours	Grade	Points
Math	3	C	6
Sociology	3	B	9
Health	3	D	3
English	3	A	12
Total	12		30

Total quality points = 30 divided by 12 (the number of hours) equals 2.5 quality point average.

ELECTIVE – This term denotes any course which a student may elect to take that is not prescribed within his major field.

MAJOR – The term that denotes the subject or special area which a student chooses as a specialization.

MINOR – The term denotes the minor or secondary area of study or concentration. This area is usually related to the major area.

PREREQUISITE – “to precede.” In many instances a certain course is a prerequisite to another. An example, English 1113 is a prerequisite for English 1123. A student must complete English 1113 before enrolling in 1123.

SGA – The SGA is the abbreviation for The Student Government Association.

TRANSCRIPT – The transcript contains pertinent data concerning each student, such as grades and various personal data. Each student must have a high school transcript filed in the Registrar’s Office.

CAMPUS DIRECTORY

Academic Counseling	601-276-2005	Library	601-276-2004
Activities Building	601-276-3839	Maintenance	601-276-4822
Administrative Offices	601-276-2000	Men’s Residence Hall	601-276-2021
Baseball Office	601-276-3714	Nursing	601-276-3823
Bookstore	601-276-2006	P.E. Building	601-276-2009
Bryan Science Building	601-276-2007	Post Office	601-276-2006
Cafeteria	601-276-2002	Recreation Building	601-276-3839
Campus Police	601-551-3838	Registrar	601-276-2001
Career-Technical Dept.	601-276-2013	Student Services	601-276-4810
Cosmetology	601-276-2017	Career-Tech Counselor	601-276-3722
Cheerleading	601-276-4813	Women’s Residence Hall	601-276-3828
Disability Support Services	601-276-3885	Women’s Head Resident	601-276-3828
Financial Aid	601-276-3707		
Fine Arts Building	601-276-2003		
Football Office	601-276-3892		
Gym	601-276-2020		
Humanities Building	601-276-3823		

CLASS SCHEDULES

See the SMCC Catalog: www.smcc.edu

EXAM SCHEDULES

See the SMCC Catalog: www.smcc.edu

CALENDARS

<http://www.smcc.edu/about/smcc-calendar.php>

<http://www.smcc.edu/student-affairs/student-resources/student-resources.php>

Updates to the Student Handbook can be found on the College website