

**DELTA STATE UNIVERSITY**  
**Student Handbook**  
**Last updated June 2019**

**Delta State University  
Student Handbook**

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## History

Delta State University was created as Delta State Teachers College by Mississippi State Senate Bill Number 263, Chapter 284, entitled "An Act to Create and Establish the Delta State Teachers College." Governor Henry L. Whitfield signed the bill on April 9, 1924. The institution opened for its first regular session on September 15, 1925, with a faculty and staff of 11 and a student body of 97. The University's first president, Mr. James Wesley Broom, suffered an untimely death during Delta State's first session. He was succeeded by Dr. W. M. Kethley, who served as president from 1926 to 1956. Dr. James M. Ewing became the third president in 1956 and served until 1971. Dr. Aubrey K. Lucas served as the institution's fourth president from 1971 until 1975. Dr. Forest Kent Wyatt became the fifth president and served from 1975 until 1999. He was succeeded by Dr. David L. Potter from 1999, who served as sixth president until 2003. Dr. John M. Hilpert served as Delta State's seventh president from 2003 to 2013. Mr. William N. LaForge began serving as Delta State University's eighth president on April 15, 2013.

The growth and expanding mission of the institution were evidenced by its name change in 1955 to Delta State College. In 1969 Delta State was authorized to reorganize its academic structure into four schools. The School of Arts and Sciences and the School of Business were activated in 1969, and the School of Education and School of Graduate Studies were implemented in 1970. A School of Nursing was authorized in 1977 and began operation in 1978. On March 15, 1974, the institution was officially designated Delta State University to reflect its continued growth and expanded scope. When created in 1925, Delta State was authorized to offer only the Bachelor of Science degree in Education. The first such degrees were conferred in June 1928. Undergraduate degrees are now offered in the arts, sciences, humanities, business, nursing, commercial aviation, and education. In 1965, the University initiated a graduate program and the first Master of Education degrees were conferred in May, 1966.

Delta State University now offers master's degrees in the areas of business, commercial aviation, education, natural and social sciences, and nursing, as well as the Educational Specialist degree, Doctor of Education in professional studies, and the Doctor of Nursing Practice. From a small teacher-training institution in the 1920's, Delta State has grown into a multi-purpose university that focuses strongly on high-quality classroom instruction. Enrollment has increased to more than 4,000 students, and corresponding growth has occurred in physical facilities. The growth and success of the University are tributes to the dedication of the faculty and staff, the hard work of the students, and the strong support of the Delta community and state legislature

## **Institutional Mission**

As a regional Carnegie Master's L university located in Cleveland, Mississippi, Delta State University serves as an educational and cultural center for the Mississippi Delta, emphasizing service to the northern Delta counties and its campus centers in Clarksdale and Greenville in traditional and distance education formats.

The University offers undergraduate, graduate, and continuing education programs of study leading to baccalaureate and master's degrees in the Colleges of Arts and Sciences, Business, Education, and the School of Nursing, as well as the Educational Specialist degree and Doctorates in Education and Nursing Practice. Emphasis is placed on excellence in instruction, followed by service, and research, in the creation of a community of scholars.

With special attention to small classes, a friendly environment, and a broad liberal arts foundation, the University encourages significant student-faculty interactions. Delta State provides programs and services that promote intellectual, cultural, ethical, physical, and social development. Students from different cultural, socioeconomic, and ethnic backgrounds will develop the ability to respect and evaluate the thoughts of others, to develop, assess, and express their own thoughts effectively; and to use the techniques of research and performance associated with their disciplines.

## **Vision**

Students at Delta State University will learn and grow in an environment that fosters discovery and creativity. The institution intends to be the best regional university in America as it combines a heritage of academic strength with a robust commitment to serving people and communities, particularly in the Mississippi Delta.

## Visioning Principles

Going forward, Delta State University will be guided by ten building block visioning principles that will help us plan and shape our future.

**First, at the top of the visioning priority list are academic excellence and student success.** As a regional university of distinction, Delta State is committed to delivering and investing substantially in superior academic experiences for our students and professional development and research support for our faculty. This university will create a welcoming environment that is conducive to teaching and learning, and that serves as a path to success for our students. We are off to a great start with the Center for Teaching and Learning and with increased faculty research and grant writing support, as I mentioned earlier. And, I am very pleased that we are moving toward a capstone experience for every student in every degree program, as well as integrated discipline-specific writing assignments in upper division classes. *Academic Excellence and Student Success. With academic excellence and student success as its top priorities, Delta State will be a nationally and internationally known regional university of distinction, while primarily serving the Delta and the State of Mississippi. The university is committed to delivering and investing substantially in: a) superior academic experiences for students in the arts and sciences, business, education, and nursing; and a learning environment conducive to teaching and learning that provides a personal path to cultural growth and success for a diverse array of students to become productive members of society; and, b) professional development and research support for faculty.*

**Second is a student-centric focus.** Delta State will provide its students with experiences that provide a path to individual and professional success, including opportunities for personal engagement, growth, and accomplishment—in and out of the classroom.

*Student-Centric Focus. Delta State will provide its students with experiences that provide a path to individual and professional success. To complement the student academic experience, the university will provide dynamic extracurricular student-centric programs and services that focus on individual engagement, growth, and accomplishment; an excellent residential college experience; a safe and secure campus environment; leadership opportunities; self-governance; community awareness and service; recreation and entertainment; career counseling and preparation, health care; social and cultural development; and membership opportunities in a wide array of social, service, religious, and cultural student organizations.*

**Third, the university must have a solid business and financial platform.** To support its academic mission and student success, as well as the faculty who drive both, Delta State will be a successful growth-oriented business with a stable financial base, best management practices, and first-class customer service.

*Solid Business and Financial Platform. Delta State will be a successful growth oriented business. To support its academic mission and student success, and the faculty who drive both, the university will maintain and continue to build a solid and stable financial base, engage in ethical and best management practices, provide first-class customer service, adhere strictly to its fiscal responsibilities, invest in enhanced technology campus-wide, and maintain and*

*improve the campus infrastructure to ensure a physical environment that is conducive for teaching and learning.*

**Fourth, the university will significantly ramp up its efforts in the areas of marketing and student recruitment.** To position Delta State as a center of education and culture, and as a university of choice for a diverse array of students, we will strategically increase our marketing presence and aggressively advance our recruiting efforts. We have a great product and a great message, and we will increase our salesmanship and messaging across the board.

*Marketing and Recruiting. Delta State will undertake efforts to publicize the “hidden educational treasure of the Delta” for all to know. To position Delta State as a center of education and culture, a university of choice for a diverse array of students, and a major contributor to the improvement of the Delta and the State, the university will invest in public communications and student recruitment programs that will strategically increase our market presence and aggressively advance our recruiting efforts.*

**Fifth, we will pursue new revenue and funding streams.** To supplement institutional revenue derived from tuition and the state, Delta State will secure the university’s future success with private funding and alternative financial support—from grants, auxiliary enterprises, and private gifts from corporations, foundations, alumni, and friends.

*New Funding Streams. Delta State will secure the university’s future success with private funding and alternative financial support. To propel the university’s regional, national, and international prominence, provide funding for a wide array of university programs and priorities, and supplement institutional revenue derived from tuition and the state, Delta State will increase its focus on attracting significant financial support from government grants, auxiliary enterprises, and private contributions from foundations, corporations, alumni, and friends.*

**Sixth, by providing programs that encourage a lifelong Delta State experience for our graduates,** the university will promote alumni loyalty, engagement, and pride. Delta State is for a lifetime, not just a few years on campus.

*A Lifelong Delta State Experience. Delta State will encourage alumni loyalty and pride, and provide a lifetime experience for graduates of the university. To ensure lifelong Delta State engagement opportunities for our alumni, the university will offer comprehensive programs of cultivation and involvement through national, chapter, campus, and individual initiatives.*

**Seventh, as a university of athletic champions, Delta State will continue to complement its academic mission with first-class intercollegiate athletic experiences for our students** in the spirit of the NCAA Division II philosophy that blends academics and athletics.

*A University of Athletic Champions. Delta State will complement its academic mission with first-class intercollegiate athletic experiences. The university will continue to support and develop intercollegiate athletic programs that provide student-athletes with the full complement of personal and academic growth, athletic skills development, superb coaching and mentoring, scholarship assistance, first-rate facilities, a high level of competition, consistent postseason*



*play, and community service, all in the spirit of the NCAA Division II ideal and philosophy that blend academics and athletics.*

**Eighth, Delta State will embrace distinguishing factors that describe *what we are*—a welcoming and hospitable regional university that provides a rich cultural experience, a supportive learning environment, and superb classroom instruction with an emphasis on the individual student.** We will offer excellent general education, as well as signature programs that distinguish Delta State, such as those listed below, and that support one of the most affordable and accessible quality higher education opportunities in the country.

*The Distinguishing Factors. Delta State will distinguish itself as a welcoming regional university that provides a rich cultural experience, a supportive learning environment, and superb classroom instruction with an emphasis on the individual student, and that embraces excellent general education, centers of excellence, and signature programs, including music, arts, and culture; commercial aviation; teacher education; geospatial information technology; Business enterprise; accounting and supply chain management; outdoor recreation; nursing, dietetics, and health sciences; pre-professional and graduate school preparation; select graduate and on-line programs; winning intercollegiate athletics; and, service to the community. The university will continue to provide one of the most affordable and accessible quality higher education opportunities in the country.*

**Ninth, as a description of *who we are*, Delta State will promote and embrace traditional core values** such as family, individual worth and well-being, good citizenship, and a healthy life style; intellectual and academic freedom; the pursuit of truth and knowledge; cultural enrichment; civility, inclusive excellence, and respect for all; and, integrity and ethical conduct, among many other desirable values, as listed below—all to support the well-rounded development of our students, and to provide a conducive environment for teaching and learning.

*Core Values. To support the well-rounded development of our students, and to provide a conducive environment for teaching and learning, Delta State will promote and embrace traditional core values of family, individual worth, wellbeing, good citizenship, and a healthy life style; intellectual and academic freedom; the pursuit of truth and knowledge; cultural enrichment; a caring faculty and staff; significant student-faculty academic interaction; personal and professional development, leadership, resourcefulness, and competence; loyalty, commitment, and a strong work ethic; hospitality and family orientation; civility, inclusive excellence, and respect for all; integrity and ethical conduct; accountability and transparency; diversity, inclusion, and fairness; and, customer and community service.*

**Tenth, as the educational and cultural center of the Delta, the university will strongly embrace community engagement and programs** that address educational deficiencies and poverty, support economic growth, and promote civility and racial harmony.

*Community Engagement. Delta State University will continue to serve as the educational and cultural center of the Delta, engage with Cleveland and surrounding communities in collaboration and partnerships, and provide leadership and programming that address educational deficiencies and poverty, support economic growth, and promote civility and racial harmony in the Delta Region.*

We will pursue this collective vision—these future stages of Delta State success—by setting goals and objectives. We will meet our goals and objectives by employing strategies. Those strategies to reach our goals will be our priorities. And, our priorities will enjoy the benefit of support from our budget and our campus leadership. The vision is the end. The rest are the means to that end.



I welcome you to Delta State University — the “jewel” of the Mississippi Delta region with a rich heritage of culture and accomplishment.

Delta State proudly provides a superb college education and environment for its students. We offer a wide array of educational, cultural, and athletic activities. Our university plays a key role in the leadership and development of the Mississippi Delta and of the State of Mississippi through a variety of partnerships with businesses, local governments, and community organizations.

We are a university of champions — in the classroom with talented faculty who focus on student instruction and mentoring; through award-winning degree programs in business, arts and sciences, nursing, and education; with unique, cutting-edge programs such as aviation, geospatial studies, and the Delta Music Institute; in intercollegiate athletics where we proudly boast national and conference championships in many sports; and, with a full package of extracurricular activities and a college experience that help prepare our students for careers in an ever-changing, global economy.

I hope you will visit Delta State to see for yourself why Smithsonian Magazine named Cleveland and vicinity #2 in the Top 20 small cities to visit in the country, and why Delta State is a Mississippi public university of national distinction. No one else can beat the hospitality and warm welcome you will find at Delta State University!

Come see us on our scenic, historical campus in Cleveland, Mississippi. We invite you to keep up with Delta State through this website and to stay connected with us on Facebook, Twitter, YouTube, and Flickr. And if you would like to speak with someone on campus, just dial 800-GoToDSU!

Cheers!

Bill LaForge  
President

# **The Office of Academic Affairs**



Welcome to the home of academic programs at Delta State University. If you are a student visiting this page for the first time, I encourage you to view our list of majors and visit our admissions page. There is a wealth of information available here to help you decide that Delta State University is the right place for you.

DSU has many knowledgeable, talented, and caring faculty and staff who strive to provide you with exciting and transformational educational experiences. In addition, our academic departments and academic support units, such as the Student Success Center, share one common goal: your success. Our hope is that every student who enters Delta State ready to learn will grow intellectually, emotionally, and professionally, and ultimately graduate to lead a full and meaningful life. Our undergraduate degree programs are based on a strong Liberal Arts/General Education program to help students achieve this goal.

A college campus offers a multitude of experiences both in and out of the classroom. I encourage you to get involved and experience Delta State as fully as possible. If at any time you have questions about how you can succeed, please contact your instructor, department chair or academic dean. The Office of Academic Affairs staff also stands ready to assist faculty, staff, and students as needed. Please don't hesitate to contact us if you have questions.

Thank you and welcome to Delta State University.

Charles A. McAdams,  
Provost and Vice President for Academic Affairs  
[academicaffairs@deltastate.edu](mailto:academicaffairs@deltastate.edu)

## **The Office of Academic Affairs**

### **Course Enrollment**

Delta State University establishes policy for enrollments in classes and programs and reserves the right to determine who is enrolled in a class and to control the presence of any person who is not enrolled in the class.

### **Procedures and Responsibilities**

#### **Student Enrollment in Classes**

Students who are fully admitted to the university will enroll for classes online via DSU Online Services during the registration period. Registration dates are available on the Academic Calendar. Students should contact the Registrar's office for registration information after registration has closed.

Prior to online course enrollment each semester, students must see their assigned advisor for advisement and to receive a required alternator PIN. If no advisor has been assigned, students will go the department of their desired major for an advisor assignment.

#### **Verification of Class Rosters**

Class rosters are available to faculty on DSU Online Services. Faculty will check class rosters for accuracy. The University has the right to determine who is enrolled in a class and to control the presence of the person who is not enrolled in the class. A non-enrolled person is allowed in the classroom only at the discretion of the instructor.

#### **Enrollment of Non-Degree Graduate Students**

To enroll in coursework, non-degree students must have permission from the department in which the courses are offered. There is no obligation on the part of the department offering a degree program to accept coursework taken by students in non-degree status. Students enrolled as non-degree who decide to pursue a degree must make application in the office of the college or school dean.

Suspension from a degree program for academic reasons will result in an Academic HOLD being placed on that student, preventing them from enrolling in classes. The dean in the college or school in which the student wishes to take other classes may override holds.

## **Admissions Requirements – Graduate**

Applicant for graduate programs at Delta State University must meet the requirements as defined in this policy.

### **Procedures and Responsibilities**

#### **Admission Requirements**

In order to be completely admitted to the graduate studies program, the applicant must be admitted to the University and satisfy the standards set by the selected degree program. To be eligible, the following requirements must be met:

1. An applicant must hold a baccalaureate degree from an accredited institution.
2. An applicant must meet departmental standards set for the selected program of study as described in the admission requirements under each degree program in the Delta State University Graduate Bulletin.
3. An applicant must be eligible to reenter in good standing at the last college or university attended.
4. An applicant born after January 1, 1957, must present proof of immunization for measles and rubella. Medical exceptions to this policy are described in the General Catalog.

A student denied admission may have his or her case reviewed. To initiate an appeal, the student should send a written request to the Provost/Vice President for Academic Affairs, Delta State University, Kent Wyatt Hall 228, Cleveland, MS, 38733. Request must be made within one year of date of the denial.

#### **Application Procedures**

To be considered for admission to Delta State University, an applicant must submit to the Graduate Studies Office the following:

1. A completed copy of an application form. Forms can be obtained from the Graduate Studies Office or online at [www.deltastate.edu](http://www.deltastate.edu). The Graduate Studies Office should receive applications at least twenty days prior to the beginning of the term in which the student plans to enroll.
2. One copy of an official transcript from each institution attended. Delta State University students are not required to submit undergraduate transcripts.
3. Valid copies of test scores, certifications and other materials as outlined under the admission requirements for each graduate program.

**Non-Degree Students**

To enroll in coursework, a non-degree student must have permission from the department in which the courses are offered. There is no obligation on the part of the department offering a degree program to accept coursework taken by a student in a non-degree status. A student enrolled as non-degree who decides to pursue a degree must make application in the Graduate Studies Office as a degree-seeking student.



## **Undergraduate Admission Requirements**

The Undergraduate Admissions Office is to admit a student population that assists the University in achieving its vision of being the best regional university in America. Admission may be granted to those students meeting the below minimum requirements.

### **Procedures and Responsibilities**

#### **Admission Requirement for Entering Freshman**

The Mississippi Institutions of Higher Learning (IHL) has the authority to establish minimum standards of achievement as a prerequisite for entrance into any of the institutions under its jurisdiction. Following are the minimum requirements for admission:

1. Complete the College Preparatory Curriculum\* (CPC) with a minimum of 3.20 GPA
2. Complete the CPC with a minimum of 2.5 GPA and score at least 16 on the ACT (at least 860 on the SAT)
3. Complete the CPC with a class rank in the upper 50% and score at least 16 on the ACT (at least 860 on the SAT)
4. Complete the CPC with a minimum of 2.0 GPA and score at least 18 on the ACT (at least 940 on the SAT)
5. Satisfy the NCAA standards as a full-qualifier under Division I guidelines

#### **\* College Preparatory Curriculum – Required 16 1/2 units**

**English:** (4 Carnegie Units) Course must require substantial communication skills.

**Mathematics:** (3 Carnegie Units) Algebra I or its equivalent, Math higher than Algebra I (2 units).

**Science:** (3 Carnegie Units) Biology I or its equivalent, Science higher than Biology I (2 units).

**Social Studies:** (3 Carnegie Units) United States History, World History, U.S. Government (1/2 unit), Economics (1/2 unit), or Introduction to World Geography (1/2 unit).

**Arts: (1 Carnegie Unit) Includes any one Carnegie unit (or two 1/2 units) of visual and performing arts course(s) meeting the requirements for high school graduation.**

**Advanced Electives:** (2 Carnegie Units)

- Option 1 Foreign Language I and II
- Option 2 Foreign Language I and Advanced World Geography
- Option 3 Any combination of English, Mathematics higher than Algebra I, Science higher than Biology I, Advanced Elective category, any AP course, any IB course

**Technology:** (1/2 Carnegie Unit) A course that emphasized the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course.

**\* College Preparatory Curriculum – Recommended to enhance preparedness 19 ½ units**

**English** (4 Carnegie Units): Compensatory Reading and Compensatory Writing may not be included.

**Mathematics:** (4 Carnegie Units) Algebra I or its equivalent, Math higher than Algebra I (3 units).

**Science:** (4 Carnegie Units) Biology I or its equivalent, Science higher than Biology I (3 units).

**Social Studies:** (4 Carnegie Units) United States History, World History, U.S. Government (1/2 unit), Economics (1/2 unit), Introduction to World Geography (1/2 unit), MS Studies (or state/local government course in any other state).

**Arts: (1 Carnegie Unit) Includes any one Carnegie unit (or two ½ units) of visual and performing arts course(s) meeting the requirements for high school graduation.**

**Advanced Electives:** (2 Carnegie Units)

- Option 1 Foreign Language I and II
- Option 2 Foreign Language I and Advanced World Geography
- Option 3 Any combination of English, Mathematics higher than Algebra I, Science higher than Biology I, Advanced Elective category, any AP course, any IB course

**Technology:** (1/2 Carnegie Unit) A course that emphasized the use of technology as a productivity tool. Instruction should include utilizing various forms of technology to create, collaborate, organize and publish information. The application of technology as a productivity tool, rather than specific hardware and/or software packages should be the focus of the course.

**College Preparatory Curriculum Notes:**

**Pre-High School Units:** Courses taken prior to high school will be accepted for admission provided the course earns Carnegie credit and the content is the same as the high school course.

**Substitutions:** Advance Placement (AP) and International Baccalaureate (IB) courses can be substituted for each requirement in the College Preparatory Curriculum.

**Course Acceptance:** A course may not be used to satisfy more than one requirement.

The Required and Recommended College Preparatory Curricula (CPC) are approved by the IHL Board of Trustees, and the IHL Office of Academic and Student Affairs maintains a complete list of courses that can be used to satisfy the CPC requirements. See [www.mississippi.edu/admissions/](http://www.mississippi.edu/admissions/).

## Developmental Course Requirements

The Board of Trustees of the Institutions of Higher Learning (IHL Board) for the State of Mississippi has mandated the following modifications to the admissions policy:

All entering freshman enrolled at an Institution of Higher Learning university will be required to successfully complete specific college preparatory course work during their first semester of college if they fall under one of the following categories:

1. Entering freshman with an ACT Mathematics subtest score of 19 or less will be required to take Intermediate Mathematics. Students who have completed the SREB Math Ready course with a grade of 80 or higher regardless of ACT Mathematics subtest score will not be required to take Intermediate Algebra and should be enrolled in a college-level mathematics course during their first semester of enrollment.
2. Entering freshman with an ACT English subtest score of 16 or less will be required to take Intermediate English. Students who have completed the SREB Literacy Ready course with a grade of 80 or higher regardless of ACT English subtest score will not be required to take Intermediate English and should be enrolled in a college-level English course during their first semester of enrollment.
3. Entering freshman with an ACT Reading subtest score of 16 or less will be required to take Intermediate Reading. Students taking Intermediate Reading should not be permitted to take reading-intensive courses, such as History. Students who have completed the SREB Literacy Ready course with a grade of 80 or higher regardless of ACT Reading subtest score will not be required to take Intermediate Reading.
4. Students taking two or more intermediate courses must enroll in the yearlong Academic Support Program and will not be permitted to take more than 17 semester hours, including intermediate courses and the Academic Support Program.

**Applicants without a diploma from a regionally accredited high school; or home school students:**

- 1. Applicants who have completed high school from a school that does not hold regional accreditation must submit the following:**
  - a. Transcripts reflecting academic performance
  - b. ACT or SAT scores
- 2. Home-schooled applicants must submit the following:**
  - a. Home-school transcripts or portfolio summarizing home school education
  - b. ACT or SAT scores
- 3. Applicants who have not completed high school must submit the following:**
  - a. Qualifying scores on the General Education Development (GED) Test
  - b. ACT or SAT scores
  - c. Any transcripts reflecting academic performance in high school

Applicants may be required to appear for an on-campus interview.

## Admission Requirements for Transfer Students

Any student who was not eligible for regular admission and who has not successfully completed the Summer Developmental Program must attend an accredited institution of higher education other than those under the governance of the Board of Trustees and must attain a “C” average (2.0 GPA on a 4.0 scale, as calculated by the admitting IHL institution) in the following 30 transferable semester credit hours to be eligible to transfer to an IHL institution:

6 semester hours English Composition

3 semester hours College Algebra, Quantitative Reasoning, or higher level mathematics

6 semester hours Natural Science

9 semester hours Humanities and Fine Arts

6 semester hours of Social or Behavioral Sciences

All other transfer admission students are subject to the requirements outlined in IHL Board Policy 602 Freshman Admission Requirements.

### **Transfer admission for students who have earned an Associate Degree**

1. Any student who has earned an Associate of Arts degree from a regionally accredited institution with a minimum 2.00 GPA (as calculated by the admitting institution) is eligible for admission.
2. Any student who has earned other Associate level degrees from a regionally accredited institution with a minimum 2.00 GPA (as calculated by the admitting institution) in a transferable area, as defined by the admitting institution, may be eligible.

### **Application Fee**

Delta State University charges a non-refundable fee each time an undergraduate application is submitted for admission. Applicants are required to submit payment via credit/debit card or web check in order for the admission application to be processed.

## **Academic Records Retention**

This policy defines the types of academic records, length of retention, and destruction of records past the retention date.

### **Definitions**

Applicant: An individual who completes the undergraduate application for admission, either online or hardcopy.

Admitted Student: An applicant who submits all necessary paperwork and for whom an admission decision is generated.

Course Documentation: May include the following: student tests, papers, examinations, or other material used in determining the grade of individual students.

Hardcopy: Paper records.

Official Record: A record with current administrative use for the generating unit. This includes official publications, incoming/outgoing correspondence including email, minutes of meetings, reports, and student records. Records remain active for varying amounts of time, depending on the purpose.

Official Repository: The unit designated the responsibility for retention and timely destruction of official university records. The administrative manager or designee will receive the assign of responsibility.

Student Academic Record: May include the following: transcripts, evaluation and credit assessment forms, advanced placement records, class schedules, academic standing documents, graduation information, high school and college personal data forms, medical records, immigration documentation including the I-20 form, essays, and financial documents.

Unofficial Record: Documents and unofficial copies of documents maintained in an office, for convenience, other than the Repository Office.

### **Procedures and Responsibilities**

#### Maintenance of University Records

Departments must maintain university records in a manner that provides (1) access for faculty and staff to carry out normal job responsibilities, and (2) reasonable protection against misuse, misplacement, loss, destruction, damage, or theft.

Records may be maintained in hardcopy or electronic/imaged format. University records must be stored on university premises or in a university approved venue at all times. The maintenance and destruction of imaged documents is the sole responsibility of the Office of Information Technology.

Departments should document official records loaned to other departments or individuals, by describing the record, loan date, return date, borrowing department, individual, and signature of the borrower.

### Records and Retention Requirements

The minimum record retention requirements for the following official documents:

<b>Official Record</b>	<b>Minimum Requirement</b>	<b>Official Repository</b>
Accreditation Reports	Permanent	Institutional Research
Applications for Admission for persons who are admitted but do not matriculate	3 years	Enrollment Management
Applications for Admissions for persons who are admitted and do matriculate	5 years after graduation or date of last attendance	Enrollment Management
Applications for Graduation	1 year after graduation	Registrar
Course Documentation	6 months following the end of a semester	Faculty
Faculty Grade Books	1 year after course completion	Faculty
Minutes of meetings academic program and departmental/division meetings	3 years	Departmental/Division Office
Minutes of Academic Council meetings	5 years	Academic Affairs Office
Minutes of General Education Committee	5 years	Academic Affairs Office
Minutes of Academic Grievance/Appeals Committee	5 years	Academic Affairs Office
Minutes of Standing University Committees	3 years	Academic Affairs Office
Student Academic Forms Add/Drop Form	Permanent	Registrar

Consent to Release Academic Information Form Change of Grade Form		
Student Transcripts & Official Grade Rosters	Permanent	Registrar

## Disposal of Records

University records (regardless of the storage medium) can be disposed of upon reaching the minimum retention period stated in this policy, provided the department does not need the records for future administrative, legal, research/historical, or fiscal purposes.

The department head (or designee) is responsible for performing, an annual review to determine the value or usefulness of departmental records. During this review, the department head (or designee) should identify and designate for disposal (destruction or transfer to an archive) the records with elapsed retention periods that are no longer useful.

The department head is responsible for authorizing the disposal of records. When authorized, shred records containing sensitive and/or confidential information and dispose of shredded material properly. Do not discard documents containing sensitive or confidential information in the trash that are not shredded. Erase and verify elimination of data beyond recovery on electronic media (removable media, CD, hard drive) before reusing or discarding.

## Unofficial Records

Not all documents must be retained. Unofficial records do not record official university activities and do not have specified retention requirements. Such documents do not need to be maintained and may be destroyed at any time. Such documents include:

- applications for admissions of persons who are not admitted
- extra copies of official documents
- published reports produced by other entities
- purchased data from other sources
- blank letterhead or other blank forms
- routing slips or telephone messages
- catalogues, journals, or other printed matter used for information purposes
- routine letters of transmittal and “for your information” notes
- notices or memoranda that give only ‘timely information’ such as a change of venue for a meeting
- notes or working papers once a project is completed, unless they provide more complete information than the final report

**Electronic Records Storage:**

Electronic record keeping is the storage and retrieval of information in digital form. This means of record keeping includes, but is not limited to, the use of tapes, disks and optical disks. This applies to all electronic records systems.

**Disposal of Paper Records after Transfer to Other Media:**

Compact electronic storage methods provide a space saving and often cost-efficient means of storing records that are originally in paper form. After transfer, retain the stored electronic records for the minimum retention period specified in this policy; shred paper records containing sensitive and/or confidential information.



## **A. Academic Complaints**

### **Grievance Policy – Academic – Undergraduate**

#### **Policy Statement**

Formal student grievances regarding the actions of an instructor shall proceed according to the policy as follows:

#### **Definitions:**

For the purpose of this policy, a **working day** is defined as an academic day (Monday through Friday) when school is in session.

For the purpose of this policy, a **regular semester** is defined as the Fall or Spring semester.

Appeals File: a file that contains originals or copies of all materials generated throughout the appeals process.

#### **Procedures and Responsibilities**

At any stage in the appeals process, should a decision necessitate a change in the official record (e.g. a grade change), the responsible party at that state shall make the required change and shall note it in the appeals file.

1. The student will discuss the grievance with the instructor and seek a solution. This discussion, the first step of the grievance process, must take place no later than the last working day of the next regular term after the course in question.
2. If the problem is not resolved to the satisfaction of the student in conference with the instructor, the student is entitled to submit an appeal in writing (with documentation) to the department/division chair within fifteen working days of the date of the conference. Upon receiving a student appeal, the department/division chair submits, within fifteen working days, a written request for a response in writing (with documentation) from the instructor. The instructor replies to the chair's request within fifteen working days. The department/division chair notifies the student and instructor in writing of his/her decision, within fifteen working days from the date the response is received from the instructor. All documents must be retained for a minimum of three years; upon sending the response to the student and instructor, the chair will ensure that the complete appeals file is delivered to the Office of Academic Affairs.
3. If the problem is not resolved to the satisfaction of the student, the student is entitled to submit an appeal in writing (with documentation) within fifteen working days of the date of the department/division chair's written response, to the college/school dean with administrative responsibility for the department in which the appeal originated. The college/school dean obtains the appeals folder from the Office of Academic Affairs and reviews the student appeal and the corresponding responses from the instructor and chair. The college/school dean notifies the student and instructor in writing of his/her decision with a copy to the division/department chair, within fifteen working days from the date the appeal is received. All documents must be retained for a minimum of three

years; upon sending the response to the student, instructor, and chair, the dean will ensure that the complete appeals file is delivered to the Office of Academic Affairs.

4. If the problem is not resolved to the satisfaction of the student, the student is entitled to submit a written request for a hearing with the Undergraduate Attendance and Grievance Appeals Committee within fifteen working days of the date of the dean's response. (Committee contact information available through the Office of Academic Affairs, 228 Kent Wyatt Hall, 662.846.4010). The Undergraduate Attendance and Grievance Appeals Committee chair schedules a hearing date, within fifteen working days from the date the request for hearing is received, and notifies the student, instructor, and chair, and the chair obtains the appeals file from the Office of Academic Affairs. Both parties may submit their cases in person to the committee. The Undergraduate Attendance and Grievance Appeals Committee notifies the student, instructor, and chair in writing of its decision with a copy to the appropriate dean, within five working days from the date of the hearing. All proceedings of the Undergraduate Attendance and Grievance Appeals Committee are confidential. All documents must be retained for a minimum of three years; upon the Committee's sending the response to the student, instructor, chair, and dean, the Undergraduate Attendance and Grievance Appeals Committee chair will ensure that the complete appeals file is delivered to the Office of Academic Affairs.
5. If the problem is not resolved to the satisfaction of the student, the student is entitled to submit an appeal in writing to the Vice President for Academic Affairs within fifteen working days of the date of the Committee's notification. The Vice President for Academic Affairs reviews the appeals file. Within fifteen working days after receiving the appeal, the Vice President for Academic Affairs notifies the student, instructor, and chair in writing of his/her decision which is final, with a copy to the appropriate dean and the chair of the Undergraduate Attendance and Grievance Appeals Committee. All documents must be retained for a minimum of three years; the Vice President for Academic Affairs will retain the appeals file in the Office of Academic Affairs.

Grievances shall not encompass the quality of instruction, the difficulty of testing, the rigor of grading, or the appropriateness of the course requirements. The judgment of what standards are appropriate resides with the instructor, unless there is compelling evidence that those standards are arbitrary or capricious.

At every step, the correspondences from the instructor, the chair, the dean, and the Committee shall designate the date by which the next step, if indicated, shall be initiated by the student or respondent.

Note: The Writing Proficiency Examination has a separate appeal process. See "General Regulations Regarding Graduation" in the *Academic Catalog*.

## **Grievance Policy – Academic – Graduate**

### **Policy Statement**

Formal student grievances regarding the actions of an instructor shall proceed according to the policy as follows:

### **Definitions:**

For the purpose of this policy, a **working day** is defined as an academic day (Monday through Friday) when school is in session.

For the purpose of this policy, a **regular semester** is defined as the Fall or Spring semester.

Appeals File: a file that contains originals or copies of all materials generated throughout the appeals process.

### **Procedures and Responsibilities**

At any stage in the appeals process, should a decision necessitate a change in the official record (e.g. a grade change), the responsible party at that state shall make the required change and record such action in the appeals file.

1. The student will discuss the grievance with the instructor and seek a solution. This discussion, the first step of the grievance process, must take place no later than the last working day of the next regular term after the course in question.
2. If the problem is not resolved to the satisfaction of the student in conference with the instructor, the student is entitled to submit an appeal in writing (with documentation) to the department/division chair within fifteen working days of the date of the conference. Upon receiving a student appeal, the department/division chair submits, within fifteen working days, a written request for a response in writing (with documentation) from the instructor. The instructor replies to the chair's request within fifteen working days. The department/division chair notifies the student and instructor in writing of his/her decision, within fifteen working days from the date the response is received from the instructor. All documents must be retained for a minimum of three years; upon sending the response to the student and instructor, the chair will ensure that the complete appeals file is delivered to the Office of Academic Affairs.
3. If the problem is not resolved to the satisfaction of the student, the student is entitled to submit an appeal in writing (with documentation) within fifteen working days of the date of the department/division chair's written response, to the college/school dean with administrative responsibility for the department in which the appeal originated. The college/school dean obtains the appeals folder from the Office of Academic Affairs and reviews the student appeal and the corresponding written responses from the instructor and chair. The college/school dean notifies the student and instructor in writing of his/her decision with a copy to the division/department chair, within fifteen working days from the date the appeal is received.

All documents must be retained for a minimum of three years; upon sending the response to the student, instructor, and chair, the dean will ensure that the complete appeals file is delivered to the Office of Academic Affairs.

4. If the problem is not resolved to the satisfaction of the student, the student is entitled to submit a written request for a hearing with the Graduate Academic Appeals Committee within fifteen working days of the date of the dean's response. (Committee contact information available through the Graduate and Continuing Studies Office, 239 Kent Wyatt Hall, 662.846.4700). The Graduate Academic Appeals Committee chair schedules a hearing date, within fifteen working days from the date the request for hearing is received, and notifies the student, instructor, and chair, and the chair obtains the appeals file from the Office of Academic Affairs. All parties may submit their cases in person to the committee. The Appeals Committee notifies the student, instructor, and chair in writing of its decision with a copy to the appropriate dean, within five working days from the date of the hearing. All proceedings of the Graduate Academic Appeals Committee are confidential. All documents must be retained for a minimum of three years; upon the Committee's sending the response to the student, instructor, chair, and dean, the Graduate Academic Appeals Committee chair will ensure that the complete appeals file is delivered to the Office of Academic Affairs.
  
5. If the problem is not resolved to the satisfaction of the student, the student is entitled to submit an appeal in writing to the Vice President for Academic Affairs within fifteen working days of the date of the Committee's notification. The Vice President for Academic Affairs reviews the appeals file. Within fifteen working days after receiving the appeal, the Vice President for Academic Affairs notifies the student, instructor, and chair in writing of his/her decision, which is final, with a copy to the appropriate dean and the chair of the Graduate Academic Appeals Committee. All documents must be retained for a minimum of three years; the Vice President for Academic Affairs will retain the appeals file in the Office of Academic Affairs.

Grievances shall not encompass the quality of instruction, the difficulty of testing, the rigor of grading, or the appropriateness of the course requirements. The judgment of what standards are appropriate resides with the instructor, unless there is compelling evidence that those standards are arbitrary or capricious.

At every step, the correspondences from the instructor, the chair, the dean, and the Committee shall designate the date by which the next step, if indicated, shall be initiated by the student or respondent.

## Academic Standing

### Policy Statement

A student will be classified in good academic standing if the institutional grade point average on Delta State University work and the overall grade point average are 2.00 or greater at the end of each semester. Academic standing is noted on the student's permanent record and on student grade reports. Some programs may have higher grade point average standards for admission or completion of the program.

### Definitions

None

### Procedures and Responsibilities

**Academic Probation.** Academic probation serves as a notice that academic suspension from the university will follow unless the quality of academic work improves. Students are placed on academic probation when the institutional GPA OR the cumulative GPA is less than 1.8 for freshmen, 1.9 for sophomores, 2.0 for juniors and seniors.

The probationary status is removed when the student achieves the institutional GPA and the cumulative GPA indicative of "Good Academic Standing" (see above).

It is strongly recommended that students on academic probation take no more than 12 semester hours. The student will be expected to use the resources of the University for assistance in returning to good standing.

**Academic Suspension.** Students on probation are suspended for one regular semester at the end of any Fall or Spring semester during which a semester GPA of at least 1.6 for freshmen, 1.8 for sophomores, and 2.0 for juniors and seniors is not achieved.

The University currently has two regular semesters (Fall and Spring). The academic deans shall have discretion to consider as a regular semester the summer session, which comprises May intersession and both summer terms.

Students readmitted after suspension will be placed on probation, with all requirements of the probationary period as noted, until the "Good Academic Standing" is reached or academic suspension is again indicated.

Students having two academic suspensions are suspended for two regular semesters. Any student on academic suspension shall see his/her respective college dean for registration approval.

### Reinstatement

Suspended students who have met the conditions for readmission should contact the College/School Dean regarding reinstatement. Students with extenuating circumstances who wish a hearing should contact the appropriate college or school dean. Appeals may be filed with the Provost/Vice President for Academic Affairs.

### Academic Dismissal

Students having three academic suspensions are dismissed from the University. They may appeal to the Provost/Vice President for Academic Affairs for readmission after a period of three years.

Academic Probation Trigger	Academic Probation Reinstatement to Good Standing	Academic Suspension Trigger (During Probation)	Academic Suspension Period	Academic Dismissal Trigger
Institutional or cumulative GPA < 2.00	Must maintain at least an institutional and cumulative 2.00 GPA	Semester GPA < 1.6 (freshman) GPA < 1.8 (sophomores) GPA < 2.00 (juniors & above)	First suspension – one regular semester or full summer Second suspension – two regular semesters (can include full summer)	On third academic suspension

## Textbook Policy

Delta State University's Textbook Policy is established at the direction of the IHL to address the cost of college textbooks and other instructional materials and to ensure compliance with Section 133 of the federal Higher Education Opportunity Act (HEOA) of 2008.

### Definitions

In this policy, the term textbook is meant to include various types of course materials, including software, electronic files, supplemental materials, and course packs

### Policies and Responsibilities

#### Textbook Adoption Deadlines

Delta State's textbook adoption deadlines comply with the HEOA of 2008 adoption and procedure guidelines, including the requirement that textbook information (including ISBN and prices) be provided to students at the time of registration.

DSU adoption guidelines comply with these IHL Requirements:

- Delta State University adoption forms will be due in the Bookstore according to the schedule below:

Textbook adoptions Forms provided to faculty	Textbook adoptions Due date to third Party (bookstore)	Textbook adoptions/Changes (absolute due date)	Semester
March 1	March 15	March 31	Fall
October 1	October 15	October 31	Spring
February 7	February 21	February 28	Summer

- The adoption process will include the indication of whether a textbook is required or recommended and should include to the extent possible an indication of whether an alternate (e.g., earlier) edition of the textbook may be used. Timely adoption of textbooks is required for the following course types: lecture, lecture/lab, laboratory, and recitation/discussion. These course types, as designated and defined by the IHL Data Dictionary, are generally assumed to be courses with textbook requirements. Any other courses at Delta State University that historically require textbooks shall be included in this adoption policy.
- Department chairs/heads will be responsible for ensuring that all pertinent courses under their authority have adoptions submitted by the deadline, even in instances where no instructor has been assigned for a course section as of the announced adoption deadline date.

- Departments shall be strongly encouraged to adopt the same course materials for all sections of each course.

### **Minimum Adoption Periods**

DSU policy provides a minimum adoption period for textbooks that are resalable (as opposed to one-time usage materials – e.g., workbooks – or books that have limited resale value).

- DSU’s adoption period for lower division courses is a minimum of three with allowance for reasonable exceptions to this requirement: for instances when editions go out of print, when substantive changes are made in either the course description or the textbook, or when there is a significant change in the body of knowledge pertinent to the course. Authorization of exceptions require the approval of the dean, after recommendation from the department chair.
- For upper division courses DSU’s guiding principle for selection is a minimum of two years. DSU recognizes that, to provide current scholarship in a global marketplace, upper division courses have more advanced and changing content, students often wish to build a personal library of books in their major, and there is a more limited potential for establishing a favorable local buy-back market for such upper division textbooks.

### **Dissemination of Textbook Information**

Compliance with the IHL requirements for dissemination of textbook information is the responsibility of the DSU Bookstore and the DSU contract liaison. The bookstore is responsible for providing information on best practices in textbook adoptions to faculty and for providing advice to students on ways to save money on textbook purchases and for complying with the following IHL requirements:

- Delta State will provide faculty with information and tools for the selection of textbooks, including pricing information and the availability of alternative formats for course materials (e.g., whether textbooks are available in electronic versions) and of separately available components of a bundled textbook;
- Delta State will provide students with tips on purchasing textbooks, including the availability of electronic versions, the availability of unbundled textbook components, buy-back and exchange policies, and price-matching policies. Institutions shall provide this information, including an explanation of the significance of ISBNs, to entering freshmen during orientations or within 30 days prior to the beginning of the fall semester.



- Delta State will provide faculty and students with results from surveys of student satisfaction with textbooks.

### **Assessment of Progress**

The Provost and Vice President for Academic Affairs will appoint a Textbook Coordinator and a Textbook Committee. The Textbook Committee, chaired by the Textbook Coordinator, will be responsible for the implementation and administration of this policy.

- The DSU University Textbook Policy Committee shall develop procedures to assess the success of the textbook policy and practices in containing the costs of textbooks. These procedures shall include analyses and reports appropriate to assessing compliance with this policy. The Textbook Committee will regularly evaluate the effectiveness of the DSU policy.
- The Textbook Committee will review and monitor the number of textbook adoption exceptions approved each semester by each college dean.
- Assessment strategies shall include: the inclusion of questions on student surveys about the value of assigned textbooks; production of reports of the extent of compliance of each institution with the adoption deadlines; information about the costs of the textbooks for the top twenty (highest enrollment) courses; the volume of buy-back purchases at the affiliated bookstores; the number of electronic versions of textbooks being used; and surveys (student and faculty) of the ability of the affiliated bookstore to provide adequate stocking of books.
- Annually, the textbook coordinator will submit such assessment information as required by the assessment plan as an annual assessment report to the IHL Commissioner or his/her designee.

The annual assessment report will be made available on the DSU website.

## **International Students**

### **Policy Statement**

International students may receive assistance from the International Student Advisor in meeting the requirement for attendance at Delta State University as outlined in the procedures below.

### **Definitions:**

None

### **Procedures and Responsibilities**

International students make up a growing segment of our DSU population. In order to meet the special needs of these individuals, an International Student Advisor has been designated by the University to provide resources and support. The International Student Advisor can be contacted at 662-846-4867.

All International students are responsible for the following:

1. Submitting a passport, I-94 and I-20 to the International Student Advisor at the beginning of each semester.
2. Notifying the International Student Advisor immediately of an address change.
3. Pursuing a full course of study. For undergraduate study, a minimum of 12 credit hours per semester, and for graduate, a minimum of 9 credit hours per semester is required. Failure to maintain the minimum requirement or failure to obtain approval from the International Student Advisor will result in a violation of terms of the Visa status and make the student “out of status” with the Immigration and Naturalization Service (INS).
4. Keeping passport valid at all times.
5. Having the I-20 signed by the International Student Advisor before departing the USA for visits abroad.
6. Notifying the International Student Advisor whenever there is a change in major.
7. Understanding the types of employment available to F-1 Visa which is limited to no more than 20 hours on campus.
8. Obtaining a Social Security Number (SSN) if receiving a scholarship or working on campus.

Normal International Student Office hours: Mon-Thurs – 8 a.m. – 5 p.m., Fri – 8 a.m. – 4 p.m.  
Summer Hours: Mon-Fri – 7:30a.m. – 4:30p.m.

All exceptions to above hours will be posted on the doors of the International Student Office in Kent Wyatt Hall.

## **Over 21 Program**

In an effort to promote educational opportunities for non-traditional students, DSU established and supports the Over 21 Program designed to allow adults over the age of 21 admissions under the following guidelines.

This program is designed for adults over age 21 who cannot meet the regular admission requirements for entrance to Delta State University. In most instances, these adults are not interested in a degree program but need courses for upgrading skills, meeting certification requirements, or obtaining licensing in some areas. No institutional or federal financial aid is available for any student in this program until twelve (12) semester hours are completed with at least a 2.0 grade point average. A student enrolled in this program will be admitted to Delta State University as a non-degree-seeking student.

Credit earned in this program will be recorded on a permanent record and will be kept in the Office of the Registrar. Application of a student enrolling in this program will be processed in the Office of Admissions. A student registered in this program is subject to all University regulations regarding attendance and academic standing. The student who desires to continue in a degree program after completion of twelve (12) semester hours with at least a 2.0 grade point average will then be considered a fully admitted student. Until a student has earned full admission to Delta State University, transcripts will be designated “Non-Degree Student”. After a student has earned full admission to the University, the credit earned in this program may be applied to a degree program provided these credits fulfill the degree program requirements. A student may enroll in a maximum of twelve (12) semester hours the Fall or Spring semester. (Summer School is considered one semester.)

A student who is 21 years old or older, who is a high school graduate and/or has successfully completed a state issued high school equivalency diplomas, and whose high school class has been graduated for a minimum of three years is eligible for this program. A high school transcript or high school equivalency scores must be filed with the Office of Admissions. A student should request that his high school or test center send this information to the Office of Admissions, Delta State University, 1003 West Sunflower Rd Kenty Wyatt Hall 117, Cleveland, MS 38733.

The student must demonstrate adequate preparation for the courses he or she plans to schedule. This program applies to on-campus, off-campus, online and hybrid- courses. The Student Success Center provides services and advisement for students in the Over 21 Program.

## **Release of Information**

The federal Family Educational Rights and Privacy Act of 1974, a federal law, known as the Family Educational Rights and Privacy Act, allows students to access their educational records and limits the ability of others to access those records.

## **Definitions**

**Educational Records:** The Family Educational Rights and Privacy Act applies to all records that fall within its broad definition of “educational records.” Student educational records include all records directly related to a student that are maintained by or for Delta State University. With limited exceptions, a student can see every educational record that Delta State University has that is directly related to that student.

## **Procedures and Responsibilities**

The Family Educational Rights and Privacy Act of 1974 (as amended) is a Federal law that provides guidelines for educational institutions regarding protection and release of student educational record information. This law provides for the loss of federal funding for any institution that has a practice of violating the rights provided by the statute.

Students may have access to information about them in university records, unless the information is protected by an exception. Students should submit a signed request to the Registrar identifying the educational records they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the student may review their education records. Students may ask Delta State University to amend a record that they believe is inaccurate or misleading. The student will provide the Registrar with a written statement clearly identifying the part of the record they want changed and why it is inaccurate or misleading. If the Registrar, after consultation with the Vice President for Student Affairs, Provost/Vice President of Academic Affairs, and Academic department head, decides not to amend the record as request by the student, the Registrar will notify the student of this decision. Further, the Registrar will advise the student of his or her right to an appeal regarding the request for amendment.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Delta State University in an administrative, supervisory, academic, or support staff position or a person or company with whom Delta State University has contracted (e.g. an attorney, auditor, or collection agency). 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 responsibility.

The parent of a University student is not generally entitled to receive information about the student, even if the student is younger than 18 years old. To obtain this information the parent will need the student’s consent. The parent of a dependent student may file a release of records statement with the Registrar’s office.

Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures by Delta State University to comply with the requirements of the Family Educational Records and Privacy Act. The address of the office that administers this law is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **Tuition and Fees**

Delta State University charges a uniform tuition rate for all undergraduate students and a uniform tuition rate for all graduate students. These rates are established to increase financial equity, reduce the impact of financial considerations on educational policy and increase uniformity across the university.

Refund: A reduction of total charges resulting from withdrawal or drop below full-time. A student who officially withdraws from the university, a full-time student who drops below 12 undergraduate hours or 9 graduate hours, or a part-time student who drops a class may obtain a refund of university fee and special fees.

To be officially registered, total tuition and fees are due and payable the first day of class. Payment in full should be made or students may choose the payment plan that is available at that time, which includes a service charge per semester.

### **Methods of Payment**

The university accepts payments by cash, check, money order, or VISA, MasterCard or Discover credit cards. Payments can also be made online via our website at [www.deltastate.edu](http://www.deltastate.edu). Students with financial aid (loans, grants or scholarships) may apply those funds to payment plan installments.

### **Special Fees**

There are special fees that may be charged which are not included in the total cost of attending the university. These fees are payable upon entrance into the university. These special fees include but are not limited to: audit fee, graduation fee, late registration fee, private music lessons, and transcript of credits.

### **Refunds**

Students may receive refunds of fees whenever circumstances warrant such a refund. The effective date of withdrawal for refund purposes and the return of Federal Financial Aid funds is the date on which the student begins the official withdrawal process. For unofficial withdrawals, the date becomes the mid-point of the semester, unless the university can document a later date of attendance. A notice of withdrawal, cancellation, and request for refund by a student must be made in writing addressed to the University Registrar, with a copy filed with Student Business Services. Any refund due the student at the time of withdrawal will be processed by Student Business Services within three weeks.

Unearned Title IV loan or grant funds must be returned to the Title IV programs upon a recipient's withdrawal from school at any time during the first 60% of the semester. Refunds for these students are made according to the Higher Education Amendments, Section 484B, and are based on the number of calendar days for each semester. If a student withdraws after completing more than 60% of the semester, it is assumed that the student earned 100% of the Title IV aid for the period.

All refunds are made in the following priority order:

Unsubsidized Loan

Subsidized Loan

Perkins Loan

PLUS Loan

Pell Grant

SEOG Grant

Other Sources of Funds

When Delta State University's Financial Assistance Department applies Title IV funds to a student's account and Delta State University's Student Business Services (SBS) determines that the amount of the funds exceeds allowable charges that the university assessed the student, Delta State must pay the credit balance directly to the student or parent borrower as soon as possible, but no later than the 14-day deadline described below. The only exception is when the school has on file in SBS the student's permission to hold a credit balance.

A school must pay a credit balance directly to a student borrower or parent borrower within 14 days of:

- The date the balance occurs, if it occurs after the first day of a payment period; or
- The first day of class of a payment period, if the balance occurs on or before the first day of class that payment period; or
- The date the school receives the student's or parent's cancellation of the school's authorization to hold a Title IV credit balance.

## **Scholastic Honors**

Delta State University receive academic honors based on the criteria described in this policy.

### **Definitions**

Quality Point Average (QPA) is synonymous with Grade Point Average. It is obtained by dividing the total number of grade points by the total number of credits attempted.

Student Teaching at Delta State University is defined as directed teaching internship, and is that period of the undergraduate Teacher Education Program in which the candidate registers for internship and devotes a full day for the entire semester to actual classroom experience in a particular school. The student observes, assists, and gradually directs many of the same activities engaged in by the cooperating teacher. This work is closely supervised by the principal, cooperating teacher, and university supervisor.

### **Procedures and Responsibilities**

**President's List:** The President's List is issued each semester and comprises students whose Quality Point Average (QPA) is 3.8 or higher with no grade below a B. Students must be enrolled in a minimum of 12 hours of academic work to be considered for the President's List unless they are engaged in student teaching.

**Dean's List:** The Dean's List, published at the close of each semester, comprises students who have earned a QPA of 3.5 to 3.79 for the semester. To qualify for the Dean's list, students must be enrolled in a minimum of 12 academic hours unless they are engaged in student teaching.

**Graduation with Honors:** DSU recognizes academic achievement with awards termed 4-year Honors and 2-year Honors.

To qualify for 4-year Honors, a student must have earned at least 112 semester hours of academic credits at DSU with the QPA of 3.5. The student qualifying for this honor with the highest academic average is awarded the first diploma in this category.

To qualify for 2-year Honors, a student must have earned at least 60 semester hours of academic credits at DSU with the QPA of 3.5. The student qualifying for this honor with the highest academic average is awarded the Doyce Stallings Mitchell Honors diploma in this category.



## **Awarding Degrees Posthumously**

Delta State University may confer degrees posthumously upon student who are deceased prior to completing degree requirements.

### **Procedures and Responsibilities**

For a degree to be awarded posthumously, the student must have successfully completed all degree requirements, or be within 15 hours of degree completion, at the end of the last semester of enrollment.

The posthumous conferral of a degree can be requested by either the department in which the student was a major or by the student's family. If a request for the degree comes from the major department, the Department or Division Chair will first consult with the student's family to see if the request is acceptable before the approval process begins.

All requests must first be approved by the major department and then forwarded to the appropriate Dean. Final approval will be made by the Provost, followed by the University President. Once final approval has been made, the degree will be provided to the family.

The degree will be posted on the permanent record as a transcript comment.

## **Attendance of Online Classes**

A student is considered in attendance of an online class when they meet certain criteria.

### **Definitions**

Online instruction is defined by IHL as education or training in which at least 51% of the content of a course is electronically delivered to a student who is separated from the instructor and has no regularly scheduled campus class meetings.

### **Procedures and Responsibilities**

For purposes of financial aid and enrollment, a student will be considered to be in attendance in an online class when the individual 1) participates in online discussions about academic matters; or 2) initiates contact with faculty to ask questions about subject studies; or 3) completes assignments; or 4) takes tests. Logging into an online course without active participation does not constitute attendance.

The last date of attendance will be the date the student last logged into the course and met one of the four criteria above.

A student in an online course must follow the standard procedure for dropping the class.

**NO-SHOW Status:** Students who have logged into an online course but have not actively participated will be reported as 'No Shows' according to the university's No-Show procedure.

## **Withdrawal from the University**

Students at Delta State University wishing to withdraw from the University must follow the procedures listed in this policy. Withdrawal may carry financial and academic penalties.

### **Definitions**

None

### **Procedures and Responsibilities**

Students wishing to withdraw from the University must confer with their advisor prior to completing the required withdrawal form offered by the Registrar's Office.

Proper signatures from the Director of Student Financial Assistance, Director of Counseling, Director of Library Services, Dean of the appropriate college or school, Director of Housing and Residence Life, Vice President for Student Affairs, Registrar, and the Student Business Services must be affixed to the withdrawal form. The completed form must be presented to the Student Business Services' Office before the student is officially withdrawn.

When students withdraw, they are expected to vacate their rooms and turn in their identification cards on the day of withdrawal. Refund or any payment due is made in the University Student Business Services' Office. Honorable dismissal is withheld from those who do not conform to these regulations.

A student who withdraws from the University after the fourth week of the semester and who is not passing at least nine hours is subject to Academic Probation or Academic Suspension.

## **Academic Offerings**

Delta State University provides various degrees, majors, and minors requiring specific requirements as determined by the Office of Provost/Vice President of Academic Affairs and in accordance with the IHL Board of Trustees.

## **Procedures and Responsibilities**

### **Academic Offerings**

Quantitative and qualitative requirements for the various degrees, major, and minors are to be found in the catalog under "Course Requirements." Likewise, descriptions of course offerings, as well as the suggested curriculum for each degree of the pre-professional program, are to be found in the catalog sections that relate to the various divisions and departments.

### **Schedule of Classes**

A schedule of classes should be chosen with extreme care. Fee penalties applicable to program changes are described in the official catalogs in the section "Financial Information, Special Fees."

The following regulations apply to changes in schedule:

1. The last day to add a class is the sixth class day of a semester (second class day, summer term). (See University Calendar.)
2. To add or drop a course after the late registration period, a student must complete a Drop/Add form from the Registrar's office. Failure to observe this regulation results in a recorded grade of "F" in the course
3. Courses dropped after the deadline printed in the University Calendar are recorded on the student's permanent record as "W" or "F".
4. No course may be changed from Credit/Audit without permission of instructor after grades go into effect. (See University Calendar.)
5. The last day to withdraw from a course will be the 75% point in the semester. (See University Calendar.)

The "Schedule of Classes" is prepared by the Office of the Provost/Vice President for Academic Affairs from information supplied by the various chairs of divisions and departments to deans of the colleges and schools. Faculty must recognize the practical need of a balanced schedule which may result in the teaching of classes at times other than those desired by the staff, especially late afternoon and/or evening classes.

Class schedule changes (lists of closed, reopened, or new sections) are issued from time to time during early registration and registration. Faculty who advise students should assure themselves of the correctness of the class schedule information they provide students. The correct version of the schedule is available on-line on the Delta State University website.

## **Tests and Examinations**

Delta State University maintains frequent evaluation of the students' progress throughout the semester.

## **Procedures and Responsibilities**

### **Tests and Examinations**

Grades in academic courses are based upon a final examination, a number of written or oral tests, and such other papers, projects or reports as the instructor may require. The teacher determines the relative values of these various measures of achievement, and the students should be advised accordingly. No final grades should be based on a single test. The instructor is responsible for the security of test questions. Although most students are honest, there is no established honor system; therefore, teacher supervision of all tests is required.

Each academic division/department is provided with equipment and materials for the duplication of tests, examinations, and other class-connected materials. Student workers should not be allowed to type, duplicate, assemble, or otherwise handle tests and examinations prior to their administration.

### **Final Examinations**

The final examination schedule is published on DSU Online for each semester. Examinations for all academic courses that meet on two or more hours of a sequence shall be given only at the time specified on the schedule. However, when the final examination schedule poses a hardship of three or more exams on the same day, a student may individually reschedule exams with the clearance through the Provost/Vice President for Academic Affairs Office.

## **Student Advising**

Students at Delta State University are assigned academic advisors to assist them with their college careers.

### **Procedures and Responsibilities**

Delta State advisors are carefully selected from each department, and the advisor assigned to each student will be from the department of the student's field of interest. Students are encouraged to make frequent and regular appointments to see their advisor to insure open lines of communication regarding academic progress. Individual assistance is offered in improving study skills, vocabulary, math, spelling, reading comprehension and speed, and other basic writing skills.

## **Distance Education**

Delta State University is committed to providing students from diverse backgrounds high quality distance education opportunities that are consistent with its role and mission. Following IHL Policy 201.0507, distance education policies and procedures adhere to established best practices, including those outlined by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the Southern Regional Education Board (SREB). Following these best practices, the university will employ appropriate learning technologies and delivery formats to offer a variety of courses and programs.

## **Definitions**

### **Asynchronous Instruction**

Instructional activities that do not require instructors and students to be engaged at the same time.

### **Course Delivery**

**Online Course** – a course is considered to be online when 100% of the course is available via the university’s Learning Management System. Some online courses may require proctored testing at approved testing sites and/or other course activities such as practicum experiences.

**Traditional Course** – a course is considered traditional when instruction is delivered on-site with face-to-face interaction between the instructor and student. The traditional course may be web-enhanced.

- a. **Web-enhanced** – a course is considered web-enhanced when classes meet face-to-face and utilize the university’s Learning Management System to augment the course. The syllabus and/or other materials are available through the university’s Learning Management System. Students may be asked to submit some assignments electronically.
- b. **Hybrid Course** – a regularly scheduled course that includes a combination of online and face to face meetings.

### **Course Design Template**

A university approved template with common components, criteria, and guidelines that faculty can adapt to their needs and requirements for all online courses.

### **Course Evaluation Rubric**

A set of standards used to determine the quality of an online course.

### **Course Instructional Design**

Instructional Design refers to the analysis of learning needs and the systematic approach to developing an online course in a manner that facilitates the transfer of knowledge and skills to the learner through the use of a variety of instructional methods, which cater to multiple learning styles, strategies, and preferences.

The four basic steps in instructional design include analysis, definition of goals and learning objectives, design of learning activities, and evaluation of course and student performance.

## Course Syllabus Template

A university approved template in a pre-set format utilized by faculty in the development of syllabi for all online courses.

## Distance Education

A formal synchronous or asynchronous educational event in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place.

## Online Program

A fully online program is one where 100% of the courses are delivered online. For accreditation purposes, some programs may have attendance requirements for program completion such as proctored examinations or practicum experiences.

## Synchronous Instruction

Activities that require instructors and students to be engaged at the same time.

## Abbreviations

**DE** – Distance Education

**DEC** – Distance Education Committee

**IHL** – Institute of Higher Learning

**IOR** – Instructor of Record

**LMS** – Learning Management System

**OIT** – Office of Instructional Technology

## Procedures and Responsibilities

### I. Goals/Guiding Principles

All distance education courses are taught by faculty with the same standards, prerequisites, and requirements as on-campus sections of identical courses. All DSU policies and procedures, standards, and guidelines for on-campus programs and instruction are applicable to distance education instruction, unless noted otherwise, (see University Policy Manual; Student Handbook). Distance education courses are comparable to on-campus courses in terms of course descriptions, expectations, and student learning outcomes.

Distance Education Principles	
Curriculum & Instruction	Provide access to high quality programs to meet the educational and training needs among a diverse populace within and beyond the geographic service region of the University. Evaluate student learning outcomes and conduct continuous evaluation of distant education programs and courses.
Students	Attract, retain, and graduate an engaged and success-oriented distance learner population. Provide tools to assess student readiness for the distance education learning environment.



	Provide appropriate library resources, reference services, and information literacy instruction appropriate to meet the needs of the distance learner.
Faculty	Recruit, support, and enable faculty members to effectively design, develop, and teach distance education courses. Maintain the human and technical resources and network infrastructure necessary to reliably support and deliver distance education. Assess emerging methods and new technological avenues for providing and delivering efficient and effective distance education.

## II. University Distance Education Committee

The University Distance Education Committee (DEC) consists of two members elected from each College and School. The members of the committee serve two year terms. The Committee Chair will be selected by the committee members, rotated among the Colleges and School, and serve a one year term. The Provost will appoint a dean to serve on the DEC as an ex-officio member and the Director of Instructional Technology from the Office of Instructional Technology will serve on the Committee as a non-voting advisor. The committee is responsible for developing policies, making recommendations, and promoting quality assurance including infrastructure, best practices, faculty and student support for all distance education programs and courses. The Committee also reviews new and existing online courses to ensure adherence to the *Course Evaluation Rubric*.

## III. Curriculum and Instruction

Distance education courses are designed to meet the same learning outcomes and level of rigor as traditional courses. All online courses are delivered through the university approved Learning Management System (LMS). Faculty utilize the university approved Course Design Template to develop and teach online courses. The approved course design template consists of common components, criteria, and guidelines that faculty can adapt to the needs and requirements of each College or School department.

In addition, the College or School department guidelines are followed to ensure course content is organized in a logical system that meets other required standards, such as accreditation, and to ensure course content is easily accessible to the student.

## IV. Approval and Review Process for online courses

All online and hybrid courses must be reviewed and approved by the Department Chair and Dean before it can be scheduled.

The faculty member proposing a new online course, a new offering of an existing course, or a hybrid course will discuss the planned DE course or revisions with the appropriate Department Chair and submit a completed *Distance Education Course Development and Revision Proposal* with syllabus and topic outline. The Department Chair will seek approval from department faculty and/or the Curriculum Committee.

The faculty member will develop the new online course with assistance from the Instructional Staff in the Office of Information Technology (OIT) using the approved Learning Management System templates and *Course Evaluation Rubric*. Once the course is developed, the faculty member will provide access to the Department Chair.

The Department Chair will evaluate the new or revised online course using the *Course Evaluation Rubric*.

If the course is approved, then the Department Chair will provide access to the University Distance Education Committee; if the online course is not approved, then the Department Chair will meet with the faculty member to discuss revisions for resubmission.

The University Distance Education Committee will evaluate new and existing online courses and hybrid courses using the *Course Evaluation Rubric*. If the new online course is approved, the DEC will notify the Department Chair; if the new online course is not approved, the DEC will meet with the Department Chair and faculty to discuss revisions for resubmission. The DEC will notify the Department Chair the results of their evaluation of existing online courses. If an existing online course requires improvement based on the *Course Evaluation Rubric*, the Department Chair will meet with the faculty member to discuss revision for resubmission to the DEC. If the new online course is approved, the Department Chair will complete and submit the *Course Action Request* form [and *Lab Fee* form (if applicable)] to the College/School Dean.

## **V. Faculty**

Faculty who teach in distance education programs and online courses meet the same qualifications as faculty who teach in traditional courses at Delta State University. Faculty who teach in distance education programs and online courses have the same Faculty Rights and Responsibilities [<http://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/rights-and-responsibilities-faculty/>] as faculty who teach in traditional courses. Faculty teaching in distance education programs and online courses are evaluated using the DSU evaluation procedures and instruments.

### **Department Chair Responsibilities to Faculty Teaching Online Courses**

- a. The Department Chair ensures departmental governance is adhered to for new and revised online courses.
- b. The Department Chair ensures all faculty teaching online courses are aware of the Distance Education Policy and Procedures.
- c. The Department Chair ensures faculty teaching online courses receive appropriate training on the Learning Management System.
- d. The Department Chair ensures that all online courses use the approved Course Design Template and adhere to the Distance Education policy.
- e. The Department Chair reviews existing online courses using the Course Evaluation Rubric every four years. Existing courses will begin with step two listed in the Approval and Review Process.

### **Faculty Responsibilities**

- a. Ensure the rigor of programs and quality of instruction are maintained within online courses (e.g. course design, course content, delivery of instruction, evaluating student progress, assessing learning outcomes, and timely communication with students).
- b. Develop and maintain currency with the latest technologies and pedagogical techniques by participating in group professional development activities, in one-on-one support sessions, or through self-study.
- c. Review online courses every semester in which a particular course is taught to determine currency of materials and content.

- d. Identify computer literacy prerequisites needed for students to participate successfully, so students may be properly advised about skill level that is required for the successful completion of the course.
- e. External links to third party materials, resources, and educational applications that are embedded in Canvas can be used to enhance course instruction. External learning management systems that are used in place of the University approved learning management system are in violation of this policy.

### **Faculty Support**

- a. Ongoing professional development opportunities in distance education strategies and technology tools are offered through the Office of Information Technology (OIT) to ensure best practices are integrated in distance education courses.
- b. Faculty are required to work with OIT when developing new or revising distant education courses.
- c. Instructor manuals are available in the Learning Management System to assist faculty in designing and developing online courses.

### **Faculty Training**

- a. New [full-time, part-time, or adjunct] faculty are required to attend the New Faculty Orientation training for the Learning Management System and the Orientation to Best Practices for Online Programs and Courses.
- b. Faculty teaching online courses are required to complete training in the delivery of distance education courses from OIT annually.

## **VI. Students**

Students enrolled in distance education programs and courses shall have access to the range of student services to support their learning comparable to that of the student enrolled in a traditional course. Students taking distance education courses will be held to the same requirements of academic integrity as students enrolled in traditional courses. The Office of Information Technology Department provides orientation opportunities and resources for students enrolled in online courses that are appropriate to the technologies used, the content, and the learner.

## **Class Absences and Excuses**

Each student is directly responsible to the individual instructor for absences and for make up work missed.

## **Procedures and Responsibilities**

### **General**

Students who are not present at the first class meeting will be dropped from the roll unless they have paid their fees or have contacted the teacher. Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit.

Particular policies and procedures on absences and makeup work are established for each class and are announced in writing at the beginning of the term. Each student is directly responsible to the individual professor for absences and for making up work missed. A student absent from class when a test is scheduled is entitled to a makeup test if evidence is presented to the instructor that absence was due to illness or death in the immediate family.

A student who has been reported as having excessive absences has the right to appeal to the Attendance and Grievance Appeals Committee and may continue to meet class with the permission of the Committee during the appeal period. For more information about the appeal process, contact the Vice President for Academic Affairs.

### **Official Absence**

Official absences are granted to students required to miss class for University sponsored events such as athletics, performing groups, and student government groups. Students are required to come to the Academic Affairs office for verification of an official absence if the student is required by a faculty member to provide confirmation to complete make-up tests and/or assignments. Commuting students are excused from classes during periods of time when the Weather Bureau has issued a weather advisory for hazardous driving conditions. For these absences, which are authorized by the Vice President for Academic Affairs, students are entitled to make up any work missed.

### **Health Absences**

This policy encourages a student to present to the Student Health Center at the time a decision is made to not attend a class due to illness. When a student arrives before the class is missed, the nursing staff has the opportunity to administer medication, to admit the student to bed, or encourage the student to attend class. When a student is admitted to bed, then the nurse has an occasion to help speed the student's recovery in order for student to return to the classroom. Recognizing that health impacts the student's ability to learn and to continue personal growth, the Health Center uses each interaction to assist the students to prevent illness, regain health, find meaning in illness, or to maintain the highest possible degree of health.

A written excuse obtained from the Student Health Center does not guarantee class assignment or exam can be made up. It is just a statement that the student was in bed during the times and dates on the written excuse.

Delta State University has an established class attendance policy that students must attend a minimum of 75 percent of all scheduled classes and activities. If the instructor requires evidence of illness in the form of a written excuse, an excuse will be provided for time spent in bed at the Health Center. If the student saw a health care provider off campus, the student should obtain an excuse from that health care provider.

Students must present DSU ID as part of the check-in process. The student name and time of check-in will be recorded on the Daily Record. The student's chart will be timed and dated by a Health Center employee.

The time and date of admission will be recorded in the admission book. The time and date of discharge will be recorded in the admission book. Upon discharge, the nurse will write the date and time of admission and the date and time of discharge on the excuse and document in student's chart that an excuse was given.

When presenting student with a written excuse, the nurse is to remind the student that the absence is still counted as a cut. The student will be advised to show the excuse to instructors of all classes missed. The student will be advised to consult class syllabus for information concerning make-up work.

### **Responsibilities**

It is the responsibility of the student to be familiar with the Student Excuse policy.

It is the responsibility of the faculty to be familiar with the Student Excuse policy.

It is the responsibility of the Health Center employee to properly document time and dates of visits, admissions, and discharges of all students utilizing the Health Center's services.

## **Class Attendance**

Students are expected to attend all scheduled classes.

## **Procedures and Responsibilities**

### **Class Attendance (Undergraduate)**

Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit. It is expected that attendance will be taken at each class meeting.

Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and make-up work are established for each class, and are announced in writing at the beginning of the term. Each student is directly responsible to the individual professor for absences and for making up work missed. An undergraduate student with absences greater than 25% will be dropped and receive a grade of F in the class. The last date of attendance shall be recorded.

A student absent from class and missing a scheduled test and/or major presentation is entitled to a make-up if evidence is presented to the instructor that absence was due to illness or death in the immediate family. Absences authorized by the Provost/Vice President for Academic Affairs for official purposes (athletics, performing groups, student government groups, etc.) also entitle a student to make up a test or class presentation. Commuting students are excused from classes during periods of time when the Weather Bureau has issued a weather advisory for hazardous driving conditions. Students with excused absences are entitled to make up any work missed and grades shall not be penalized. Excused absences are not counted against the 25% of absences during a semester.

A student who has been reported as having excessive absences has the right to appeal to the Attendance and Grievance Appeals Committee and may continue to meet class with the permission of the Committee during the period of appeal.

#### **NO-SHOW Status:**

A student who registers for a class and never meets the class will be reported to the Registrar's Office by the instructors as a No Show. No Shows are reported to the Financial Aid Office and may affect the student's current and future financial aid. A grade of NS will be posted for these courses.

### **Class Attendance (Graduate)**

Regular and punctual attendance at all scheduled classes and activities is expected of all students and is regarded as integral to course credit. It is expected that attendance will be taken at each class meeting.

Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and make-up work are established for each class, and are announced in writing at the beginning of the term. Each student is directly responsible to the individual professor for absences and for making up work missed. A graduate student with absences greater than 25% will be dropped and receive a grade of F in the class. The last date of attendance shall be recorded.

A student absent from class and missing a scheduled test and/or major presentation is entitled to a make-up if evidence is presented to the instructor that absence was due to illness or death in the

immediate family. Absences authorized by the Provost/Vice President for Academic Affairs for official purposes (athletics, performing groups, student government groups, etc.) also entitle a student to make up a test or class presentation. Commuting students are excused from classes during periods of time when the Weather Bureau has issued a weather advisory for hazardous driving conditions. Students with excused absences are entitled to make up any work missed and grades shall not be penalized. Excused absences are not counted against the 25% of absences during a semester.

A student who has been reported as having excessive absences has the right to appeal to the Attendance and Grievance Appeals Committee and may continue to meet class with the permission of the Committee during the period of appeal.

**NO-SHOW Status:**

A student who registers for a class and never meets the class will be reported to the Registrar's Office by the instructors as a No Show. No Shows are reported to the Financial Aid Office and may affect the student's current and future financial aid. A grade of NS will be posted for these courses.

**Class Attendance (Online)**

Regular and punctual attendance at all scheduled online classes and activities is expected of all students and is regarded as integral to course credit. Attendance shall be taken at each online class meeting.

A student will be considered to be in attendance in an online class when the individual 1) participates in online discussion about academic matters; or 2) initiates contact with faculty to ask questions about subject studies; or 3) completes assignments; or 4) takes tests. Logging into an online course without active participation does not constitute attendance.

The last date of attendance will be the date the student last logged into the course and met one of the four criteria above.

Each student is directly responsible to the individual professor for absences and for making up work missed. Particular policies and procedures on absences and make-up work are established for each class, and are announced in writing at the beginning of the term. Each student is directly responsible to the individual professor for absences and for making up work missed. A student with active participation less than 75% will be dropped and receive a grade of F in the class.

**NO-SHOW Status:**

Students who have never logged into an online course as well as students who have logged into an online class but have not actively participated will be reported as "No Shows" according to the university's No-Show procedure.

## **Class Meetings and Assignments**

Delta State University Office of the Provost/Vice President for Academic Affairs will establish class meeting and assignment guidelines.

### **Procedures and Responsibilities**

#### **Class Meetings**

Each class must be held at the location, at the time indicated on the official schedule; laboratory classes may be excused as work is completed. Lecture classes should meet a total of 150 minutes a week or at least a total of 42 contact hours per semester for a 3-hour class. The chair of the division/department must approve any change in the time or the place of a class meeting. Appropriate decorum and order in the classroom are essentials of a good teaching environment. It is the instructor's responsibility to see that these essentials are maintained.

#### **Classroom Assignments**

Classroom assignments are centralized in the Office of the Provost/Vice President for Academic Affairs. Classrooms may not be changed without permission of the division/department chair, the dean of the college or school, and the Provost/Vice President for Academic Affairs.



## **Credit Hour**

Credit hours will be assigned to courses according to Federal, accreditation, and Board policy. An approval structure at the university ensures adherence to guidelines and regular review of the policy and of practice.

## **Definitions**

Credit Hour:

For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates.

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

## **Procedures and Responsibilities**

According to IHL Policy 506, regarding course requirements for the purpose of contact minutes, course requirements shall include at a minimum the following:

The Board required minimum of 2,250 minutes per three semester hour course, which may include final exam time.

The number of weeks must meet Federal financial aid requirements.

According to accepted practice and to adhere to IHL requirements regarding contact minutes, a three-hour course at DSU requires a minimum of 150 minutes of classroom or faculty-directed instruction per week for a period of 15 weeks. All courses offered on a different schedule or in alternative methods provide the equivalent per credit hour assigned.

The Academic Council is responsible for ensuring that credit hours are appropriately attached to course work. See “Curriculum Development and Revision Policy.”

## **Dual Enrollment/Dual Credit Policy**

### **Policy Statement**

Delta State University offers high school students the opportunity to earn college-level credit while still attending high school.

### **Definitions**

A Dual Enrollment Student is a student who is enrolled at Delta State University while also enrolled in high school. Eligible students may take a maximum of 12 semester credit hours of dual enrollment courses.

A Dual Credit Student is a student who is enrolled at Delta State University while also enrolled in high school and who is receiving high school and college credit for coursework. Eligible students may take an unlimited number of credit hours.

### **Procedures and Responsibilities**

#### **Eligibility Criteria for Dual Enrollment/Dual Credit Students**

The Mississippi Institutions of Higher Learning (IHL) has the authority to establish minimum standards of achievement as a prerequisite for entrance into any of the institutions under its jurisdiction. Following are the minimum requirements for a student to be admitted under the dual enrollment/dual credit program:

1. A minimum cumulative 3.0 GPA on a 4.0 scale on all high school courses with successful completion of 14 core high school units and/or high school junior status.
2. Students may also be admitted with a minimum cumulative 3.00 GPA on a 4.0 scale on all high school courses and a minimum ACT composite score of 30 or the equivalent SAT score.
3. Each student seeking admission to this program must submit an unconditional written recommendation from his/her high school principal or guidance counselor.
4. Students must earn a 3.00 GPA on the first 6 hours to continue participation in the program; students must maintain a 3.00 GPA to remain eligible.
5. A minimum ACT composite of 16 is required for participation. Students scoring 16 or below on the English or Reading portion of the ACT will not be allowed to earn college level coursework in that area; however, students who have completed the SREB Literacy Ready course with a grade of 80 or higher may earn college-level coursework in that area. Students scoring 19 or below on the Mathematics portion of the ACT will not be allowed to earn college level coursework in that area; however, students who have completed the SREB Math Ready course with a grade of 80 or higher may earn college-level coursework in that area.
6. Developmental education courses cannot be earned through the dual credit program.

#### **Eligibility Criteria for Dual Credit Instructors**

1. Provide official academic transcripts for all teachers participating in the program; the teacher must hold a Master's Degree with an additional 18 hours concentration in the submitted course of study.

2. Submit syllabi for proposed dual credit course(s) to Delta State University for alignment with the Mississippi Institutions of Higher Learning (IHL) and the Southern Association of Colleges and Schools (SACS) standards.

## Grades and Credits

Delta State University uses a standardized grading and credit system and provides students with access to their individual grades.

### Definitions

The grading system for academic courses that are included in the gpa calculation at Delta State University is on a five-letter basis and makes use of the following letters: A, excellent; B, good; C, satisfactory; D, poor; F, failure. The following designations are not included in the gpa calculation: W (Withdrawal), I (Incomplete), IP (In Progress), CR (Credit), NC (No Credit), NS (No Show), AU (Audit).

**Quality Point:** Value assigned to letter grade per credit hour.

**Grade Point Average (GPA):** The total amount of quality points earned divided by the total number of credit hours attempted. (Range of 0.00 to 4.00)

## Procedures and Responsibilities

### Grades and Reports

Midterm grade reports are required for individual courses for all students whose academic performance (a D or F) is less than satisfactory. Midterm grades are reported and are accessible for viewing on DSU Online Services.

Final grades are reported and are accessible for viewing on DSU Online Services. Prompt reporting of final grades is absolutely essential to proper recording and processing of records and to permit preparation for the upcoming registration.

If an error is made in reporting a final grade, the instructor should report to the Registrar and execute a Change-of-Grade Form.

### System of Grading

The grading system for academic courses at Delta State University is based on grades of A, B, C, D, and F. To these marks, the following quality point values are assigned: A,4; B,3; C,2; D,1; F,0. These values are termed quality points per semester hour of credit. Grading policies specific to an individual course are found in the course syllabus. The letter I indicates that work is incomplete due to providential causes that kept the student from taking the final examination. A grade of I must be removed within twelve months or the I will automatically become an F. This twelve month requirement does not apply to theses, dissertations, and other research or practicum courses, which can award the grade of IP. A grade of NS will be assigned to courses for which a student registers but fails to attend any class meetings.

Various departments at Delta State University offer non-credit activities (e.g. workshops, camps, CEU's) for the benefit of community members; non-credit activities are not eligible for academic credit.

**Credit by Examination**

A maximum of 30 semester hours of undergraduate credit may be earned from the following sources: The Advanced Placement Test (APT), the American College Testing Program (ACT), College Level Examination Program (CLEP), International Baccalaureate Program (IB), military service (includes military transcripts and DSST – formerly DANTES Subject Standardized Tests), and correspondence courses.

Please see the current catalog for additional information.

For credit on the following, contact the offices listed below:

APT-Advanced Placement Test, Office of Admissions

ACT-American College Test, Office of Admissions

CLEP-College Level Examination Program, Office of Counseling and Testing.

IB-International Baccalaureate Program-Office of Admissions

Military Service-Office of the Registrar

## **Instructional Resources**

Delta State University provides publications and services to assist faculty and students in the instructional process.

### **Definitions**

None

## **Procedures and Responsibilities**

### **University Catalogs and Class Schedules**

The continuous planning by the faculty of courses to meet the aims and objectives of the university is summarized and recorded in catalogs and class schedules. These documents are produced in the Office of the Provost/Vice President for Academic Affairs.

Catalogs and bulletins are issued every year. Bound copies of all volumes may be found in the University Library.

Class schedules, undergraduate and graduate, are issued each semester and are available on the web.

### **Textbooks and Materials**

Books and instructional materials needed by the students will be available in the University Bookstore. No member of the faculty or staff is to sell directly to the student any textbooks, manuals, syllabi, or other articles for classroom use.

Requisitions for the purchase of textbooks originate with division/department chair on the form Textbook Requisition. Accurate completion of the form necessitates consultation with the University Textbook Coordinator. The Textbook Coordinator serves as the primary contact for faculty and chairs and as the official clearinghouse for all textbook information. While some textbook adoption information, including changes, may be discussed via phone or in person with various bookstore employees, all textbook adoptions and changes must be subsequently submitted on a timely basis and in writing to the Textbook Coordinator.

Faculty can assist this process by submitting written textbook adoptions, changes, and related information to the respective Chair. The Chair will then forward written textbook adoptions and/or changes to the Textbook Coordinator on a timely basis. The Textbook Coordinator will distribute the textbook adoption forms and change information to the bookstores.

It is expected that faculty members will encourage students to purchase the textbooks ordered for their individual classes.

### **Writing Center**

The Writing Center, under the direction of the English faculty, is a campus-wide service providing consultation to undergraduate and graduate students and to faculty on any of their writing projects. Faculty members are encouraged to refer to the Center those students who need or want to improve their writing skills.

**Developmental Courses**

Students accepted through alternate admissions complete a ten-week course of study during the summer prior to their freshman year. This program consists of twelve (12) semester hours of developmental studies courses (MAT 090, ENG 090, CRD 090, and GED 090) and is designed to strengthen mathematics, English, reading and study skills. During their fall and spring semester, these students continue an academic support program in the lab.

## **Curriculum Development and Revision**

All academic development and change will be effected according to the policy and procedures as described herein and as required by IHL Academic Guidelines, IHL policy, and all applicable accreditation policy.

### **Definitions**

**Academic Council:** The Provost/Vice President for Academic Affairs heads the Academic Council, which includes the academic deans and other academic administrators. All DSU academic policies, academic programs, and academic units are under the leadership of the Provost/Vice President for Academic Affairs.

**Academic development and change:** Includes additions, revisions, edits, and deletions to academic courses, curricula, programs, degrees, or units.

**IHL:** Institutions of Higher Learning, State of Mississippi (Board of Trustees)

**SACSCOC:** Southern Association of Colleges and Schools, Commission on Colleges, the regional accrediting body for the University.

### **Procedures and Responsibilities**

To ensure broad input into the academic offerings at the institution, academic development and change will take place according to the following steps.

The departmental curriculum committee (faculty) may recommend academic development and change to courses, curricula, programs, degrees, or units. Departmental changes are requested in a process that moves from the departmental curriculum committee, to the department chair/director, (to a college oversight committee or council, if applicable – teacher education, for example), to the college/school dean, and to Academic Council for approval. Change requests will be submitted on the University’s Course Request Form, Curriculum Request Form, or Course Fee Request Form and/or may require an IHL Appendix Form.

Other designated curriculum development units that do not report directly to an academic unit (General Education Committee, for example), may recommend academic development and change to the Provost/ Office of Academic Affairs. The Provost will submit such requests to Academic Council.

Academic Council will act on all curriculum requests and ensure that all applicable policies and procedures are followed, including, for example, federal requirements regarding credit hour designations.



Course change does not require submission to IHL or SACSCOC for approval. Changes to curricula, programs, degrees, and/or units may or may not require submission to IHL for approval (See IHL guidelines and SACS substantive change policy for clarification). If submission to IHL is not required, changes will be implemented at the institution in the timeframe as approved by Academic Council.

If the change requires IHL approval, and once Academic Council approval is granted, the Office of Academic Affairs will prepare documents to be submitted by the President to IHL, according to the IHL guidelines. Once IHL approval is granted, the Accreditation Liaison will review all changes for substantive change issues and will prepare documents, if required, for the President to submit to SACSCOC for approval. Those changes not requiring SACSCOC approval will be implemented at the institution in the timeframe as approved by IHL.

Once SACSCOC approval is granted, changes will be implemented at the institution in the timeframe as approved by SACSCOC.

Records of all changes will be maintained in Academic Council Minutes, and copies of all documents will be maintained in the Office of Academic Affairs.

## Academic Honesty

Delta State University expects all students to adhere to the highest moral academic standards.

### Definitions

Delta State University expects all students to adhere to the highest moral academic standards. Unethical and dishonest behavior will not be tolerated and could invoke severe penalties. Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication, falsification, forgery, and/or any misuse of university documents whether academic or administrative, tampering with any admission requirement documents to gain entrance into the university under a false pretense, selling or distributing written or oral information, and stealing, buying, or selling any administrative or academic document.

***Cheating*** – taking credit for work which has been completed by another person, or assisting others in the misrepresentation of their academic work. Examples include, but are not limited to the following:

taking answers from another student’s paper or allowing answers to be taken from one’s own paper during an examination or quiz;  
the use of notes or any other aid not specifically allowed or approved by the instructor;  
unauthorized access to an un-administered examination or quiz and dissemination of the same;  
collaboration on take-home examinations unless specifically approved by the instructor;  
receiving editorial assistance on a course assignment beyond that expressly allowed by the instructor;  
collaborating with another person in the preparation of any assignment offered for credit when such collaboration is prohibited by the instructor; and  
submitting the same work for credit in more than one course, regardless of whether or not such submission occurs within the same term. An exception may be granted if the student receives written permission in advance from his/her instructor(s).

***Plagiarism*** – the appropriation of ideas, facts, phrases, or additional materials (such as maps, charts, artwork, or computer programs) from any source without giving proper credit or offering appropriate documentation. Any material in a paper, report, artwork, or computer program which is not acknowledged is understood to be the original work of the author, unless the material is considered general knowledge. Students who are unsure whether they have used and documented source material correctly should consult with their instructor prior to submission of the assignment.

## **Penalties for Dishonesty**

- If it is believed that an academic honesty violation has occurred, the instructor should schedule a conference with the student to present the violation and evidence. If, following the consultation, the faculty member still believes the student has committed an act of academic dishonesty, the faculty member may recommend an appropriate sanction, such as a grade of zero on the test, examination, or paper in question, retake of a test or examination, extra work, failure in the course, or a combination of these sanctions. The faculty member shall inform the student of the recommended sanction. The faculty member then shall submit a written report of the matter (including Cheating/Plagiarism Document) to the department/division chair, the dean of the school/college in which the course was offered, and, if different, the student's academic dean, and the Provost, with a copy to the student. In the case of a graduate student, the dean of the Graduate Studies shall be given a copy. This notification will remain confidential in compliance with policies protecting student privacy.

Multiple violations will be the purview of the Academic Honesty Committee. This committee may recommend additional and/or combined sanctions, up to and including suspension or dismissal from the university. The Academic Honesty Committee shall report to the Provost/VPAA. If the recommended sanction is dismissal, the provost shall inform the president, and the president shall direct the registrar to inform the student of the recommendation of the dismissal. In each case, copies of the notification of a recommended sanction shall be sent by the registrar to the faculty member, the department/division chair, the dean of the school or college in which the course was offered, and if different, the student's academic dean.

### **Student Appeal of Recommended Sanction**

The student may appeal the sanction(s) recommended by a faculty member by following the appeal process established in the Academic Grievance Policy already in place, available in the Delta State University Undergraduate and Graduate *Bulletins* (archived on the Academic Affairs web page) and in the Policies Manual.

The student may appeal the sanction(s) recommended by the Academic Honesty Committee to the Provost/VPAA.

# **The Office of Student Affairs**

## The Office of Student Affairs



Welcome to the home of student life at Delta State University. The Office of Student Affairs seeks to enhance the Delta State University experience by offering programming and services that support the student's holistic wellness. Our student advocacy focuses on the student's academic, social, emotional and mental well-being with priorities of: optimum student engagement, building collaborations across the campus in support of student success, and inclusive excellence. Said priorities enable the Student Affairs unit to serve students while preparing them for success in a global community.

The Office of Student Affairs facilitates interactions among students, faculty, staff, alumni and the community to promote an environment that supports the student's academic success and personal and professional development. With over 100 student organizations, the unit offers an extensive array of creative and supportive student outlets including: the Student Government Association, as well as other leadership opportunities; Greek Life; career services; religious organizations; civic engagement; and, various academic support services.

The Office of Student Affairs' mission has several components that include:

- Advancing student development by empowering students to excel academically, socially and emotionally
- Developing campus collaborations that support student success
- Creating environments that focus on the student's holistic wellness
- Developing inclusive excellence initiatives that support diversity and inclusion
- Fostering community engagement through regional stewardship and community service

Here at Delta State University, students are encouraged to expand their opportunities and experiences through engagement. We are a community that encourages students to join in and stand out! The Office of Student Affairs stands ready to help guide you and support your personal success! Please contact us if you have any questions.

Thank you and welcome to Delta State University!

### **Vernell A. Bennett, Ed.D.**

Vice President for Student Affairs

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# **Standards Governing Student Conduct**

## **Non-Academic Disciplinary Process**

The University's disciplinary process will include a prompt, fair, and impartial investigation and resolution process.

Article IX, Section 5 of the By-laws and Policies of the Board of Trustees of State Institutions of Higher Learning states that the President of Delta State University is charged with the responsibility of maintaining appropriate standards of student conduct and is authorized to expel, dismiss, suspend, and place limitations on continued attendance and to levy penalties for disciplinary violations subject to procedures of due process.

The disciplinary process has been delegated by the President to the Vice President for Student Affairs (VPSA). The VPSA has identified the Director of Student Development as the individual who will oversee the judicial process. The Title IX Committee will oversee all Title IX cases. In cases of sexual assault, domestic violence, dating violence and stalking crimes, disciplinary proceedings will be conducted by the Title IX Coordinator who at a minimum, will receive annual training on issues relating to sexual assault, domestic violence, dating violence, stalking crimes and how to conduct investigative and hearing processes that protect the safety of victims and promotes accountability.

Violation of local, state, or federal law can also be assigned to local law enforcement authorities. Disciplinary hearings are utilized in order to arrive at decisions regarding student conduct. These decisions affect the student and his/her relationship with the University. The administration of discipline is an educational process. Such procedures will give full cognizance to tests of fairness, justice, truth, and the requirements of due process. The requirements for due process will include notice of charges, a fair and timely hearing, and an opportunity to appeal. All disciplinary proceedings will be prompt, fair, and impartial from the point of report to the final determination by the University.

An individual may file a formal complaint by submitting a *Code Violation Report Form* to the Director of Student Development, who will conduct a full investigation. The Director of Student Development will review the documents, and interview the accuser, accused, and any witnesses. He or she will then determine responsibility and impose disciplinary actions. Absent extenuating circumstances, the University will strive to investigate and adjudicate non-Title IX complaints within five business days. Title IX cases will be resolved in 60 days. A judicial file (hardcopy and electronic) will be maintained for all sanctions imposed by the Director of Student Development and the Title IX Committee.

## **Complaint and Grievance Procedures**

DSU students have the right to file a complaint against a faculty member, staff member, administrator, or student if they feel that certain rights have been violated or that they have been mistreated.

**Informal Complaints:** Students who wish to make an informal complaint on a staff person or faculty may do so by attempting to resolve the complaint with the employee's immediate supervisor.

**Formal Complaints:** Students who wish to go beyond the informal complaint stage must be willing to make complaints or file a grievance in writing. These formal written complaints and grievances start a "due process" procedure which ensures that the formal complaint or grievance is taken seriously, investigated thoroughly by appropriate parties, and resolved after the investigation. All parties involved in the formal complaint/grievance process are notified of various actions in writing. Exactly what type of process is involved depends on the nature of the written complaint made.

Formal complaints or grievances made by students fall into two categories, Academic and Non – Academic.

### **Non-Academic Complaints**

All non-academic complaints and grievances shall be forwarded to the Vice President of Student Affairs' designee, the Director of Student Development. The complaints should be in writing using the student complaint forms available in the Office of Student Life. It shall be the responsibility of the Student Affairs designee to review and respond to non-academic complaints within 3 days.

In regards to Title IX complaints, it shall be the responsibility of the Director of Student Development or the Title IX Coordinator to contact the appropriate individual immediately to begin an investigation consistent with the University's harassment investigation procedures.

Students may contact the Office of Student Affairs if they are unsure of the nature of their complaint or if they have questions regarding the complaint process. Students can speak confidentially with a counselor on campus at the Student Health Center at (662)846-4630 for emotional support and advocacy.



## **Code of Conduct**

### **Student Conduct On or Off Campus**

The Code of Conduct is in effect both on and off campus. Disciplinary hearings are conducted uniformly for all types of cases. However, in cases that involved Title IX violations, different protocols apply (see Title IX section). The University's disciplinary process is consistent with the institution's policies and will include a prompt, fair, and impartial investigation process transparent to the accuser and the accused.

In cases involving alleged violations of law, the Director of Student Development or Title IX Committee's determination is the University's decision on the matter. The accused can still face civil action and /or criminal prosecution.

### **Non Academic Appeal Process**

A student found guilty of any violation of any University regulation has the right of appeal. He or she has two business days to appeal the decision rendered in the case. If after two (2) days, the accused has not appealed the proposed sanction, it will automatically go into effect. The decision to appeal must be communicated to the Director of Student Development or the Chair of the Title IX Committee, whoever heard the original case. The VPSA may refuse to allow an appeal after the original adjudication if it is determined that there is no merit in the case.

If a sanction is appealed, the case will be heard by the VPSA. The VPSA has the right to immediately suspend a student from any or all university property or activity, pending a hearing if the circumstances and/or seriousness of the alleged violations warrant such action.

The VPSA serves as the final appeal, unless the VPSA is otherwise excessively involved in a lower decision. The VPSA may also interject his or her authority in a judicial matter (before or after a decision has been rendered) if he or she determines the safety and/or welfare of the complainant, accused and/or University population is threatened.

Delta State University expects that all members of the University community – students, faculty, and staff – should be able to pursue their work and education in a safe environment, free from acts of intimidation, sexual assault, or hate violence. To this end, the University is committed to maintain a working and learning environment free of sexual misconduct. All forms of sexual assault, relationship violence, and stalking are regarded as serious offenses which are likely to result in suspension or expulsion as well as criminal prosecution. The prosecution of students, faculty, and staff for crimes they commit, whether by state or federal prosecutors, is independent of and could be in addition to the charges and actions taken under university regulations and disciplinary procedures. The University aims to eradicate sexual misconduct through education, training, clear policies, and serious consequences.

Disciplinary hearings are conducted uniformly for all types of cases. However, in cases that involve Title IX violations, the Title IX Coordinator's investigation and process will be involved. The University's disciplinary process is consistent with the institution's policies and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. The accuser and the accused are entitled to the same opportunities to have no more than one non-participating advisor present at any hearing or any meeting related to the investigation or adjudication. Both parties will be notified in writing of their rights, the process and procedure of the hearing and what is allowed.

In Title IX cases, both, the accuser and the accused shall be informed in writing of the outcome of any campus disciplinary proceeding brought alleging sexual assault to include procedures for appeal and any changes as a result of the appeal process. This does not constitute a violation of FERPA.

In judicial cases, the Director of Student Development or Title IX Committee's determination is only the University's determination. The accused can still face criminal prosecution.

### **Section 1. Offenses Against the University Community**

- A. Acts of dishonesty, including but not limited to the following:
  - 1. Furnishing false information to the University or any University official
  - 2. Forgery, alteration, or misuse of any University document, record, or instrument of identification
- B. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities which occur on University premises
- C. Failure to comply with directions of University officials, including law enforcement officers, acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so
- D. Violations of other published University policies, regulations and guidelines. Such policies, regulations and guidelines shall include but not be limited to the Student Handbook, Computer and Information Services policies, parking and traffic regulations, policies governing student organizations and other published policies, regulations and guidelines

### **Section 2. Offenses Against Persons**

- A. Physical abuse, threats, intimidation, harassment, sexual contact without permission, stalking, coercion and other conduct which threatens or endangers the health or safety of any person. This section is intended to include any contact or communication that threatens, harasses or injures a person

- B. Mississippi law prohibits the use of hazing on any college and university and requires the expulsion of those persons found to have engaged in such hazing. Any student organization or any faculty or staff member of the University affiliated with the said student organization, or any guest or visitor of said student organizations, is therefore prohibited from engaging in any action or conduct which recklessly or intentionally endangers an individual's mental or physical health or involved the forced consumption or usage by an individual of liquor or drugs for the purpose of initiation into or otherwise becoming a member of the organization.

Any organization determined to be in violation of this policy shall have its charter withdrawn from the University and shall be denied all privileges to operate at the University. Any faculty and staff member found to be in violation of this policy shall be summarily terminated from his or her employment. All visitors or guests of the University who fail to comply with this policy shall be trespassed from the campus. The above sanctions imposed by the University shall not be deemed exclusive and the University may pursue any additional penalties, grievances, claims, or actions to which it may be entitled. This policy shall be deemed to be a part of the by-laws of all organizations operating on the University campus.

### **Section 3. Offenses Against Property**

- A. Attempted or actual theft of and/or damage to property of the other personal or public property. Possession of stolen property or unauthorized possession of University property or property of a member of the University community
- B. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises
- C. Abuse, misuse or theft of computer data, equipment, programs, time and /or violation of Computer and Information Services policies regulations and guidelines for computer usage. Policies, regulations and guidelines are available at all campus computer facilities.
- D. Littering on University premises
- E. Vandalism (To destroy or damage willfully any University or personal property, or to disarrange it with malicious intent)

### **Section 4. Offenses Disrupting Order or Disregarding Health and Safety**

- A. Use, possession or distribution of illegal drugs including the use of drug related paraphernalia
- B. Use, possession or distribution of alcoholic beverages
- C. Possession of firearms, explosives, ammunitions, incendiary devices, or illegal or unauthorized possession of weapons, or dangerous chemicals
- D. Participation in a campus demonstration which disrupts the normal operations of the University or infringes on the rights of other members of the University community
- E. Leading or inciting others to disrupt scheduled or normal activities within any campus building or area

- F. Intentional obstruction of the free flow of pedestrian or vehicular traffic on University premises or University-sponsored or supervised functions
- G. Engaging in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances including intoxication due to the over-consumption of alcohol, in which the conduct tends to cause or provoke a disturbance or disrupts the normal operations of the University
- H. Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms, smoke detectors or other safety equipment.
- I. Illegal gambling or wagering
- J. Violations of federal, state or local law off University premises and not related to University-sponsored or supervised activities when the violations adversely affect the University community and/or the pursuit of its objective
- K. Any act or omission that constitutes a violation of federal, state or local laws and University policy which is not otherwise covered in this Student Handbook

### **Section 5. Interfering with the Discipline Process**

- A. Failure to appear at a disciplinary meeting or hearing when directed to do so
- B. Falsifying, distorting or misrepresenting information at a disciplinary meeting or hearing, or knowingly initiating a false complaint
- C. Attempting to discourage a person's proper participation in or use of the discipline process
- D. Harassment or intimidation of a University official or member of the Title IX Committee
- E. Failure to comply with sanction(s) imposed

### **Section 6. Shared Responsibility for Infractions**

- A. Students who act together to violate the policies, regulations and guidelines may be assigned joint responsibility for such violation(s)
- B. Students and organizations may be held responsible for the conduct of their guests while on University premises, at University-sponsored or supervised activities and at functions sponsored by any registered student organization

### **Section 7. Organizational Responsibility**

- A. A complaint may be filed against an organization
- B. An organization and its members may be held collectively and individually responsible for violations of the University rules, regulations and guidelines by those associated with the organization, (including guests and alumni of the organization)
- C. When a complaint is filed naming an organization as the responsible party, the presiding officer and/or students affiliated with the group shall be required to participate in meetings and hearings as representatives of the group

## Section 8. Description of Penalties/ Sanctions

A. The following sanctions may be imposed upon any student found to have violated the rules, regulation and guidelines of Delta State University:

1. Warning: A notice orally or in writing that continuation or repetition of prohibited conduct may be cause for additional disciplinary action
2. Disciplinary Probation: A written reprimand specifying the violation for which the student is held responsible. Students on probation are not considered to be in good standing with the University. Probation is for a designated period of time and includes the probability of more severe disciplinary action if the student is found in violation of any University policy during the probationary period.
3. Restrictions and Loss of Privileges: Denial or restriction of certain privileges for a designated period of time.
4. Fines or Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate services and/or monetary or material replacement.
5. Discretionary Sanctions: Work assignments, referral to counseling services, trainings, community service hours or other related discretionary assignments as assigned and designed by the Office of Student Affairs.
6. Residence Hall Suspension: Separation of a student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
7. Residence Hall Expulsion: Permanent separation of a student from the residence halls.
8. Suspension: Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

A student who has been suspended or dismissed from the University for violation of rules and regulations governed by the Office of Student Affairs shall be withdrawn from the University and a Student Affairs hold shall be placed on the student's account on the Banner Information System. The date of withdrawal shall be the date of the official notification of final disposition to the student. The Registrar must be notified within five (5) days of the communication so that the student can be withdrawn from classes, financial adjustments made, and any return of federal funds can be made. The student will be responsible for any balance due. The Office of the Registrar will complete and file an official withdrawal form. Withdrawals do not remove financial obligations to the University.

9. Expulsion: Permanent separation of the student from the University.

## **Judicial Protocols for Violating the Alcohol Policy**

### **First Offense**

- Placed on an immediate *Cease and Desist* (when applicable) until an investigation is complete
- \$50.00 fine (individual) \$100.00 fine (organization)
- Must complete online alcohol awareness webinar/tutorial
- 10 Community service hours (assigned by the Director of Student Development)
- Must actively participate in DSU's chapter of SADD

**The student(s) or organization's status will not be cleared until all sanctions have been met**

### **Second Offense**

- Placed on an immediate *Cease and Desist* (when applicable) until an investigation is complete
- \$100.00 (individual) \$200.00 fine (organization)
- Must complete online alcohol awareness webinar/tutorial
- 20 Community service hours (assigned by the Director of Student Development)
- Must actively participate in DSU's chapter of SADD

**The student(s) or organization's status will not be cleared until all sanctions have been met**

### **Third Offense**

- Placed on an immediate *Cease and Desist* (when applicable) until an investigation is complete
- Placed on probation for a semester. Further violation will result in immediate suspension. Organizations cannot host or participate as an organization in on or off-campus events while on probation.
- \$150.00 (individual) \$300.00 fine (organization)
- Must complete online alcohol awareness webinar/tutorial
- 50 Community service hours (assigned by the Director of Student Development)
- Must actively participate in DSU's chapter of SADD

**The student(s) or organization's status will not be cleared until all sanctions have been met**

### **Fourth Offense**

- Semester suspension
- **Suspended organizations cannot host or participate as organization in on or off-campus events.**

- B. The following sanctions may be imposed on any organization found in violation of the policies, regulations and guidelines of Delta State University:
1. Probation or suspension of the organization from the University for a specific amount of time
  2. Loss of registration as a registered student organization. The Office of Student Life shall notify any national or regional governing body with which the organization is associated or which sponsors social, academic, or sports events when such action is taken.
  3. Community service or volunteerism
  4. Participation in trainings or workshops (in-person or online)
  5. Loss of right to request University funding
  6. Monetary fine
  7. Revocation of charter

NOTE: More than one of the sanctions listed above may be imposed for any single violation. Violations involving persons or organizations intentionally targeted because of their race, gender, sexual orientation, color, national origin, ancestry, religion, age, marital status or disability may result in enhanced sanctions.

#### Suspension

1. In order to safeguard its ideals of scholarship and character, the University reserves the right to require the suspension of any student
2. Suspension shall be for a specified period of time.
3. A suspended student may not participate in any campus activities and will be banned from the campus during the term of suspension.
4. A student must apply in writing for readmission after the period of suspension. This application should be made to the Registrar.
5. A student may apply for readmission prior to the end of the period of suspension if he/she feels that there is new evidence which justifies a review of the case. Such a review may be requested in a letter to the Vice President for Student Affairs. If the student was dismissed under Emergency Administrative Action, a copy of the request for review must also be sent to the University President or the administrator who acted for the President. (This letter must specify the nature of the new evidence and must include supporting data.)

#### Permanent Dismissal

1. This is the most severe penalty which can be imposed by the University judicial system. It is final and is not susceptible to reconsideration after review by the Vice President for Student Affairs.
2. Due to the gravity of permanent dismissal from the University, this penalty must be reviewed and approved by the Vice President for Student Affairs before it is carried out.

3. Application for readmission by a student who has been permanently dismissed from the University will be considered only if the Vice President for Student Affairs determines that there is substantial new evidence which justifies reconsideration of the penalty.
4. Students who are expelled from the University are permanently banned from the campus.
5. A student who has been expelled from the University must appeal his or her case in a letter to the Vice President for Student Affairs. If he/she was dismissed under the provisions of Emergency Administrative Action, this letter must specify the nature of the new evidence and must include supporting data.

#### Emergency Administrative Action

1. In time of an emergency, (as defined by the Vice President for Student Affairs or the Director of Student Development) a student may be suspended or expelled immediately by action of the Director of Student Development or of an administrative officer to whom this authority has been delegated (such as a member of the Executive Team).
2. A student who has been suspended or expelled as a result of an emergency administrative action has the right to a hearing with the Vice President for Student Affairs within five school days of the date upon which he/she requests such a hearing, in writing, to the Vice President for Student Affairs within twenty-four hours of his/her suspension or expulsion.

### **Section 9 Appeals**

- A. Students may appeal the sanction imposed by the Director of Student Development or designee or the decision rendered by the Title IX Committee.
- B. Appeal of Formal Disposition
  1. Appeals shall be made to the Vice President for Student Affairs within two (2) days of the receipt of the decision of the Director of Student Development (or designee) or the Title IX Committee
  2. The appeal shall be in writing, stating the ground(s) for appeal
- C. Grounds for Appeal
  1. Appeals must be based on the issue of substantive or procedural errors which are prejudicial and which were committed during the disciplinary meeting or hearing.
  2. The specifics to be addressed on appeal are:
    - a. Were the procedures of the Code of Student Conduct followed?
    - b. If a procedural error occurred, were the rights of the student or organization violated to the extent that the student or organization did not receive a fair hearing?



- c. Was the meeting or hearing conducted in a way that permitted the student or organization adequate notice and the opportunity to present their version of the facts?
- d. Was the information presented at the meeting or hearing sufficient to justify the decision reached?
- e. Was there information existing at the time of the meeting or hearing that was not discovered until after the hearing?

D. Implementation of Sanction(s)

- 1. Sanctions shall not begin until either the time for appeal has expired without an appeal, or the appeal process is exhausted.
- 2. The Director of Student Development may impose sanctions during the appeal process to insure the safety and well-being of members of the University community or preservation of University property.

**Section 10 Disclosure**

- A. The disciplinary procedures outlined in this document replace all previously published student disciplinary and judicial procedures.
- B. Obligation of students to comply with the law
  - 1. Students are expected to comply with all provisions of federal, state and local laws and ordinances. Members of the University community share the obligation of all citizens to cooperate with law enforcement officials when they have knowledge of a violation of law.
  - 2. A number of offenses listed in this document are violation of law as well as University disciplinary regulations. Violations of the rules may also constitute violations of the criminal law and may subject violators to outside legal sanctions. While the offenses enumerated in this document normally will be dealt with by the University judicial system, nothing in this document shall be construed in such a manner as to prevent members of the University community from cooperating with criminal prosecution.
  - 3. When a criminal prosecution is pending, the University judicial system normally will continue to take action with respect to alleged University violations.

## **Other Code of Conduct Violations**

### **Gambling**

Gambling is prohibited in or around University owned or operated facilities and at University sponsored activities on or off campus.

### **Smoking Regulations**

Delta State University is a tobacco-free campus. Use of tobacco products is prohibited in all campus facilities.

### **Off-Campus Conduct**

When away from the campus, students are subject to the same civil authorities as any other citizen. They are still bound by the Code of Conduct. A student found guilty by courts of law for offenses committed off campus is required soon after the court verdict to have a counseling session with staff from the Office of Student Affairs. The University reserves the right to determine the effect of the off-campus offense on the general welfare of the University. Appropriate action shall be taken against the student.

University Police shall have the authority to take appropriate actions when summoned for offenses committed off campus by Delta State University students when those actions are in violation of University policies, regulations and guidelines, and when officials determine that those actions are within the University's jurisdiction.

## **Code Violations that are Also Violations of Mississippi Statutes**

### **Use or Possession of Firearms MS Code § 97-37-17 (2013)**

The use or possession of firearms, fireworks, explosives, ammunition, knives, and other lethal weapons on campus is prohibited. Students found guilty of possessing and/or using such items will be subject to suspension or expulsion.

### **Drugs Usage or Distribution MS Code § 41-29-139**

Possession, use, or distribution of narcotics or illegal drugs is prohibited. Students found guilty of this crime will be prosecuted to the fullest extent of the law and will be subject to suspension or expulsion.

### **Alcohol Consumption or Possession**

The possession or consumption of alcoholic beverages while on the grounds or in the buildings of the University campus is prohibited by university. Students found guilty will be charged accordingly and are subject to fines, community service, social probation, counseling (in-person and online tutorials), suspension and expulsion.

### **Harassment/Harassing Communications - MS Code § 37-11-20 (2013)**

It shall be unlawful for any person to intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, whether by illegal force, threats of force or by the distribution of intimidating, threatening or coercive material, any person enrolled in any school for the purpose of interfering with the right of that person to attend school classes or of causing him not to attend such classes.

Gang Activity - MS CODE 97-44-1 TO 97-44-19

Anyone found guilty of any type of gang activity will be expelled from the University.

Aggravated Assault MS Code § 97-3-7

Anyone found guilty of aggravated assault will be prosecuted to the fullest extent of the law. Student Affairs will investigate the charges and if found guilty, the student will be subject to penalties through the Office of Student Affairs that may include suspension or expulsion. In cases that involve Title IX violations, the complaint will be submitted to the Title IX Committee Chair for review and investigation. Once the investigation is complete, the complaint and investigative findings will be submitted to the Title IX Committee.

Students who have gone through DSU's complaint process and are not satisfied that their complaint has been addressed also have the right to file a complaint with the Southern Association of Colleges and Schools - Commission on Colleges. Additionally, distance education students who reside in another state may contact the appropriate agency in their home state to file a complaint. For more information on who to contact in each state, see: [www.mississippi.edu/mcca](http://www.mississippi.edu/mcca) and click the *Student Complaint Process* link on the right.

### **Distance Education Students**

Students in distance education programs whose complaints have not been resolved through the university processes may appeal to the Mississippi Commission on College Accreditation. Here is the link to the MCCA complaint process and form: [http://www.mississippi.edu/mcca/student\\_complaint\\_process.asp](http://www.mississippi.edu/mcca/student_complaint_process.asp)

# **Title IX Protocols**

## **Title IX Sexual Misconduct, Sexual Assault, and Sexual Harassment Policy**

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### **POLICY STATEMENT**

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Delta State University expects that all members of the University community – students, faculty, and staff – should be able to pursue their work and education in a safe environment, free from sex/gender-based misconduct. To this end, the University is committed to maintain a learning and working environment free of sexual misconduct. The term sexual misconduct includes, but is not limited to, sexual assault, sexual exploitation, sexual intimidation, sexual harassment, stalking, dating violence, and domestic violence. The University aims to eradicate sexual misconduct through education, training, clear policies, and serious consequences for violations of this policy.

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### **PROCEDURES and RESPONSIBILITIES**

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Delta State University is firmly committed to maintaining a campus environment free from sexual misconduct. The University is also committed to meeting its ethical and moral obligation to prevent sexual misconduct, to provide support for assault victims, and to educate the campus community about sex/gender-based misconduct.

The university believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated and the effects on the victim and community are remedied, including serious sanctions when the accused is found to have violated this policy. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. Therefore, both women and men should know that the University is committed to providing a consistent, timely and caring response to anyone who is the victim of sexual misconduct within the campus community.

Other University offices have differing obligations, however, with regard to reporting requirements. While the University recognizes that a complainant may wish to preserve his or her privacy after a traumatic experience, it should also be understood that the University has a responsibility to maintain the integrity and safety of the campus as a whole. Where circumstances exist that are deemed a danger to the University community at-large, pertinent details about a sexual assault will immediately be publicly released. Further, the Student Right-to-Know and Campus Security Act (the Clery Act) of 1990 mandates the annual disclosure of statistics of sexual assaults known to have occurred within the University's jurisdiction. Incidents reported only to the O. W. Reily Student Health and Counseling Center are included in these statistics, along with statistics from the Department of Public Safety. The complainant's identity is not disclosed however, in any such statistical reporting.

Other inappropriate conduct may also be reported confidentially to the O. W. Reily Student Health and Counseling Center or reported formally to the Delta State Police and/or the Cleveland Police Department. Other such inappropriate conduct may include: repeated unwanted telephone calls, social media, and/or email contacts of a lewd or obscene nature, personal threats, stalking, domestic violence, dating violence and sexual harassment.

### **Confidentiality**

If a complainant would like the details of an incident to be kept confidential, the complainant may speak with:

- On-campus licensed professional counselors and staff
- On-campus health service providers and staff
- Off-campus:
  - Licensed professional counselors
  - Local rape crisis counselors
  - Domestic violence resources,
  - Local or state assistance agencies,
  - Clergy/Chaplains
  - Personal Attorney
  - Primary care physician

All of the above employees will maintain confidentiality except in extreme cases of immediate threat or danger, or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit timely anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client, patient or parishioner.

### **Reporting Alleged Sexual Misconduct**

The University strongly encourages anyone who has experienced sexual misconduct to report the incident through the procedures in this policy. Properly reporting the incident allows the University to take steps to ensure the safety of the complainant and others and to provide support services. Any person may submit a report against any other person for sexual misconduct on a DSU campus, in connection with any DSU program or activity, and/or involving a member of the University community.

### **Title IX Violations**

The Title IX Coordinator will conduct an investigation to include reviewing case documents and interviewing the accuser, accused, and any witnesses. The committee will then meet to consider the case documents, deliberate, determine responsibility, and recommend disciplinary actions.

The accuser and the accused are entitled to the same opportunity to have one non-participating advisor present at any hearing or any meeting related to the investigation or adjudication. Both parties will be notified in writing of their rights and the process and procedure of the hearing and what is allowed.

Additionally, the accuser and the accused shall be simultaneously informed in writing of the outcome of any institutional disciplinary proceeding which will include procedures for appeal and any changes as a result of the appeal process.

The Title IX hearing process allows both parties to present their case to the Title IX Committee. The standard of evidence will be the "preponderance of evidence" presented to the committee. In cases where a person has been found guilty of crimes of sexual assault, domestic violence, dating violence and/or stalking, the sanctions may include the following: censure, social probation, community service, educational/counseling consultation, restitution, levy of fines, no-contact directive, revocation of the residence contract, or suspension or expulsion from the University.

The Title IX Committee's determination is only the University's determination and the accused can still face criminal prosecution and/or civil action.

The accuser and accused must have the same opportunity to have a non-participating advisor present for proceedings. Both parties shall be informed of the outcome of the Title IX disciplinary proceeding.

The complainant shall be informed of the following:

1. His is or her option to notify law enforcement.
2. Availability of on-campus and off-campus counseling services.
3. Available assistance, if reasonable, in changing academic, working, and/or living situations.
4. Available options, if possible and reasonable, for transportation.

The University will strive to conduct a full investigation of a complaint and adjudicate the complaint within sixty calendar days for Title IX cases.

There are alternatives to reporting sexual misconduct to the University. For example, a person may choose to speak confidentially to a counselor, a victim's- advocate, a health care professional, or certain others on campus. Likewise, a person always retains the right and is encouraged to report misconduct to any law enforcement agency, regardless of whether they have reported to the University or not. In short, it is important for all members of the University community to familiarize themselves with all their options for seeking assistance.

If you are in immediate physical danger or need emergency medical care, CALL 911. Your safety is the first priority. Police and/or an ambulance will be dispatched to assist you as necessary. University officials if not alerted by your 911 call, can be alerted once you are safe.

## Reporting to the University

Who should I contact?

The University's Title IX Coordinator is responsible for overseeing compliance with Title IX and other laws that address sexual misconduct and discrimination. The Coordinator oversees investigations and disciplinary proceedings in cases of sexual misconduct, as well as the interim accommodations and assistance for those who report such misconduct. The simplest and most direct route to submit a formal report to the University is to contact the Title IX Coordinator, Ms. Julie Jackson at 662-846-4151.

If a person does not wish to report directly to the Title IX Coordinator, they are encouraged to contact one of the following officials, who also can provide prompt assistance:

- Vice President of Student Affairs; Phone: 662-846-4150
  
- University Police; Phone: 662-846-4155

### *What should I do with any evidence of sexual assault?*

A person who experiences sexual assault should take steps to preserve evidence as soon as possible after the incident, even if he or she is unsure about reporting it. To better preserve evidence:

- Do not shower or douche.
- Try not to urinate. Urinating may reduce the ability to detect “date rape” drugs.
- If there was oral contact, do not smoke, eat or brush your teeth.
- Do not change clothes. If you have already changed your clothes, place them in a paper bag as plastic may destroy evidence. If you haven't changed, keep the original clothes on and bring an extra set to wear home.
- A Physical Evidence Recovery Kit (PERK) will help preserve forensic evidence of an assault. Inform your medical care provider that you wish to have a PERK performed as soon as possible.

### *What if I am reporting workplace sexual harassment?*

Sexual harassment or other misconduct against University employees in the workplace may violate both this policy and/or the University's Harassment Policy found here:

(<http://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/harassment/>)

Non-Discrimination Policy: (<http://www.deltastate.edu/policies/policy/university-policies/employment/recruitment-and-selection/equal-employment-opportunity/>).

When reporting workplace sexual harassment that does not involve sexual assault or other violence, employees are encouraged to follow the reporting procedures contained in this document.



If workplace misconduct does involve sexual assault or other violence, employees should never attempt to resolve the matter directly with the accused person. In such cases, employees should report the matter directly to the Title IX Coordinator or the Human Resources Director.

***What if I report sexual misconduct to someone else at DSU?***

If a report is made to an employee of the University other than those listed above, that employee may or may not have a duty to report the complaint to the Title IX Coordinator, depending on the employee’s position and job duties. See below for clarification.

Certain University employees are deemed “Responsible Employees” for purposes of Title IX and this policy. When a Responsible Employee receives a report of sexual misconduct, he or she has a mandatory duty to report that allegation to the Title IX Coordinator. As discussed below, there is a single, narrow exception to this mandatory reporting requirement where the alleged misconduct involves nonviolent employee-on-employee workplace harassment.

***Who are DSU’s Responsible Employees?***

A Responsible Employee is any DSU employee (a) who has actual authority to redress sexual misconduct; (b) who has been given the duty of reporting incidents of sexual misconduct or any other misconduct to appropriate University authorities; or (c) who a student would reasonably but mistakenly believe has this authority or duty.

The Responsible Employee designation applies to professors and other faculty, deans and department heads, athletic coaches and administrators, personnel in the Vice President of Student Affairs’ Office, University Police Department personnel, resident assistants and directors, and any other employee who meets any of the three elements above. If you are uncertain whether you or someone else is a Responsible Employee, the Title IX Coordinator can help you make that determination.

**Confidential Employees-** Certain employees are specifically exempted from Responsible Employee status. These include (1) licensed counselors, such as those at Student Counseling Services and their staff members; (2) health care providers and staff such as those at the O.W. Reily Student Health Center; and (3) pastoral counselors. These employees are not required to relay any information about reported sexual misconduct to the University. Faculty members with duties that meet the above descriptions are exempted from mandatory reporting for information received when acting in their counseling or clinical capacity but not for information received in other settings such as office hours with students.

***What happens when I inform a Responsible Employee of sexual misconduct?***

When a Responsible Employee receives a report of sexual misconduct, he or she has a mandatory duty to report that allegation to the Title IX Coordinator. This means that the Responsible Employee **must** inform the Title IX Coordinator, even if the person who experienced the alleged misconduct asks the employee not to do so.

University personnel who are not Responsible Employees are encouraged to report incidents of sexual misconduct to the University but are not required to do so. Consequently, individuals who experience sexual misconduct should not presume that informing these employees will result in any remedial action by the University. They should instead report the matter to the Title IX Coordinator or other personnel listed above.

Statements concerning sexual misconduct that are directed to groups generally do not constitute reporting for purposes of this policy, even if a Responsible Employee is present or learns of the statement. This includes without limitation statements made in the course of public events such as rallies, vigils or speeches. If a person wishes to seek assistance from the University, they should speak directly to a Responsible Employee in a one-on-one setting.

***Are there any exceptions to a Responsible Employee’s duty to report?***

There is one narrow exception to the mandatory reporting requirement for Responsible Employees. If the alleged sexual misconduct is harassment of one employee by another employee **and** there is no allegation of sexual assault or other violence **and** no student or minor allegedly was involved, then a Responsible Employee may, in his or her discretion decide not to report the incident to the Title IX Coordinator.

This exception recognizes that employees may wish to confer with co-workers about incidents of non-violent harassment without immediately triggering a university investigation. It applies solely to the reporting obligation addressed in this policy. It does not relieve any employee of any other reporting obligation he or she may have under any other policy or law. In all cases, all employees are strongly encouraged to inform their co-workers of their options for reporting workplace harassment or other sexual misconduct to the University.

***What are my duties as a Responsible Employee?***

Responsible Employees are required to notify the University’s Title IX Coordinator when they learn of sexual misconduct against any member of the University community, guest on campus, or participant in any University program.

- ***Reporting should be prompt.*** A Responsible Employee should report an incident of sexual misconduct to the Title IX Coordinator as soon as is practical under the circumstances.
- ***Reporting is not discretionary.*** To be clear, aside from the single exception described above, the obligation to report sexual misconduct is not discretionary. A Responsible Employee may not, for example, decide not to report alleged misconduct because he or she believes it is not sufficiently serious or because he or she does not believe it happened. These are decisions for the Title IX Coordinator and appropriate University officials to make.
- ***Independent responses are prohibited.*** Under no circumstances may any employee, department, organization or division of the University attempt to resolve unilaterally any complaint of sexual misconduct that is required to be reported under this policy. In these

cases, the Responsible Employee must always notify the Title IX Coordinator first, who will determine the appropriate response after consultation with appropriate officials.

- ***Inform students of your obligations.*** Many Responsible Employees can reasonably anticipate the possibility that students may report sexual misconduct to them. The University encourages these employees to inform students of their reporting obligations in advance. When sexual misconduct is actually reported, the employee should tell the reporting person as early in the conversation as possible that any information provided will have to be relayed to the Title IX Coordinator and that if the reporting person prefers to keep the information confidential, the University has resources such as the Student Counseling Center and O.W. Reily Health Center that can provide confidential assistance.
- ***Tell the reporting person what will happen next.*** A Responsible Employees should tell the person reporting sexual misconduct (1) that they will be informing the Title IX Coordinator of the incident; (2) why they are sharing this information—i.e., their obligation to inform those on campus in a position to respond; and (3) that the University will contact them to provide additional information and support.
- ***Do not share the information with others.*** Once you have informed the Title IX Coordinator, your reporting duties are complete. You may not share the information with anyone else. If your supervisor or someone you report to expects to be notified of such reports, you may inform them that you have relayed a complaint to the Title IX Coordinator, and that they may contact the coordinator directly with questions or concerns.

***After I report misconduct, will the information be kept confidential?***

The University will endeavor to keep reported information about sexual misconduct private to the greatest extent possible, but cannot guarantee that all information it receives will be kept confidential. Once a report is submitted to a Responsible Employee, the University has a duty to investigate the matter and endeavor to protect the safety of members of the community. In some instances, this means that certain information must be provided to individuals involved in an investigation.

Upon receiving a report of sexual misconduct, the Title IX Coordinator will attempt to contact the person who made it (the “complainant”) to determine his or her wishes with respect to privacy. If the complainant requests that their identity or other information be kept private, or that no disciplinary action be pursued, the University will give careful consideration to that request. However, there may be instances in which such requests cannot be honored, as they would impair the University’s ability to ensure a safe and non-discriminatory environment for all students. Factors considered include, but are not limited to:

- The risk of the accused committing other acts of sexual misconduct, such as where other complaints have been made against the same person.
- The risk of sexual misconduct of a similar nature, such as where multiple assaults occurred at the same location or involving the same group.
- The use of physical violence and/or weapons.

- The involvement of multiple alleged perpetrators.
- Allegations of threats or retaliation by the accused against the complainant or others.
- The complainant's age.
- The parties' rights and/or the University's obligations under the Family Educational Rights and Privacy Act (FERPA) and other applicable privacy laws.

If the University determines it can honor a request to keep information private, it will take steps consistent with that request to ensure the safety of the complainant and others. However, complainants should understand that honoring a request for privacy necessarily will impair the University's ability to investigate and normally will prevent any disciplinary action from being taken against the accused. If someone who initially requested privacy later requests an investigation, the University will honor that request. However, delays may impair the University's ability to conduct a thorough investigation or take appropriate remedial action.

If the University determines it cannot honor a request for privacy, it will inform the complainant before any disclosure is made. The University will take whatever steps it deems necessary to protect the complainant and to ensure that information is available only to those who have a legitimate need to know. The University will make it clear to the accused party and others receiving information that any act of retaliation against the complainant will not be tolerated.

#### **4. Confidential Assistance**

Certain University personnel are able to provide assistance to victims of sexual misconduct on a confidential basis. These individuals are not required to convey information regarding sexual misconduct to the Title IX Coordinator or anyone else. Consequently, communications with these individuals **do not** put the University on notice of sexual misconduct. While these individuals may be able to provide assistance such as counseling or health care, notifying them will not trigger an investigation by the University or any disciplinary proceedings. Sources of confidential assistance include:

- Student Counseling Services (662)-846-4630 or (662)-846-4690 allows students to meet confidentially with mental health counselors. Additionally, Counseling Services can provide a Sexual Assault Advocate, who can offer confidential assistance, including (1) explaining reporting options; (2) providing accompaniment and assistance in seeking medical care or police assistance; and (3) seeking other assistance without disclosing the victim's identity.
- O.W. Reily Student Health Center (662)-846-4630 or (662)-846-4690 provides medical care to members of the University community. Information shared with Health Center staff, including information pertaining to sexual assault or other misconduct, is confidential.

As discussed above, the University may elect to confer confidential status to other employees consistent with applicable laws and regulations. If you are not certain whether an employee is required to report sexual misconduct to the University, please inquire with the Title IX Coordinator.

## **5. Anonymous Disclosure**

Anonymous complaints of sexual misconduct or other unethical or unlawful behavior can be made through the DSU Ethics Line, a comprehensive and confidential online reporting tool. An online report can be completed via the Ethics Line web page (<https://secure.ethicspoint.com/domain/media/en/gui/31497/index.html>), a link also located on the University's main home page. To submit a report by telephone, dial (877)310-0424.

*The DSU Ethics Line is not a 911 or emergency service.* If your situation involves any immediate threat, call 911 or the DSU Police Department, not the Ethics Line. Further, the Ethics Line is not a substitute for reporting under this policy. While the University will take appropriate steps to address threats to safety or other ongoing problems identified by anonymous disclosures, its ability to respond, impose discipline, and/or accommodate the complainant normally will be significantly limited. Members of the community are therefore strongly encouraged to consider the other options for reporting listed in this policy.

## **6. Reporting to Law Enforcement Agencies**

The reporting procedures in this policy are not intended as a substitute for reporting sexual misconduct to law enforcement agencies. Sexual misconduct may involve violations of the law. Members of the University community always retain the right to report sexual misconduct to the police. However, reporting to law enforcement is never required under this policy.

In an emergency, the DSU and Cleveland Police Department can be reached by calling 911. Non-emergency contact information for these agencies is as follows:

**DSU Police Department** (662) 846-4155

**Cleveland Police Department** (662) 843-3611

**Bolivar County Sherriff's Office** (662) 843-5378

**U.S. Department of Justice - Office of Civil Rights** (404) 562-7886

Reporting to the DSU Police Department will trigger the responses outlined in this policy. Reporting to other law enforcement agencies will not trigger these responses unless and until that agency elects to share the information with University officials or until you make a report as outlined in this policy.

Making a report under this policy is independent of any criminal investigation or proceedings. Thus, you may report to the University, a law enforcement agency, or both. The University, in its discretion, may not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation or disciplinary proceedings. The University may take interim measures, if necessary, for the safety and security of the University community.

Individuals who bring reports of sexual misconduct to the University will be informed of their options for reporting to law enforcement agencies. If requested, the University will take reasonable steps to assist the individual in reporting to law enforcement.

While requests by reporting parties for non-disclosure of information to law enforcement will be carefully considered, there may be circumstances under which University officials must provide law enforcement with information, such as where disclosure is required by law or is necessary to ensure campus safety.

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sex or gender harassment or discrimination of which they become aware, is a violation of university policy and can be subject to disciplinary action for failure to comply with university policies.

## **Investigation and Adjudication**

All investigations and disciplinary proceedings concerning alleged sexual misconduct will be conducted in a prompt, fair, and impartial manner by individuals who have received appropriate training.

### **I. Initial Investigation**

*The Time frame.* Absent extenuating circumstances, the University will strive to conduct a full investigation of a complaint of sexual misconduct and adjudicate the complaint within sixty calendar days after receiving consent to proceed with an investigation from the complainant or within sixty calendar days of deciding to proceed with an investigation absent the complainant's agreement.

*Interim Assistance.* While an investigation is pending, the University will take reasonable interim steps to protect complainants. These steps may include, but are not limited to:

- Modifying class or work schedules as necessary;
- Making alternate housing or workplace arrangements;
- Addressing other academic or workplace concerns (e.g. assignments, leaves of absence, or withdrawal); and
- Providing additional and/or targeted educational programming and training.

The University may also issue orders prohibiting contact between the complainant, the accused, and/or any other member of the University community. While these accommodations are most commonly provided to complainants, the University may also make accommodations for the accused or any other person, where it deems them necessary for a prompt, fair, and impartial resolution. A written description of available accommodations and assistance will be made available upon request.

**The Investigator-**The Title IX Coordinator will conduct the investigation. In exceptional cases, an external investigator may be used. In all cases, the investigator will have received proper training on issues relating sexual misconduct and Title IX.

**Initial Contact with the Parties-** When an investigation begins, the Title IX Coordinator or a designee will schedule a meeting with the complainant. The complainant will be informed about the relevant provisions of this policy, the nature of the investigation, the availability of interim accommodations and assistance, the prohibition on retaliation, the right to report to law enforcement agencies, and the possibility of informal resolution where appropriate. The Title IX Coordinator or a designee also will communicate to the accused party the relevant provisions of this policy, the nature of the investigation, and forms of support or assistance available to him or her.

## **II. Procedures for Adjudication**

The procedures for investigating and adjudicating complaints of sexual misconduct vary depending on the identity of the accused party. Where the accused party is a student, the procedures described below in part (b) will be used. Where the accused party is an employee, the procedures described below in part (c) will be used. In all cases where a student or employee is charged with sexual misconduct in violation of this policy, however, the following general rules in part (a) apply.

### **a. General Rules for Investigation and Adjudication**

- i. All parties to a sexual misconduct investigation will have equal rights throughout the resolution process and will have an equal opportunity to present relevant witnesses and other evidence if a hearing is necessary.
- ii. Both the complainant and accused have the right to have a non-participating advisor present at any hearing or any meeting related to the investigation or adjudication.
- iii. The complainant and accused will be advised of the charges, their rights and the hearing procedure at a pre-hearing conference.
- iv. Both parties will be given reasonable advance notice as to who will hear and adjudicate the matter, as well as the identity of any witnesses, and any other evidence to be presented at any hearing.
- v. The complainant has the right to be present during the entirety of any hearing or can choose to participate by remote means at an off-site location.
- vi. The standard of proof for adjudicating any sexual misconduct charge is a preponderance of the evidence standard. In other words, the evidence must show that it is more likely than not that the alleged sexual misconduct occurred.
- vii. The complainant and the accused in a sexual misconduct complaint hearing will be allowed to question or provide information responding to any witness's testimony or other evidence presented during any hearing. However, the complainant and the accused in a sexual misconduct complaint hearing should not directly question or cross-examine each other during the hearing.

viii. The complainant and the accused will be simultaneously informed, in writing, of the outcome of any disciplinary proceeding, the procedures to appeal the results, any change in the results that occurs prior to the results becoming final, and the time at which the results become final.

ix. The Title IX Coordinator will oversee all investigations, hearings and disciplinary proceedings under this policy to ensure such proceedings comply with University policy and applicable law. All persons assigned to investigate sexual misconduct charges will have received proper training on issues related to sexual assault, sexual harassment, domestic violence, and stalking as well as proper methods for ensuring a prompt, thorough and fair investigation. All persons responsible for final adjudication of charges of sexual misconduct will have received proper annual training on the same issues, as well as proper methods of conducting hearings.

x. If any party to a disciplinary hearing under this policy believes that any adjudicator or investigator has a conflict of interest that would prevent him or her from handling the matter fairly and impartially, they should communicate that belief to the Title IX Coordinator as early as possible, and in all events prior to any hearing. The Coordinator will review the matter and take remedial action where appropriate, which may include assigning an alternate investigator or adjudicator. In rare cases, the Coordinator may determine that potential conflicts of interest or other factors warrant the appointment of individuals from outside the University community to investigate and/or adjudicate a charge of sexual misconduct.

#### **b. Where the Accused Person is a Student**

i. Where the accused person is a student, adjudication proceedings will be conducted according to the Disciplinary Process, as set forth in DSU Student Handbook. Where this policy contains additional requirements or conflicts with the Disciplinary Process, this policy will control.

ii. No student shall sit on any disciplinary committee or other board assigned to hear any charge of sexual misconduct.

iii. In cases of alleged sexual misconduct, the right of appeal described in the Code of Student Conduct shall apply to both the complainant and the accused. Petitions for appeal will be reviewed by the Vice President of Student Affairs.

#### **c. Where the Accused Person is an Employee**

i. Where the accused person is an employee, proceedings will be conducted according to the investigation process (Section “a” - General Rules for Investigation and Adjudication) as set forth in this document.

ii. In cases where the accused person is an employee and the complainant is a student and/or a minor, a review by the Director of Human Resources of the outcome and any disciplinary or other remedial action, shall be automatic and mandatory. Petitions for appeal will be reviewed by the Director of Human Resources.



**d. Where the Accused Person is neither a Student nor an Employee**

i. In some cases, a person accused of sexual misconduct may be someone other than a University student or employee. In these cases, the University normally will not have the ability to impose discipline directly under this policy. However, the University will take appropriate steps to ensure the safety of the complainant and others, which may include without limitation steps to bar the accused person from campus, exclusion from university programs or activities, and/or referral to appropriate law enforcement agencies.

ii. Nothing in this policy shall be construed as granting any accused person who is not a University student or employee any procedural or substantive rights in relation to the University’s response to alleged sexual misconduct.

**III. Response & Sanctions**

The following matrix shall guide the Title IX Coordinator and the Sanctioning Official in determining sanctions and provide notice to the University community of the possible sanctions for an individual who is found responsible under this policy. **This matrix only provides guidance and is not meant to be exclusive as to other sanctions that can be imposed.**

Additionally, prior disciplinary actions of a same or similar nature against an individual may be taken into consideration when imposing sanctions. The sanctions of dismissal, suspension, and probation may apply to academic enrollment, participation in campus activities and organizations, and residence life.

<b>Prohibited Behavior/Conduct</b>	<b>Range of Sanctions</b>
Sexual Misconduct Constituting of Sexual Assault	Dismissal/Termination
Sexual Misconduct Not Constituting Sexual Assault	Dismissal/Termination Suspension Probation
Unwanted Sexual Touching	Dismissal/Termination Suspension Probation Community Service Educational/Counseling Consultation
Non-physical Sexual Harassment	Dismissal/Termination Suspension Probation Community Service Educational/Counseling Consultation
Discrimination	Dismissal/Termination Suspension Probation Community Service Educational/Counseling Consultation

Retaliation False Allegations	Dismissal/Termination Suspension Probation Community Service Educational/Counseling Consultation
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### Sanctioning for Sexual Misconduct

•Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.\*

•Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).\*

•Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.\*

**\*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.**

### False Allegations

While the University recognizes the rarity of intentional false reports of sexual misconduct, submitting a deliberately false report or providing false information in bad faith is prohibited under this policy and is grounds for disciplinary action. A report is made in bad faith when the person making it actually knew it was false or made it with reckless disregard for the truth. A report is not made in bad faith merely because an adjudicator finds an accused party not responsible.

Where a false report or statement has been made in bad faith, disciplinary action by the University against the person making it is not retaliation within the meaning of this policy. This exception applies solely to official disciplinary action by the University. It does not authorize other retaliation of any kind by any individual, department or organization, even where bad faith is found.

## **Retaliation**

Retaliation against those who report sexual misconduct, or who cooperate with an investigation of alleged discrimination or misconduct, whether conducted by the university or any law enforcement agency, is strictly prohibited.

Retaliation is an independent basis for disciplinary action, regardless of the outcome of the underlying complaint. Retaliation includes any adverse action that would deter a reasonable person from reporting, testifying, or otherwise cooperating with an investigation or proceeding. Any such retaliation should be reported immediately to the Title IX Coordinator or the Vice President of Student Affairs.

## **Parental Notification**

The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status, or conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. When a student is not dependent, the University will contact parents/guardians to inform them of situations in which there is a significant health and/or safety risk. The University also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

## What to do if you are sexually assaulted on or off campus:

- Go to a safe location immediately.
- To report the crime or request services, notify the DSU Police Department at 662.846.4155 (24 hours), Housing and Residence Life at 662.846.4151, Student Health and Counseling Center at 662.846.4630, or Our House, Incorporated 662-332-5683. You can file a formal report with the DSU Police Department
  - The accused may be one of the following:
    - DSU student or non-student
    - Faculty/Staff
    - Administrator
    - DSU Campus Affiliate
- Preserve all physical evidence of the assault, even if you are unsure whether you want to report the crime. Do not shower, bathe, douche, eat, drink, wash your hands or brush your teeth until after you have had a medical examination. Save all the clothing you were wearing at the time of the assault and bring them and any other potential evidence to the medical exam. Place each item of clothing in a separate paper bag (do not use plastic bags). Do not clean or disturb the area where the assault occurred.
- Call a trusted friend, family member, or someone who can provide support.
- Get medical care as soon as possible. Go to a hospital, emergency room or a specialized forensic clinic that works with sexual assault survivors. Some options in Cleveland include Bolivar Medical Center, 662.846.0061 (24 hours), and the Domestic Violence Program, 601.948.4495 (24 hours). You may also request medications for the prevention of sexually transmitted infections, including HIV, and emergency contraception. If more than one week has passed since the assault, or if you are certain that you do not want the collection of forensic evidence, the Student Health Center, 662.846.4630 can provide medical care. Hours of operation are Monday – Friday 8:00 am – 5:00 pm. For contraception and testing sexually transmitted infections a referral to the Bolivar County Health Department at 662-843-2706 is made. A referral to a local OB/GYN would be made for morning after pill or pregnancy test.
- If you think you may have been given a rape drug, request that the medical provider collect a urine and blood sample.
- Talk to a counselor for emotional support and advocacy. You can speak confidentially with someone on campus at the Student Health Center, 662.846.4630.

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## DEFINITIONS

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**Accused** – In this process, the person who is alleged to have violated campus policy.

**Age** – There is no consent for purposes of this policy where a person is too young to give effective consent under applicable law. Under Mississippi law, persons under fourteen cannot give effective consent to sexual activity with any older person, where the age difference is greater than twenty-four months. Persons between the ages of fourteen and sixteen cannot give consent to sexual activity with any older person where the age difference is greater than thirty-six months.

**Bystander** – Any person present but not involved.

**Coercion** – There is no consent when a person intentionally uses coercion to cause another person to agree to sexual activity. Coercion is threatening an adverse consequence that is sufficiently severe as to prevent a reasonable person from exercising free will in the decision whether to consent. Examples of coercion may include but are not limited to threatening self-harm if a person does not agree to sexual activity, threatening to “out” another person’s sexual orientation, or threatening an adverse employment action. Coercion is not merely words of persuasion one might reasonably use to seek voluntary consent to sexual activity.

**Complainant** – In this process, the person reporting a violation of this campus policy.

**Consent** – Clear and unmistakable agreement expressed in mutually understandable words or actions to engage in a particular activity. Consent can be withdrawn by either party at any point. Consent must be voluntarily given and may not be valid if a person is being subjected to actions or behaviors that elicit emotional or psychological pressure, intimidation, or fear. Consent to engage in one sexual activity or past agreement to engage in a particular sexual activity cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent cannot be validly given by a person who is under the influence of alcohol and/or drugs.

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

**Domestic Violence** – A pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors/actions that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone.

**Employee** – Any person employed by Delta State University including students, staff, (includes full-time, part-time, temporary), faculty (includes adjunct), and administrative personnel.

**Evidence** – Anything that proves or disproves something. Evidence may include but is not limited to: Any form of social media, text messages, any electronic format.

**Incapacity or Impairment** – There is no consent if a person is mentally or physically incapacitated or impaired such that they cannot understand the fact, nature, or extent of the sexual situation. This includes impairment or incapacitation due to alcohol or drug consumption if it prevents the person from having such an understanding, as well as being asleep or unconscious. It also includes instances in which a person lacks the required understanding due to medical conditions, or cognitive or other disabilities.

In some instances, a person may give what appears to be consent, despite being incapacitated. For example, a person may speak despite having “blacked out.” In such cases, the objective standard for consent applies, meaning that a policy violation occurs unless a reasonable individual under the particular circumstances would have believed that the incapacitated person’s actions signaled active, knowing and voluntary agreement to sexual activity. Even if this objective standard is satisfied, if the other individual was actually aware of the person’s incapacity, there is no consent.

**Intimidation** – Implied threats or acts that cause an unreasonable fear of harm in another.

**Retaliation** – Any adverse action taken against a person participating in a protected activity because of their participation in that protected activity [subject to limitations imposed by the 1<sup>st</sup> Amendment and/or Academic Freedom]. Retaliation also includes any threats or intimidation towards victims and witnesses who participate in an investigation.

**Sexual Assault** – Any sexual act perpetrated upon a person without her or his consent, where the assailant uses physical force, threat, coercion, or intimidation to overpower or control the survivor; where the survivor fears that she or he or another person will be injured or otherwise harmed if she or he does not submit; where the survivor is prevented from resisting due to the influence of alcohol or other drugs; or where consent is otherwise not freely given.

Types of sexual assault may include, but are not limited to:

- Rape or attempted rape
- Non-consensual, intentional contact with intimate body parts
- Non-consensual oral sex
- Lewd exposure of one’s sexual organs, either in person, in print, or electronically, to another without his or her consent
- Any sexual contact between two individuals that, because of the age of the parties, is prohibited under State law.

### **Sexual Contact**

Sexual contact includes, but is not limited to:

- Intentional sexual contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch another or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

### **Sexual Exploitation**

Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses.

Examples of sexual exploitation include but are not limited to, invasion of sexual privacy, prostituting another person, and non-consensual digital, video or audio recording of nudity or sexual activity.

**Sexual Harassment** – It is unlawful to harass a person (an employee or student) because of that person’s gender. Harassment can include “sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature, when it meets the standard set forth below. Harassment does not have to be of a sexual nature, however. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same gender.

Harassment is illegal when it is so severe, pervasive, and objectively offensive that it creates a hostile or offensive living, classroom, social, dining, recreational, and/or work environment, such that a person is effectively denied equal access to institutional resources and opportunities. The harasser can be a student and/or employee affiliated with the University or someone who is not associated with the University.

### **Sexual Intercourse**

Intercourse includes but is not limited to:

- Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**Non-Consensual Sexual Contact** - Any intentional sexual touching. However slight, with any object or body part, by an individual upon another individual. That is without consent and/or by force.

**Non-Consensual Sexual Intercourse** - Any sexual intercourse (vaginal, anal, or oral). However slight, with any object or body part by an individual upon another individual. That is without consent and/or by force.

**Sexual Misconduct** – Sexual misconduct incorporates a range of behaviors including sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person.

Much sexual misconduct includes nonconsensual sexual contact, but this is not a necessary component. For example, threatening speech that is sufficiently serious to constitute sexual harassment will constitute sexual misconduct. Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct.

**Stalking** – Any person who purposefully engages in a course of conduct directed at a specific person, or who makes a credible threat, and who knows or should know that the conduct would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property, is guilty of the crime of stalking.

**Student** – A person enrolled at Delta State University, either full-time or part-time.

**Use of alcohol/drugs** – Drugs and/or alcohol are often used to compromise an individual’s ability to consent to sexual activity as well as to minimize the resistance and memory of the victim of a sexual assault.

**Witness** – A person who directly observes the alleged incident.

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## **RELATED DOCUMENTS**

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### **Harassment Policy**

<http://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/harassment/>

### **Non-Discrimination Policy**

<http://www.deltastate.edu/policies/policy/university-policies/employment/recruitment-and-selection/equal-employment-opportunity/>

### **Workplace Performance and Code of Conduct:**

<https://www.deltastate.edu/policies/policy/university-policies/employment/employee-responsibilities-and-standards/work-performance-and-code-of-conduct/>



## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) serves to promote unity and the welfare of the entire student body, provide a high standard of responsibility in the interests of our student life, and to ensure goodwill among students, faculty, staff and administration.

All students enrolled at Delta State University automatically become members of the Student Government Association. The association functions through three branches: executive, judicial, and legislative. Its purpose is to deal effectively with all matters of student affairs, to organize the student body in order that it may work collectively toward the betterment of the university, and to uphold the best traditions at Delta State.

The Director of Student Development serves as the advisor for the executive, legislative, and judicial branches of the Student Government Association. Each branch affords the opportunity for students to become involved in exciting and challenging areas of government and event planning.

### ***Executive Cabinet***

The Executive Cabinet, the executive branch of SGA, administers the daily affairs of the SGA, and enacts and enforces all statutes passed by the Student Senate. The SGA President, Vice President, Attorney General, Chief Justice, Secretary, and Treasurer are elected in the spring semester to serve the next academic year. Shortly after elections, the SGA President makes committee chair assignments. For more information, please contact the SGA President.

### ***Student Senate***

The Student Senate makes up the legislative branch of the Student Government. Senators are elected from residence halls, student organizations, and academic colleges or schools. Commuter students may petition to become a member of the Senate through the SGA vice president, as directed by SGA attorney general. One commuter senator is elected/appointed for every 200 commuting students, not to exceed 10 senators.

The Vice President of the SGA presides over the Senate, tackling issues like residence hall visitation, cafeteria quality, and other student issues. The Senate is a very distinguishing and rewarding way to make a difference on campus. For more information, please contact the SGA Vice President.

### ***Student Court***

The Student Court, the judicial branch of SGA, is charged with the interpretation of the SGA constitution and the election code. The Student Court conducts hearings and reach decisions on student parking appeals along with hearing cases dealing with grievance between individual students and groups of students, groups of students, and conduct impeachment proceedings. Justices are selected by application by the SGA Executive Cabinet. For more information, please contact the SGA Chief Justice.

## **Student Organizations**

Student Organizations at Delta State University (DSU) play an important role in engaging students with leadership and involvement opportunities. The Office of Student Life encourages each student to consider getting involved in at least one student organization. Research has shown that getting involved on campus has a direct effect on retention and academic success. There are currently over 60 active student organizations on campus that give students the chance to meet new friends, participate in a variety of fun and educational activities, and often provide service opportunities for students to give back to DSU and the MS Delta community. To see the list of all current student organizations, please visit [www.deltastate.edu/student-life](http://www.deltastate.edu/student-life).

## **Official Recognition of Student Organizations**

Professional, social, and spiritual growth is encouraged through participation in student organizations. Students are encouraged to establish and join clubs and organizations and enjoy the fellowship and services provided.

A group of students desiring to form a student organization may petition to do so by submitting a letter of petition to the Director of Student Development, along with a letter requesting official recognition. The petition should include the following:

- A statement of purpose
- A constitution for the petitioning group
- A list of officers for the petitioning group including contact information
- The name of a faculty/staff advisor including contact information

The constitution should cover, in detail, officer duties, membership qualifications; intake procedures, etc. Once the Director of Student Development has reviewed the constitution, it will be sent to one of the university's editors for clearance. After the constitution has been cleared, the Committee on Student Organizations will be convened. Official recognition of the group will be granted when the Vice President for Student Affairs approves the recommendation of this Committee. The policy for forming student Greek lettered social organizations should be discussed with the appropriate Greek advisor prior to application.

### *Rights and Privileges*

The most important privilege that accompanies recognition as a student organization is the official association with Delta State University. Additionally, organizations who are recognized may use university facilities without charge\*, may advertise activities on the official university calendar, may take advantage of university services, and may congregate without special permission from the university officials.

\*A refundable deposit may be assessed when appropriate.

### *Responsibilities*

As a DSU registered organization, your group has certain rights and privileges. With these privileges come certain responsibilities to maintain your organization's registered status. Those responsibilities include:

1. Each organization will comply with federal, state, and local laws and codes.
2. Each organization is responsible for the activities and/or actions of non-student members and guests while participating in any function sponsored by that organization.
3. Organizational information must be kept current with the Office of Student Life. In order to do so, be familiar with the procedures under the heading "Annual Registration of Student Organization" in the Student Organization Handbook.
4. All organizations are responsible for the planning, supervising, and ensuring the safe operations of each of their hosted programs.
5. All organizations should function using sound financial management and are responsible for any debts that may occur, including those to DSU.
6. Your organization must maintain an advisor at all times. If at any time your organization finds itself without an advisor and is having trouble finding one, please contact the Office of Student Life immediately and we may be able to assist you in the your search.
7. Your organization must register and actively participate in the Annual Leadership Retreat

#### *Sanctions and Discipline*

All organizations are subject to the rules and regulations contained within this handbook. Organizations are also subject to the rules and regulations found within the Delta State University Student Handbook. Non-Greek groups who violate policies of the university are subject to discipline imposed by the Director of Student Development, the Vice President for Student Affairs, or an appropriate disciplinary or judicial officer. Greek organizations that violate policies of the university are subject to discipline imposed by appropriate disciplinary or judicial officer. This does not preclude additional action by other self-imposed entities. (I.e. the Greek Judicial Boards within the governing bodies)

The Director of Student Development has the right to recommend to the Vice President for Student Affairs that an organization's recognition be withdrawn if serious or continual violation of university policy occurs.

### **Honor Societies**

Accounting Honor Society  
Alpha Delta Mu  
Alpha Epsilon Delta  
Alpha Iota Mu  
Alpha Phi Sigma  
Beta Beta Beta  
Chi Sigma Iota  
Delta Mu Delta  
Eta Mu Sigma  
Finance Honor Society  
Gamma Beta Phi  
Kappa Delta Pi  
Kappa Mu Epsilon  
Kappa Omicron Nu  
Kappa Pi

Lambda Iota Tau  
Mu Phi Epsilon  
Omicron Delta Kappa  
Order of Omega  
Phi Alpha Social Work  
Phi Alpha Theta  
Phi Eta Sigma  
Phi Kappa Phi  
Pi Gamma Mu  
Pi Kappa Lambda  
Pi Omega Pi  
Psi Chi  
Sigma Delta Pi  
Sigma Theta Tau International

### **Student Organizations**

Agora Club  
Alpha Eta Rho  
American Advertising Federation  
American Chemical Society  
American Marketing Association  
Assc of Graduate Business Students  
Assc of Information Technology  
Professionals (AITP)  
African American Student Council  
Career Ambassadors  
Circle K  
College Republicans  
Criminal Justice Association  
DA  
Delta Diplomats  
  
Delta Statement  
Delta Volunteers  
Diamond Girls  
DSU Precision Flight Team  
DSU Psychology Club  
Financial Management Association  
Gridiron Girls  
HPER Majors Club  
International Student Association  
Intramural Council  
Karate Club

Outback and Kayak Club  
Prelaw Club  
Psychology Club  
Student Council for Exceptional Children  
Sigma Alpha Eta  
Student Advisory Council for Elementary Ed  
Student Assc of Family & Consumer Sciences  
  
Student Dietetic Association  
Student Government Association (SGA)  
Student National Council Teachers of English  
Student Nurses' Association  
Social Work Club  
Society for the Advancement of Management  
Student Accountants & Business  
Administrators  
Student Alumni Association  
Student Educator's Association  
Wildlife Society  
Young Democrats

Mathematical Association of America  
MS Early Childhood Association MECA  
National Student Speech Language Hearing  
Assc.

### **Religious Organizations**

Catholic Students Association  
Fellowship of Christian Athletes  
God's Anointed Voices

Reform University Fellowship (RUF)  
Baptist Student Union (BSU)  
The Wesley Foundation

### **Social Sororities**

Panhellenic Council (Governing Body)  
Delta Delta Delta  
Kappa Delta  
Phi Mu

National Pan-Hellenic Council  
Alpha Kappa Alpha  
Delta Sigma Theta  
Zeta Phi Beta

### **Social Fraternities**

Interfraternity Council (Governing Body)  
Kappa Alpha Order  
Kappa Sigma  
Pi Kappa Alpha  
Sigma Alpha Epsilon

National Pan-Hellenic Council (Governing  
Body)  
Alpha Phi Alpha  
Kappa Alpha Psi  
Omega Psi Phi  
Phi Beta Sigma

### **Performing Groups**

Brass Ensembles  
Chamber Singers  
DSU Cheerleaders  
Delta Belles  
Delta Chorale  
Delta Players  
Delta Singers  
Laboratory Jazz Band

DSU Marching Band  
Ol' Skool Revue  
Percussion Ensemble  
Steel Band  
Symphonic Band  
Woodwind Ensembles  
Wind Ensemble

### **Greek Life**

The Greek System at Delta State University has been established to assist the student in the achievement of his/her educational aims. Fraternities and sororities enable a person to broaden intellectually and socially by working with people of diverse backgrounds dedicated to common goals. The groups offer many opportunities to develop leadership and responsibility and to participate in a varied social program. During the years of their growth at Delta State, the fraternities and sororities have been involved in many outstanding activities such as community service projects, Homecoming festivities, charity benefits, and other events on the University campus.

### *Sororities and Fraternities*

Fraternities and sororities enable a person to broaden intellectually and socially by working with people of diverse backgrounds dedicated to common goals. The groups offer many opportunities to develop leadership and responsibility and to participate in a varied social program.

Students are selected for membership during Formal Membership Recruitment, Intake periods or any time during the academic year when chapters have membership openings. DSU Greek Life is governed by three bodies:

- The Interfraternity Council (IFC) governs four fraternities, Kappa Alpha, Kappa Sigma, Pi Kappa Alpha, and Sigma Alpha Epsilon. IFC holds a Formal Recruitment near the beginning of the Fall Semester.
- The National Pan-Hellenic Council (NPHC) governs three sororities, Alpha Kappa Alpha, Delta Sigma Theta, and Zeta Phi Beta, and four fraternities, Alpha Phi Alpha, Kappa Alpha Psi, Omega Psi Phi, and Phi Beta Sigma. The Pan holds Intake activities throughout the academic year.
- The Panhellenic Council on behalf of the National Panhellenic Conference (NPC) governs three sororities, Delta Delta Delta, Kappa Delta, and Phi Mu. Panhellenic Council conducts Formal Membership Recruitment the week preceding the Fall Semester.

Informal Recruitment and Intake may continue as needed throughout the year for all Greek groups. All students must be officially registered with the appropriate university Greek Advisor prior to the beginning of any kind of Recruitment activities.

Additional information about our Councils, Chapters, and Advisors may be found throughout the Greek Life webpages at [www.deltastate.edu/GreekLife](http://www.deltastate.edu/GreekLife). Please contact the Office of Student Life by phone at 662.846.4666 for further details.



Interfraternity Council  
Delta State University

## CONSTITUTION

Revised: **February 2016** Approved: **March 2016**

### ARTICLE I. NAME

A. The name of this organization shall be the Interfraternity Council, hereinafter referred to as IFC.

### ARTICLE II. PURPOSE

A. The purpose of this organization shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment at Delta State University.

### ARTICLE III. AUTHORITY

A. This Constitution shall be compatible with the statutes of federal, state, and local laws, and university rules or regulations.

B. This Constitution and Bylaws when approved by the administration shall be in effect for all member fraternities.

### ARTICLE IV. MEMBERSHIP

A. Any social fraternity, after filing petition with the University and being recognized by the Student Organizations Committee shall be accepted only by a three-fourths majority of the Council, and be entitled to membership in the Interfraternity Council and be subject to the rules and regulations thereof.

B. This council shall be composed of four representatives from each member fraternity, to be designated as an IFC Executive Officer, voting delegate, alternate delegate, and the chapter's president, or reasonable substitute. This list represents rank order.

### ARTICLE V. EXECUTIVE OFFICERS

A. The IFC shall be made up of four officers known as the Executive Council: President, Vice President, Treasurer, and Secretary.

B. Currently active, full-time fraternity members that are in good standing with the University are eligible to serve in the IFC executive offices.

C. The Executive Officers will be selected on an academic year rotation basis. The annual transition shall be made no later than third meeting of each Fall term.

D. The rotation of offices shall be

President

Vice President

Treasurer

Secretary

E. The rotation of chapters shall be

Kappa Alpha

Kappa Sigma

Sigma Alpha Epsilon

Pi Kappa Alpha

New fraternities accepted into IFC membership will be added to the rotation in the order of acceptance, unless otherwise designated by the IFC voting at the time of acceptance.

F. The four executive officers of the IFC shall not be allowed to hold more than two terms, consecutively or non-consecutively.

G. Any Officer failing to perform his duties or unable to complete his term shall resign and a successor shall be designated by his chapter.

H. Duties of Executive Officers

A. Duties of the President

1. He shall preside over all meetings, serve on appointed University Committees, uphold the IFC Constitution & by-laws, and properly represent the best interest of the fraternity system.

2. He shall preside over all regular and special meetings and shall be responsible for enforcing all decisions.

3. He shall call emergency or special meetings, per Article VI.

4. He shall serve as an *ex-officio* member of all committees.

5. He shall appoint all committees.

6. He shall only vote in the case of a tie.

7. He may co-sign with the Treasurer and/or IFC Advisor for expenditures from the IFC account.

8. He shall act as the Judicial Board Chairman, in the case of a conflict of interest by the IFC Vice President, and shall serve as a non-voting member to the Board.

9. He shall perform other executive duties as needed.

B. Duties of the Vice President

1. He shall preside over all meetings and address other duties of the President in his absence.

2. He shall serve as the chairman of the Recruitment Committee and the Judicial Board, except in a case where there is a conflict of interest.

3. He shall perform other executive duties as assigned by the IFC.

C. Duties of the Treasurer

1. He shall be responsible for assessing and collecting all monies due to the Council, as outlined in the bylaws.

2. He shall prepare and present financial reports to the IFC every general meeting.

3. He may co-sign with the President and/or IFC Advisor for expenditures from the IFC account.

4. He shall be responsible for maintaining the good financial standing of the IFC.

5. He shall perform other executive duties as assigned by the IFC.

D. Duties of the Secretary

1. He shall record and maintain complete and accurate minutes of all IFC meetings.

2. At each meeting, he will distribute the minutes to all IFC members and Advisor. Then, he shall read the minutes from the previous meeting(s) for approval. He will make additions and/or corrections as needed.

3. He shall keep an accurate and complete roll of all IFC members and call roll at each meeting.



4. He shall act as the Judicial Board Secretary and shall serve as a non-voting member.
5. He shall perform other executive duties as assigned by the IFC.
- I. In the absence of the President, the highest ranking officer present in the order of the Vice President, Treasurer, or Secretary shall conduct the meeting.
- J. Officer Succession
  - A. If it is necessary for an officer to resign before his stated term of office, his chapter shall nominate a replacement from chapter members in good standing with the University and respective fraternity chapter.

#### ARTICLE VI. VOTING DELEGATES AND ALTERNATE DELEGATES

- A. Voting Delegates and Alternate Delegates to the IFC shall be selected by their respective fraternity chapter to serve at least one academic term.
- B. Each Voting Delegate member carries one vote for his respective fraternity chapter.
- C. For voting order, see ARTICLE VIII.
- D. Delegate Succession
  - A. If it is necessary for a Voting Delegate or Alternate Delegate to resign before his stated term of office, his chapter shall nominate a replacement from chapter members in good standing with the University and respective fraternity chapter.

#### ARTICLE VII. MEETINGS

- A. The IFC shall convene at a time and place designated by the President of the IFC, unless member fraternities are notified to the contrary. In any event, this Council shall convene semi-weekly (every two weeks) during the academic year, unless otherwise determined by the Council.
- B. A quorum must be present in order to conduct official IFC business. A quorum shall be defined as three-fourths (3/4) of the IFC voting delegates.
- C. Any special meeting can be called by the IFC President and/or IFC Advisor upon 24 hours notification to member fraternity chapters.
- D. Any emergency meeting may be called by the IFC President and/or IFC Advisor immediately upon notification of member fraternity chapters.
- E. In case of special or emergency meetings, decisions are considered temporary for the immediate situation until a quorum is present for a discussion and vote to make the decision permanent.

#### ARTICLE VIII. VOTING

- A. Each member fraternity shall each be entitled to one vote, with the vote cast by the Voting Delegate. If absent, he is to be succeeded in the following order by the Alternate Delegate, Chapter President, or IFC Executive Officer, excluding the IFC President.
- B. The presence of a three-fourths (3/4) majority of the voting power shall constitute a quorum sufficient and necessary to carry on any business for this Council.
- C. In the case of a tie vote, the IFC President shall cast the deciding vote.
- D. Any fraternity not in good standing as defined by the University or the IFC Judicial Bylaws shall not have a vote on the Council until good standing is reinstated.

## ARTICLE IX. APPOINTED OFFICERS

- A. The IFC Executive Council shall appoint officers to execute the work of the IFC.
- B. Currently active, full-time IFC members that are in good standing with the University and their respective chapters are eligible to serve in the IFC Appointed Offices.
- C. The Appointed Officers will be appointed to serve at least one academic term (i.e. Fall and/or Spring). The transition shall be made no later than the third meeting of each academic term, as needed.
- D. The Appointed Officers of the IFC shall not be allowed to hold more than two terms, consecutively or non-consecutively.
- E. The duties of the Appointed Officers of the IFC shall be as follows:
  - A. Duties of the Public Relations Officer
    - 1. He shall direct all public communication in advertising for official Interfraternity events in accordance with the University policies for advertising and IFC approval.
    - 2. He shall promote Greek Life on campus and in the local community through means approved by the IFC.
    - 3. He shall design, maintain, and regulate any multi-media used to promote fraternity life with IFC approval.
    - 4. He shall perform other duties as assigned by the IFC.
- F. Any Officer failing to perform his duties or unable to complete his term shall resign and a successor shall be designated by the IFC.
- G. If needed, any Appointed Offices may be created by the IFC.

## ARTICLE X. JUDICIAL BOARD

- A. The Judicial Board shall consist of the IFC Vice President as Chairman and one representative from each respective fraternity chapter who are not currently sitting on the IFC.

## ARTICLE XI. STANDING COMMITTEES

- A. The IFC Executive Council shall appoint standing committees with equal member chapter representation to execute the work of the IFC.
- B. Currently active, full-time IFC members that are in good standing with the University and their respective fraternity chapters are eligible to serve on any IFC standing committees.
- C. The standing committee members will be selected to serve during term(s) designated by the IFC Executive Council.
- D. The duties of the standing committees of the IFC shall be as follows:
  - A. Duties of the Recruitment Committee
    - 1. The Committee shall consist of the IFC Vice President as Chairman, and equal representation of all IFC fraternity chapters.
    - 2. The Committee shall review and develop Recruitment Bylaws, found in the IFC Bylaws, and submit them for discussion and approval to the IFC.
    - 3. The Committee shall present a full report, including recommendations, to the IFC based on analysis of recruitment statistics, and recruitment evaluations by new members, each fraternity chapter Recruitment Chairman, fraternity chapter Advisor, and the IFC Advisor.
    - 4. Respective fraternity chapter Recruitment Chairman and Advisor(s) may attend Committee meetings, and shall have a voice, but no vote.
- E. Any member failing to perform his duties or unable to complete his designated term shall resign and a successor shall be appointed by the IFC Executive Council.

F. If needed, any standing committees may be created by the IFC Executive Council.

#### ARTICLE XII. ADVISOR

A. The IFC shall have one advisor designated by the administration, usually the Vice President for Student Affairs.

B. The Advisor shall serve in an advisory capacity to the IFC and shall have voice, but no vote, in meetings of the IFC and IFC Executives.

#### ARTICLE XIII. HAZING

A. The IFC, as a student organization, fully supports the hazing policy stated in the Student Organizations Handbook and all University policies, including rules and regulations of the Student Handbook.

#### ARTICLE XIV. VIOLATIONS

A. Violations of the Delta State University IFC Constitution & Bylaws shall be adjudicated through the IFC Judicial Procedure as presented in the Judicial Bylaws section of the IFC Bylaws.

#### ARTICLE XV. AMENDMENTS AND BYLAWS

A. Amendments to the Constitution shall be accepted only by a three-fourths (3/4) vote of the Voting Delegates at the meeting following its submission to the IFC.

#### ARTICLE XVI. PARLIAMENTARY PROCEDURE

A. Robert's Rules of Order Newly Revised, Eleventh Edition shall determine any such procedural matters not specifically mentioned in the IFC Constitution or Bylaws.

THE NATIONAL PAN-HELLENIC COUNCIL  
OF  
DELTA STATE UNIVERSITY

**PREAMBLE**

We, the representatives of Alpha Phi Alpha, Alpha Kappa Alpha, Kappa Alpha Psi, Omega Psi Phi, Delta Sigma Theta, Phi Beta Sigma, Zeta Phi Beta, Sigma Gamma Rho, Iota Phi Theta, recognizing the need to unify and coordinate the activities of inter-collegiate National Pan-Hellenic Council Black Greek letter fraternities and sororities and recognizing that there are certain areas of action and programming that can best be carried out by the joint efforts of all such organizations, and believing that these needs can be realized by formal provision of the following Constitution and By-Laws we will be affiliated with the Interfraternity and the Panhellenic Council.

**ARTICLE I: NAME**

The name of this organization shall be the National Pan-Hellenic Council of Delta State University (NPHC-DSU).

**ARTICLE II: PURPOSE**

The purpose of this organization shall be:

**Section 1.**

To create and maintain high standards in the life of fraternities and sororities.

**Section 2.**

To perpetuate constructive fraternity and sorority relationships.

**Section 3.**

To foster an understanding of the structure and method operation among the affiliate organizations.

**Section 4.**

To stimulate affiliate organizations to foster and sponsor projects which encourage educational, moral, and cultural progress of the campus and community.

**Section 5.**

To contribute to the political, spiritual, social, economic, and cultural life on the campus of DSU and the surrounding areas.

**Section 6.**

To address, coordinate, and develop action strategies on matters of mutual concern to the affiliate organizations.

**Section 7.**

Act in accordance with all rules established by the National Pan-Hellenic Council, Interfraternity Council, and the Panhellenic Council as neither do not violate the sovereignty fight and privileges of member fraternities and sororities.

**Section 8.**

Act in accordance with the university regulations as stated in the Delta State University student handbook.

**ARTICLE III: MEMBERSHIP**

**Section 1.**

The following fraternities and sororities are members of the Delta State University Chapter of the National Pan-Hellenic Council. The council of composed of two (2) voting delegates from each of the following active local chapters of:

Alpha Phi Alpha Fraternity, Inc.  
Omega Psi Phi Fraternity, Inc.  
Phi Beta Sigma Fraternity, Inc.  
Kappa Alpha Psi Fraternity, Inc.

Alpha Kappa Alpha Sorority, Inc.  
Delta Sigma Theta Sorority, Inc.  
Zeta Phi Beta Sorority, Inc.

**Section 2.**

Membership to the NPHC-DSU is limited to those social Greek letter organizations that are recognized by Delta State University and the National body of the National Pan-Hellenic Council.

**Section 3.**

Only chapters who are in good standing with their organization may participate with the NPHC at Delta State University.

**Section 4.**

Only chapters whose national organizations are in good standing with the National Pan-Hellenic Council can participate with the NPHC at Delta State University.

**Section 5.**

In order to remain active, NPHC at Delta State University must have no fewer than two participating member organizations active with their council, unless permission to continue functioning is granted by the National Executive Director.

**Section 6.**

Only those chapters operating within the geographic area of the MS Delta are eligible to participate with NPHC at Delta State University.

**Section 7.**

No chapter that is active with another council of NPHC can participate with the NPHC at Delta State University.

**Section 8.**

Each semester the chapter president of their affiliate organization shall notify the NPHC president and advisor, in writing, of the names, addresses, phone numbers, & email addresses of its official members by the second NPHC meeting. The typed written document must also indicate the two (2) selected delegates. Only the official voting delegates of an affiliate organization are authorized to vote. Two votes are allotted to each active affiliate member organization. Failure to do so will strip the delegate of their vote for that semester.

**ARTICLE IV: DELEGATES**

**Section 1.**

The National Pan-Hellenic Council of DSU shall be composed of two (2) delegates from each affiliate chapter. Whichever organization holds the position of NPHC president, that organization must still have two delegates since the President does not have a vote.

**Section 2.**

Delegates to the National Pan-Hellenic Council of DSU shall be selected by their respective fraternity or sorority to serve for a term of one year.

**Section 3.**

When a delegate vacancy occurs, it shall be the responsibility of the fraternity or sorority concerned to select a replacement and to notify the Delta State University chapter of the National Pan-Hellenic Council’s Secretary, President, and Advisor of the new delegate’s name, address, and telephone number.

**Section 4. Voting**

- a. The voting members of the Delta State University Chapter of the National Pan-Hellenic Council shall be delegates of each regular membership. If a delegate is absent, its alternate shall cast the vote of his or her organization. If both delegates are absent, the vote may be cast by a member of the fraternity or sorority present.
- b. In the event of a tie, the President will be the deciding vote.

**ARTICLE V: OFFICERS**

**Section 1.**

The elected officers of the National Pan-Hellenic Council shall be: President, Vice-President, Secretary, Treasurer, and Parliamentarian.

Officers shall be considered as a representative for their respective organization.

**Section 2.**

Their term of office will be one (1) calendar year. This term is to begin the first meeting in the Fall semester or Spring semester.

All officers shall be elected for one (1) term as provided for, and shall be eligible for re-election only once. May serve a total of two (2) terms.

**Section 3.**

The goal of the National Pan-Hellenic Council is to have at least one representative from each active organization on the NPHC Executive Board.

**Section 4. Election of Officers**

- a. A formal election will be conducted by secret ballot.
- b. The President vacates all positions and opens the floor for nominations for each position.
- c. Upon the closing of nominations for each position, the floor will be opened for discussion on the nominees for the position. The National Pan-Hellenic Council will have the opportunity to express the pros and cons of each candidate.
- d. Only one delegate from each organization will be eligible to hold a National Pan-Hellenic Council executive position.
- e. If a delegate fails to nominate any delegate from their organization to fill a NPHC executive position, the National Pan-Hellenic Council President-elect has the discretion to appoint a delegate from any organization present during elections.

**Section 5. Vacancy**

In the event that the President position becomes vacant, the Vice-President will assume all duties and responsibilities of the vacant position.

All other positions not filled or vacated will be left to the discretion of the President in the respect of appointment or election.

**Section 6. Qualifications of Officers**

- Must be full-time undergraduate student
- Must be in good standing with Delta State University
- Must be an active member of one of the active chapters which form the Council.

**Section 7. Responsibilities of Officers**

A. The President shall:

1. Serve as chairperson of the Executive Board, as coordinator of all executive functions and as chief public representative.
2. Preside at all Council and Executive meetings
3. Serve as ex-officio member of all Council committees
4. Have the power to establish committees and appoint committee chairpersons subject to the approval of a simple majority of the members present.
5. Authority to fill a vacated executive position through appointment at his/her discretion.

- B. The Vice-President shall:
  - 1. Preside at all meetings of official function in the absence of the President.
  - 2. Serve on the Executive Board.
  - 3. Serve as the chairperson of all ad hoc committees when requested to do so by the council.
  - 4. Serve as the coordinator of the master calendar.
  
- C. The Secretary shall:
  - 1. Keep an accurate record of all proceedings of the Council, including a detailed roll call, and be responsible for records, files, and distribution of typed minutes to each member organization and advisor, as well as the other indicated officials, prior to the next meeting.
  - 2. Be responsible for notifying all Council Members of meeting times and place at least twenty-four (24) hours prior to the scheduled meeting.
  - 3. Serve on the Executive Board.
  - 4. Taking minutes of the Executive Board meetings.
  - 5. Maintain a copy of the master calendar
  
- D. The Treasurer shall:
  - 1. Bill and collect the Delta State University Pan-Hellenic Council dues as stated in the By-Laws and give receipt of such.
  - 2. Budget finances and regulate and audit the accounts of the Council.
  - 3. Disburse funds of the Council with the President and Advisor.
  - 4. Serve on the Executive Board.
  
- E. The Parliamentarian shall:
  - 1. Be well versed or willing to learn parliamentary procedures, as prescribed by Robert's Rules of Order, to safe guard the rights and privileges of all members equally.
  - 2. Serve on Executive Board
  - 3. Advise the chair and the council on all matters related to parliamentary law and interpretation of the bylaws.

## **ARTICLE VI: EXECUTIVE BOARD**

### **Section 1.**

The Executive/Committee shall be composed of all elected officers as well as the Presidents of each affiliate organization or their designated representative.

### **Section 2.**

The Executive/Committee shall have its initial meeting during the time set best for all members of that year.



**Section 3.**

The Executive/Committee shall meet, as necessary, to carry out the business of the NPHC-DSU chapter between regularly scheduled Council meetings. An electronic meeting is an authorized platform for meetings when deemed necessary.

**Section 4.**

The Executive Board/Committee shall administer routine business between meetings of the Council when advisable and of other business as has been approved for action by the National Pan-Hellenic Council vote consisting of five (5) members: President, Vice-President, Secretary, Treasurer, and Parliamentarian. Four (4) members shall constitute a quorum. The Executive Board cannot amend the bylaws or change any action taken by the Council.

**ARTICLE VII: MEETING**

**Section 1.**

The Delta State University Chapter of the National Pan-Hellenic Council shall hold at least two (2) regular meetings monthly. The regular meeting times for each term shall be scheduled at the first regular meeting. The President may call a special meeting of the Council when deemed necessary.

**Article VIII: MEMBERSHIP INTAKE PROCESS**

**Section 1. Membership Intake**

The Membership Intake Process and procedures for each member organization shall be in accordance with the guidelines established by their national office and Delta State University. The NPHC advisor reserves the right establish a deadline for membership intake activities based on the academic calendar for the university. If said deadline is to be given, the dates will be issued in April for the Fall intake window and November for the Spring intake window.

Each affiliate chapter must maintain five (5) active members in order to be considered an active chapter of the Delta State University Chapter of the National Pan-Hellenic Council. Once a chapter falls below the minimum requirement, the fraternity/sorority will be given one (1) academic year of a probationary period to reach compliance with the university. During the probationary period, the chapter will continue to have all the rights and privileges as an affiliate member of the council. Once the probationary period has expired and membership numbers are the same or lower, a meeting with the member organization, graduate advisor(s), and NPHC advisor will be requested to discuss recruitment and retention.

**Section 2. Potential Members**

A potential member must be allowed to maintain a normal lifestyle. They are encouraged to attend all scheduled classes and fulfill all “regular” responsibilities during the membership intake process.

### **Section 3. Hazing**

Hazing is any intake activity not of a constructive nature in accordance with the purposes and objectives of the fraternity or sorority system. The Delta State University chapter of the National Pan-Hellenic Council does NOT permit hazing. Each member organization must conform to the hazing policies of their individual national office and Delta State University.

- a. Some Non – Acceptable Practices, but not limited to are:
  1. Paddling, switching, or slapping
  2. Excessive physical or mental abuse
  3. Morally degrading or humiliating abuse
  4. Consumption of unusual combinations of food and beverages
  5. Being subjected to a chore of servitude
  6. Appearance in public as a spectacle or public nuisance in dress or behavior

## **ARTICLE IX: COMMITTEES**

### **Section 1.**

The standing committees shall be: Executive Board/Committee, Academic, Public Relations, Service, and Programming

### **Section 2.**

The Academic Committee shall be responsible for recognizing once each semester all NPHC students who excel academically and shall coordinate any other programs deemed necessary to enhance the academic enrichment of the Council.

### **Section 3.**

The Public Relations Committee shall be responsible for all advertisement, publicity, publications and presentations of the NPHC at Delta State University.

### **Section 4.**

The Service Committee shall be responsible for the coordination of community service projects for the Council, and working with the Panhellenic and Interfraternity Councils on joint programs.

### **Section 5.**

The Programming Committee shall be responsible for the planning of all-Greek social functions sponsored by the NPHC at Delta State University, and planning any activities that are needed for fund raising projects.

### **Section 6.**

The Executive Board may form such other committees as it deems necessary to carry out the duties of the NPHC. The President shall appoint the chairperson and members of such other committees with the concurrence of the Executive Board.

**Section 7.**

All appointed officers shall serve as ex-officio members of Executive Board/Committee (without a vote)

**ARTICLE X: FINANCES**

**Section 1.**

The operating budget of the Council shall be obtained by assessing each affiliate chapter a charge of ten dollars (\$10.00) in dues a member per semester (Fall/Spring) that must be paid at the beginning of the semester. If an affiliate chapter falls below ten (10) active members, their dues will be no less than one hundred dollars (\$100.00) per semester. This must be paid before any organization can have a social event on/off campus.

**Section 2.**

Member organizations not represented at general body meeting of the Council without giving prior notification to the President shall be fined according to the following scale:

- First absentee: ten dollars (\$10.00)
- Second absentee: fifteen dollars (\$15.00)
- Third absentee: twenty dollars (\$20.00)
- Tardy: five dollars (\$5.00) per meeting**

**Tardy – 10 minutes late without prior notification to the NPHC President or Advisor.**

After the fourth (4<sup>th</sup>) absentee, your organization will be fined fifty dollars (\$50.00) and will be asked in writing to appoint another representative.

**Section 3.**

Each affiliate chapter will be fined for no representation at an official NPHC function or event in the amount of seventy-five dollars (\$75.00).

**Section 4.**

If any fine has not been paid within seven (7) business days from the issue date, the organization forfeits its rights and privileges to participate in the Delta State University Chapter of the National Pan-Hellenic Council and its activities. The organization will be placed on an inactive status with the NPHC at Delta State University until the fine is paid.

**Section 5. Participation**

All active organizations of the NPHC-DSU are required to attend NPHC sponsored events. At least three representatives from each organization must be present to help clean up after functions and events.

Expected absences or tardiness must be reported to the NPHC-DSU President and Advisor. Any organization found in violation will be subject to penalties at the discretion of the Executive Board and advisor. See Article IX Section 5.

### **Section 6. Homecoming StompFest**

Each active Delta State NPHC organization is **required** to participate in the Homecoming Stomp Fest in the Fall. Failure to do so will result in a fine of five-hundred dollars (\$500.00) which must be paid by the Homecoming Stomp Fest date.

If an organization has at least five (5) active chapter members but chooses not to step, the fraternity/sorority may face additional penalties which will be at the sole discretion of the NPHC advisor.

All participants must be an active member of the undergraduate chapter. Exceptions, if any, to this are subject to approval of the council and advisor.

### **Section 7.**

In the event that any National Pan-Hellenic Council organization is celebrating a particular week, and other organizations wish to have programs, ticket sales, or any other money-making event, they must first complete an NPHC Event Agreement Form in order to do so. The form must be completed and signed by both chapter presidents. If this permission is not obtained prior to their event, the violating organization will be subject to the following penalty:

- A. Fined in the amount of five hundred dollars (\$500.00), with two hundred and fifty dollars (\$250.00) granted to the National Pan-Hellenic council and two hundred and fifty dollars (\$250.00) granted to the original organization.

### **Section 8.**

The National Pan-Hellenic Council has the right to host the first party of each semester with all the proceeds being used to fund events that will benefit the overall improvement of Black Greek life. In the event that the agreement is violated by one of the active member organizations of the NPHC-DSU, a fine of one thousand dollars (\$1000.00) will be assessed payable to the National Pan-Hellenic Council.

## **ARTICLE XI: MASTER CALENDAR**

### **Section 1.**

Planning of the master calendar shall be done on a first come-first serve basis and may cover booking up to the following semester. The chapter President must set up a meeting with the Vice-President of the NPHC and the advisor to review the calendar to schedule dates. If the chapter President is unable to attend the meeting, he/she must appoint another responsible representative from their organization to attend. An organization wishing to plan its week a year in advance will have the opportunity to do so.

**Section 2.**

All organizations are **required** to have a Greek calendar form for **any** event on file in the NPHC office five (5) days before the event takes place.

Any exceptions to this section will subject to approval by the NPHC advisor.

**ARTICLE XII: IMPEACHMENT**

**Section 1.**

An officer will be up for review if that person accumulates more than 4 unexcused absences from any Council meeting, (Executive Board or General Body).

**Section 2.**

Grounds for impeachment include, but are not limited to, excessive tardiness, unexcused absences, not performing the duties of that office, or student conduct violations. Any active member of the NPHC-DSU may recommend to the highest-ranking officer, not under review, that an officer be evaluated.

**Section 3.**

The council President, if not under review, shall have the authority to initially evaluate that office in question. The council President, if not under review, shall present the issue to the Executive Board/Committee.

**Section 4.**

The Executive Board shall submit a copy of written complaint to the person under evaluation, and shall request that the person respond to the Executive Board within forty-eight (48) hours. Failure to respond will result in immediate impeachment.

**Section 5.**

The officer under evaluation must contact the President of the NPHC-DSU to set up a meeting with the Executive Board to evaluate their performance.

**Section 6.**

The Executive Board must obtain  $\frac{3}{4}$  majority vote in order to impeach an officer. In the event of a tie, the NPHC advisor will be the deciding vote.

**Section 7.**

The Executive Board must notify the officer within twenty-four (24) hours of the decision.

**ARTICLE XIII: PARLIAMENTARY AUTHORITY**

**Section 1.**

The rules contained in Roberts Rules of Order Newly Revised shall govern the NPHC at Delta State University in all cases to which they are applicable, and in which they are not inconsistent with the bylaws and special rules of order of this society.

## ARTICLE XIV: AMENDEMENTS

### **Section 1.**

This Constitution or its By-Laws shall be amended by two-thirds vote of the voting members of the Delta State University Chapter of the National Pan-Hellenic Council.

### **Section 2.**

A proposed amendment or By-Laws shall be presented in writing to the member organizations for study at least fourteen (14) days prior to a regular meeting of the Delta State University Chapter of the National Pan-Hellenic Council.

### **Section 3.**

Proposed amendments must be submitted and voted on only during the month of April of each school year.

### **Section 4.**

Amendments passed shall go into effect the following Fall semester.



Panhellenic Association  
Delta State University

## **BYLAWS**

Revised: November 2016    Approved: November 2016

### **Article I.    Name**

The name of this organization shall be the Delta State University Panhellenic Association.

### **Article II.    Object**

The object of the Panhellenic Association shall be to develop and maintain women's sorority life and interfraternity relations at a high level of accomplishment and in so doing to:

- A. Consider the goals and ideals of member organizations as applicable to campus and personal life.
- B. Promote superior scholarship and intellectual development.
- C. Cooperate with member women's sororities and the university/college administration to maintain high social and moral standards.
- D. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies, and best practices.
- E. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.

### **Article III.    Membership**

#### **Section 1. Membership Classes**

There shall be three classes of membership: regular, provisional and associate.

- A. **Regular membership.** The regular membership of the Delta State University Panhellenic Association shall be composed of all chapters of NPC sororities at Delta State University. Regular chapter members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member (chapter) shall have a voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Delta State University Panhellenic Association shall be composed of all colonies of NPC sororities at Delta

State University. Provisional members (chapters) shall pay no dues and shall have voice but no vote on all matters. A provisional member (chapter) shall automatically become a regular member (chapter) upon being installed as a chapter of an NPC sorority.

- C. **Associate membership.** Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the Delta State University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members (chapters) shall pay dues as determined by the Panhellenic Council. An associate member (chapter) shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member (chapter) may be expelled for cause by a majority vote of the Panhellenic Council. An associate member (chapter) shall not be entitled to vote on the question of its expulsion.

## **Section 2. Privileges and Responsibilities of Membership**

All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Delta State University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

## **Article IV. Officers and Duties**

### **Section 1. Officers**

The officers of the Delta State University Panhellenic Association shall be president, vice president, and secretary/treasurer.

### **Section 2. Eligibility**

Eligibility to serve as an officer shall depend on the class of membership:

- A. **Regular membership.** Members from women's sororities holding regular membership in the Delta State University Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's sororities holding provisional membership in the Delta State University Panhellenic Association shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from women's sororities holding associate membership in the Delta State University Panhellenic Associate shall not be eligible to serve as an officer if the offices are held by rotation.

### **Section 3. Selection of Officers**

The offices of president, vice president, and secretary/ treasurer of the Delta State University Panhellenic Association shall be held in rotation by each eligible sorority chapter in order of its installation at Delta State University. If a member from the women's sorority in order of rotation is not prepared to serve as a designated officer, the Panhellenic Council shall determine how the office shall be filled.



#### **Section 4. Term**

The officers shall serve for a term of one year or until their successors are selected. The term of the office will begin at the beginning of the spring academic term, or no later than February 1.

#### **Section 5. Removal**

Any officer may be removed for cause by a vote of two-thirds (2/3) of the Panhellenic Council.

#### **Section 6. Vacancies**

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

#### **Section 7. Duties of Officers**

A. The president shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Serve as an ex-officio member of all Panhellenic Association committees, except the judicial board.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Ensure that the NPC College Panhellenic annual report is completed.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: Delta State University Panhellenic Association bylaws and standing rules, the Panhellenic Association budget, contracts executed on behalf of the Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports, and other pertinent materials.
- Perform all other duties as assigned.

B. The vice president shall:

- Perform the duties of the president in her absence, inability to serve, or at her call.
- Serve as chair of the Judicial Board, and oversee its activity.
- Select and train members of the Panhellenic Judicial Board.
- Serve as Risk Management Officer for the Panhellenic Association.
- Plan a risk management seminar at the beginning of every semester.
- Keep an updated file on each Chapter's Risk Management policy.
- Revise and edit the Panhellenic Association constitution and bylaws.
- Serve as chair of the Membership Recruitment Committee, and oversee its activity.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as assigned.

C. The secretary shall:

- Keep an accurate roll of the members of the Panhellenic Council.
- Record minutes of all meetings of the Delta State University Panhellenic Council and the Executive Board.
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor.

- Be familiar with the NPC Manual of Information and all governing documents of this Association.
  - Perform all other duties as assigned.
- D. The treasurer shall:
- Supervise the finances of the Delta State University Panhellenic Association.
  - Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Delta State University Panhellenic Association member sorority.
  - Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
  - Pay promptly the annual NPC dues and all bills of the Delta State University Panhellenic Association.
  - Maintain current financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
  - Be familiar with the NPC Manual of Information and all governing documents of this Association.
  - Perform all other duties as assigned.

## **Article V. The Panhellenic Council**

### **Section 1. Authority**

The governing body of the Delta State University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Delta State University Panhellenic Association including, but not limited to: every regular academic term review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's sororities.

### **Section 2. Composition and Privileges**

The Delta State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Delta State University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate delegate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented and approved by the Association president.

Each sorority shall select one Junior Panhellenic representative from the fall new member class to serve as a non-voting delegate for the fall semester only. She shall have no voting privileges unless her chapter recommends her to vote in the place of all other absent delegates and she is approved by the association president.

### **Section 3. Selection of Delegates and Alternates**

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year commencing at the beginning of the spring academic term, or no later than February 1.

### **Section 4. Delegate Vacancies**

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two (2) weeks and to notify the Panhellenic Association secretary of her name, address, email, and telephone number.

### **Section 5. Regular Meetings**

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

### **Section 6. Special Meetings**

Special meetings of the Panhellenic Council may be called by the Association president when necessary and shall be called by her upon the written request of no fewer than one-fourth (1/4) of the member women's sororities of the Delta State University Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

### **Section 7. Quorum**

Two-thirds (2/3) of the delegates from the member sororities of the Delta State University Panhellenic Association shall constitute a quorum for the transaction of business.

### **Section 8. Vote Requirements**

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds (2/3) vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

## **Article VI. The Executive Board**

### **Section 1. Composition**

The composition of the Executive Board shall be the president, vice president, and secretary/treasurer.

### **Section 2. Duties**

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the secretary, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

### **Section 3. Regular Meetings**

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

### **Section 4. Special Meetings**

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the written request of three members of the Executive Board.

### **Section 5. Quorum**

A majority of Executive Board members shall constitute a quorum for the transaction of business.

## **Article VII. The Panhellenic Advisor**

### **Section 1. Appointment**

The Panhellenic advisor of the Delta State University Panhellenic Association shall be appointed by the Delta State University administration.

### **Section 2. Authority**

The Panhellenic advisor shall serve in an advisory capacity to the Delta State University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

## **Article VIII. Committees**

### **Section 1. Standing Committees**

- A. The standing committees of the Delta State University Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee. Each Association may add additional standing committees based on the need of the association.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

### **Section 2. Appointment of Committee Membership**

The Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

### **Section 3. Judicial Board**

The Judicial Board shall consist of the vice president as chairman and two (2) members from the College Panhellenic member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Delta State University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

#### **Section 4. Membership Recruitment Committee**

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional and associate member (chapter). Alumnae advisors may attend meetings of the committee. The Alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics, and recruitment evaluations from new members, potential new members who withdrew, each member organization, Chapter Advisor.

*If needed, a Community Service/Philanthropy Committee*

*The Community Service/Philanthropy Committee shall consist of a chairman and one member.*

*The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.*

#### **Section 5. Other Committees**

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

### **Article IX. Finances**

#### **Section 1. Fiscal Year**

The fiscal year of the Delta State University Panhellenic Association shall be from January 1<sup>st</sup> to December 31<sup>st</sup> inclusive.

#### **Section 2. Contracts**

Dual signatures of the president, or treasurer, with Panhellenic advisor shall be required to bind the Delta State University Panhellenic Association on any contract.

#### **Section 3. Checks**

All checks issued on behalf of the Delta State University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the president, or the treasurer, and Panhellenic advisor.

#### **Section 4. Payments**

All payments due to the Delta State University Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the Delta State University Panhellenic Association.

#### **Section 5. Dues**

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
  - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
  - The dues of each Panhellenic Association member fraternity shall be payable on or before September 15<sup>th</sup> for fall and February 15<sup>th</sup> for spring.

#### **Section 6. Fees and Assessments**

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

### **Article X. Extension**

#### **Section 1. Extension**

Extension is the process of adding an NPC women's sorority. The Delta State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

#### **Section 2. Voting rights**

Only regular members of the Panhellenic Council shall vote on extension matters.

### **Article XI. Violation Resolution**

#### **Section 1. Violation**

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Delta State University Panhellenic Association shall be considered a violation.

#### **Section 2. Informal resolution**

Members are encouraged to resolve alleged violations through informal discussions with the involved parties.

#### **Section 3. Judicial process**

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Delta State University Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

- A. **Mediation.** Mediation is the first step of the judicial process. The Delta State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.

- B. **Judicial Board hearing.** When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals Committee. The Delta State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

## **Article XII. Hazing**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

## **Article XIII. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Delta State University Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Delta State University Panhellenic Association may adopt.

## **Article XIV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the Delta State University Panhellenic Council by a two-thirds (2/3) vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.

## **Article XV. Dissolution**

This Association shall be dissolved when only one regular member chapter exists at Delta State University. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts, its assets shall be given to the National Panhellenic Conference.

## **STANDING RULES**

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the Association. These types of rules belong in standing rules rather than in the bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

The following topics are best suited for standing rules:

- Awards
- Code of Ethics
- Financial considerations (i.e., donations policies, etc.)
- Judicial Procedures
- Office Procedures
- Recruitment Counselor selection/requirements/expectations

- Recruitment Rules
- Social Events
- Traditions (i.e., Homecoming, Advisors, Installation, Service Projects, etc.)



## **Religious Life Activities**

### **God's Anointed Voices (GAV)**

Mission: To make clear what it means to know Jesus Christ as a life-giving fragrant.  
2 Corinthians 2:14-16 GW

GAV is a non-denominational choir ministry that seeks to provide an on-campus experience that motivates and encourages students to grow in God and seek Him in their daily lives, education, and future while glorifying HIM through song. The organization's our goal is to provide helpful tools that will help students in their spiritual life by providing weekly student-led prayer and bible student sessions as an extension of our ministry.

### **Latter-day Saint Student Association**

The Latter-day Saint Student Association (LDSSA), established under the direction of the Seminaries and Institutes of Religion of The Church of Jesus Christ of Latter-day Saints, is designed to help Delta State students have a balanced secular and spiritual educational experience during their years of formal education. The purpose of LDSSA is to first encourage and support members in achieving academic goals and maintaining a balanced life while on campus. Second, encourage members to become an influence for good by participating in service activities on campus and in the community. Third, the organization provides members with meaningful service opportunities along with social and religious activities that are consistent with LDSSA standards. Fourth, LDSSA promotes traditional moral values. Membership is open to all students enrolled at Delta State University who espouse the purposes and standards of the LDSSA as stated within its Constitution.

### **DSU Wesley Foundation**

The Delta State University Wesley Foundation is a campus ministry for Delta State students. It is administered by The Mississippi Annual Conference Committee on Higher Education and Campus Ministry and a local DSU Wesley Foundation Board of Directors. The Wesley provides a house for students to come to for worship and fellowship in a Christian environment. It operates under the direction of the Wesley Foundation Director/Minister. The Wesley's mission is to reflect the light and love of Jesus, to be a place of worship, spiritual growth and discipleship, and to offer grace and acceptance to every student at Delta State University. The Wesley Foundation's intent is to provide a campus ministry in the name of Christ to all students and facilitate a faith-oriented educational experience, based on Wesleyan principles, for students, including ministering to students, spiritual counseling, providing faith-based outreach events, providing a place of worship to experience fellowship with others and growth in faith.

### **Reformed University Fellowship (RUF)**

RUF is the college campus ministry of the Presbyterian Church of America (PCA). Though we are sent to the campus by the PCA, we seek to share the love and grace of God with students from all religious or denominational backgrounds. Our stated purpose is to reach students for Christ and equip them to serve Him.

Jesus said, "I am making all things new!" RUF was born out of a desire not to abandon the campus, nor to be lost in it. It is the dream of RUF to be a ministry "for our campus", not for ourselves. This hope is founded in the belief that the gospel can change any person and any place.

*Our leading question is not "what kind of ministry can we be?" but rather "what kind of university can this be?" Our dream is to see DSU (both her people and institutions) transformed by the power and beauty of the presence of Christ.*

### **Baptist Student Union**

The Baptist Student Union (BSU) is a campus ministry that is open to all students of Delta State University. Our vision is for students **to know Christ and make Him known.**

## The Office of Financial Aid

Welcome to Delta State University, home of the Statesmen and the Fighting Okra!! Paying for college can be scary and intimidating but we are here to help you get all that you are eligible to receive and complete school. We are not able to guarantee there won't be money out of your pocket or that you will always have a refund, but we will work with you and your parents to get as much aid as possible and help you get close to what is owed. Filling out the FAFSA is the best way to determine what you are eligible to receive. You can fill out the FAFSA in October of every year and you will use the income tax information that you completed in April of the same year. We strongly encourage you to use the IRS Data Retrieval Tool located inside the FAFSA. This tool will allow you to link to the IRS and pull the needed tax information into your FAFSA. Using this tool will keep the Financial Aid office from asking for extra paperwork and will speed up the awarding process.

Always know that we were put here to assist all students in obtaining federal aid but we caution you to borrow only what is needed to complete the year. Loans are certainly a necessity for some students, but they are not always terrible because you, the student, (and sometimes, you, the parent), are investing in yourself. You are saying, "I can go to school to get an education that will allow me to get a job making enough money to pay back the student loans without hardship" But if you do not need student loans please do not take them out because eventually you will have to pay them back.

I encourage you to go through our web site. Make sure you understand our expectations regarding your grades and hours completed. Before you withdraw from classes make sure you come and talk to us, because it can have a negative impact on your Federal Aid. Our website is located at this link: <http://www.deltastate.edu/student-life/financial-aid/>

As the Director of Financial Aid, I am continuously striving to offer the best customer service to our students. We have counselors available every day from 8:00 to 5:00 that are knowledgeable and are here to help you. (They used to be you, so they understand where you care coming from) Never hesitate to contact our office if you have questions. In the Financial Aid world, there are never any questions that shouldn't be asked. If you do not understand something then we certainly want you to ask us and then give us the opportunity to help you understand. We can be reached by phone at 662-846-4670 or you can email us at [finaid@deltastate.edu](mailto:finaid@deltastate.edu)

We want you to enjoy your time at DSU and look forward to working with you while you are here. Join in and Stand out!!

Sincerely,

Christie Rocconi  
Director, Student Financial Assistance  
Delta State University

## Student Financial Assistance

The Free Application for Federal Student Aid (FAFSA) is your application for federal student aid. The FAFSA uses your and your parent's income, household size, age of the oldest parent, as well as other factors to determine your Expected Family Contribution (EFC). The EFC is used to determine your eligibility for grants – free money, loans – borrowed money, and work study – money that a student can earn. Delta State awards the Federal Pell Grant, FSEOG, Subsidized and Unsubsidized student loans, and Federal Work Study based on a student's FAFSA application.

To Apply:

### Create a Federal Student Aid ID

1. Before filling out the FAFSA, students should create an FSA ID. The FSA ID has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging into [fafsa.ed.gov](http://fafsa.ed.gov), the National Student Loan Database (NSLDS) at [www.nslsds.ed.gov](http://www.nslsds.ed.gov), [StudentLoans.gov](http://StudentLoans.gov), [StudentAid.gov](http://StudentAid.gov), and Agreement to Serve (ATS) at [www.teach-ats.ed.gov](http://www.teach-ats.ed.gov).
2. When logging into one of the websites listed above, click the link to create an FSA ID.
3. Create a username and password, and enter your e-mail address.
4. Enter you name, date of birth, Social Security number, contact information, and challenge questions and answers.
5. If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.
6. Review you information, and read and accept the terms and conditions.
7. Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log into the websites.

You can use your FSA ID to sign in right away. Once the Social Security Administration verifies your information in 1-3 days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the websites listed above. There is a video walk through at this link: <http://www.deltastate.edu/student-life/financial-aid/application-process/>

### Apply for Federal Assistance

Each year, students must complete the Free Application for Financial Aid ([FAFSA](#)). This application will ask questions about the income of the parents and student, the size of the family, and assets. The application can be submitted online.

## **Student Aid Report (SAR)**

The federal government will take that data and provide information electronically to the school so that the amount of grant, loan, and federal work study can be determined for that student. Students can list up to ten schools on their application.

The student will receive SAR information via:

- **EMAIL** – If an email address is provided, a link will be sent to an online SAR that can be accessed by providing a SSN, date of birth, and first two letters of their last name.
- **PAPER** – Students that apply on paper and do not provide an email address will receive a paper SAR.
- **ACKNOWLEDGEMENT** – Students who apply electronically but do not provide an e-mail address will receive a SAR Acknowledgement, which is less detailed and cannot be used for corrections.

Delta State will review the information and determine what additional documents are needed. Copies of tax returns, institutional forms, a copy of your social security card, a copy of your marriage license, or other documents may be required.

Once all required documents are received by Delta State, the student will be notified with an award letter of how much grant, loan, or work study they can receive.

## **Mid-Year Transfer Students**

Students who are transferring to Delta State must have their FAFSA application sent to Delta State. To have your FAFSA application sent to Delta State, add Delta State's school code to your FAFSA. The school code is 002403. Once Delta State receives the FAFSA application, the Financial Aid Office will determine what required documentation is needed to complete your application.

No financial aid will be awarded without the Delta State Supplemental Awarding Information Form. It is available to print on the Financial Aid Forms page.

Attention: the award information you received at another school will not be sent to Delta State. You must complete the information above for Delta State to award any eligible federal student grants, loans, and/or work study.

## **Grants**

### **Federal Pell Grants**

Federal Pell Grants are the most need-based of the student aid programs. This program provides grant aid to low and middle-income undergraduate students. Awards vary depending on the cost of attendance and financial circumstances of students and their families. Pell grants do not have to be repaid. Based on changes made to the Title IV student aid program by the recently enacted Consolidated Appropriations Act of 2012, undergraduate students can only receive a Federal Pell Grant for up to 12 semesters (or its equivalent).

### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

Participating schools award FSEOG to undergraduate students with exceptional financial need, based on the availability of funds. FSEOG awards for Delta State University usually ranges from \$100 – \$600 per year. FSEOG does not have to be repaid.

### **Federal Work Study**

#### **What?**

Federal Work Study provides jobs for students with financial needs, allowing them to earn money to pay education expenses. Work study award amounts must be earned before they can be applied to the student account, so initial fees at registration will not be covered.

#### **Who?**

Approximately 300 students are awarded work study amounts each year at Delta State.

#### **When?**

Most students work 8-10 hours per week. Paychecks are issued on the 15th of each month.

#### **I qualify!**

If you have been awarded Federal Work Study, follow these steps:

1. Contact the department(s) that you would be interested in working for directly to determine if they have openings and would like to hire you for their department.
2. Find an opening and complete any additional paperwork the department may have for you.
3. Be prepared to show your original social security card and a picture ID.

A student who is eligible for work study can find a job by either using Statemen Connect or contacting Career Services in Union 300. Students normally work 8-10 hours per week and are paid the 15<sup>th</sup> of the following month for hours worked.

## Loans

### Federal Direct Loans

Subsidized student loans do not earn interest while the student is enrolled in school; whereas, unsubsidized student loans do earn interest from the moment the loan is disbursed. Delta State automatically awards every student a student loan. At Delta State, the majority of our students do accept student loans. However, we encourage as many students as possible to remain debt free by cancelling student loans for free money such as grants, scholarships, and work study.

There are two types of Federal Direct Loans: **Subsidized Stafford Loan and the Federal Direct Unsubsidized Loan.** The Subsidized Stafford Loan has a variable interest rate of up to 8.25%. It is for part-time or full-time students and the loan does not accrue interest as long as the student is continually enrolled in 6 or more credit hours per semester. The Unsubsidized Stafford loan has a variable interest rate of up to 8.25%. Eligibility is ensured regardless of family income. Interest begins accumulating immediately while enrolled, but there are several repayment options available. To apply, students must complete a FAFSA application ([fafsa.ed.gov](http://fafsa.ed.gov)) for each school to determine eligibility for direct loans. (Loans must be repaid.) All students that receive a student loan must visit [studentloans.gov](http://studentloans.gov) to complete a new Master Promissory Note and new Loan Entrance Counseling. Loan funds cannot be paid to a student until this occurs.

### Direct Student Loan Maximums

Many students do not qualify for the maximum loan amount. The maximum is the most a student might be able to borrow. Many students are eligible for an amount less than the maximum.

### Dependent Undergraduates

<b>Classification</b>	<b>Subsidized</b>	<b>Total (Subsidized &amp; Unsubsidized)</b>
Freshman	\$3,500	\$5,500
Sophomore	\$4,500	\$6,500
Junior, Senior	\$5,500	\$7,500

### Independent Undergraduates

<b>Classification</b>	<b>Subsidized</b>	<b>Total (Subsidized &amp; Unsubsidized)</b>
Freshman	\$3,500	\$9,500
Sophomore	\$4,500	\$10,500
Junior, Senior	\$5,500	\$12,500

## **Federal Perkins Loan**

A Federal Perkins Loan is a low-interest (5%) loan for students with exceptional financial need. Delta State is your lender, and the loan is made with government funds with a share contributed by the school.

The Perkins Loan will be repaid to Delta State beginning 9 months after you graduate, leave school, or drop below half-time status. Your monthly payment amount will depend on the size of your debt and the length of your repayment period.

## **Federal Parent Plus Loan**

Parents with a good credit history may be eligible for a loan to pay the education expenses of each child who is a dependent undergraduate student enrolled at least part-time.

### **Apply!**

Sign in at [studentloans.gov](http://studentloans.gov) to endorse a PLUS loan. The parent will sign into this site with their FSA ID to apply for the PLUS loan.

### **Approved?**

A PLUS Loan application will be certified by Delta State and forwarded to the Department of Education. Loan funds will be sent to Delta State at the beginning of the semester.

### **Not Approved?**

Financial Aid counselors will determine if you are eligible for other financial aid funds.

Borrowers have the certain rights and responsibilities and the student loan code of conduct that can be found at this link: <http://www.deltastate.edu/student-life/financial-aid/grants-loans/>

## **State Scholarships**

State scholarships are available through the Mississippi Office of Student Financial Aid. For more information call 1-800-327-2980 or visit [RiseUp Mississippi](http://www.mississippi.edu/riseupms). Eligibility for these programs is determined by the Mississippi Office of Student Financial Aid. Please visit [www.mississippi.edu/riseupms/financialaid-state.php](http://www.mississippi.edu/riseupms/financialaid-state.php) for additional requirements and eligibility.

You can also see a full list of the state scholarships available at this link: <http://www.deltastate.edu/PDFFiles/Financial%20Aid/MSFinAid.pdf>

## **Apply for Institutional Assistance**

Delta State University is proud to recognize students who have achieved academic excellence. We offer a variety of competitive scholarships including: ACT, National Merit finalist and semi-finalist, Valedictorian, Salutatorian, Phi Theta Kappa, and privately funded.



All students must be admitted to the University to be considered for scholarships. The scholarship application requires a resume, essay, and a completed FAFSA.

There are two scholarship application deadlines for the fall semester. For first-time freshmen, the priority deadline is December 15, and the final deadline is March 1. For transfer applicants, the priority deadline is May 1, and the final deadline is July 1. All supporting documents must be submitted for scholarship consideration.

*\*Please return the scholarship application to the Office of Admissions.*

### **Check Unmet Requirement Status**

Once the Financial Aid Office receives your Free Application for Federal Student Aid (FAFSA), application status updates for federal student aid can be viewed online by logging into DSU Online Services with your DSU ID/PIN. To determine if there are unmet financial aid requirements:

1. Go to [deltastate.edu](http://deltastate.edu)
2. Click on myDSU
3. Click on DSU Online Services Log-in
4. Click on Log-in
5. Login using your User ID and PIN
6. Click on the Student Services & Financial Aid Section
7. Click on Financial Aid
8. Click on My Eligibility
9. Click on Student Requirements
10. Select the Aid Year you want to view from the Drop Down Menu
11. If there are unsatisfied requirements, it will list the item(s) that need to be submitted to the Financial Aid office.

Forms for the DSU Financial Aid office can be found in this link:

<http://www.deltastate.edu/student-life/financial-aid/financial-aid-forms/> Please print them out, fill them out and email them to [finaid@deltastate.edu](mailto:finaid@deltastate.edu)

### **View Financial Aid Award**

1. Go to [www.deltastate.edu](http://www.deltastate.edu)
2. Click on [myDSU](#)
3. Click on DSU Online Services Log-in
4. Click on Log-in
5. Login using your User ID and PIN
6. Click on the Student Services & Financial Aid Section
7. Click on Financial Aid
8. Click on 'My Award Information'
9. Click on 'Award by Aid Year'
10. Select the Aid Year you want to view from the Drop Down Menu
11. Click on 'Award Overview' for Financial Aid Award Amounts by Term

12. If no award information is visible, click on ‘Overall Financial Aid Status’ at the bottom of the page to determine if there are unsatisfied financial aid requirements.

13. If there are unsatisfied financial aid requirements, click on ‘student requirements’ to receive a list of items that need to be submitted to the Financial Aid office.

## **Over Awards**

An over award occurs when a student’s award package has exceeded either the unmet need or cost of attendance, depending on the type of aid that has been awarded. To prevent over awards, it is important to notify the Office of Student Financial Assistance of any potential awards not already listed on the student’s financial aid award letter. In the event of an over award, a student’s award is reduced to eliminate the over award, which may result in a repayment of the over award.

## **Refund Balance**

Do you have a refund balance? Double-check your student account for a refund balance or credit. If a refund is available it may be received at Student Business Services in Kent Wyatt Hall.

## **Helpful Hints**

Apply early to be considered for the full range of financial aid available each year by completing the Free Application for Federal Student Aid (FAFSA). The processed results of the FAFSA must be received by DSU from the federal processor by March 1 to meet our application priority deadline date.

Make a copy of tax return forms before submission to IRS.

Start a folder to save financial aid information and photocopies of all documents filed and received. Include student’s name and ID number on all documents submitted.

Maintain a current address with the Registrar’s Office.

Complete all items necessary to apply for both a Federal Pell Grant and a Federal Direct Loan, even if it doesn’t seem advantageous at the time. The law requires that students be considered for a grant before a loan is offered.

Respond promptly to all information requests from our office.

## **Academic Standards**

Students who receive financial aid at Delta State University must conform to the standards for Satisfactory Academic Progress set by the University and outlined here. These standards encourage students to successfully complete their educational goals in a timely manner. It is important to remember that this SAP policy is administered by the Office of Student Financial Assistance and is separate from the Scholastic Standards administered by the Office of the Vice-President for Academic Affairs.

These guidelines apply to ALL Title IV aid: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Leveraging Educational Assistance Partnership (LEAP) Grants, Federal Perkins Loans, Federal Work Study, Federal Stafford Loans, and Federal PLUS Loans.

### **Undergraduate Students**

The minimum academic standards an undergraduate student must meet in order to receive financial assistance are illustrated in this chart:

#### **Minimum Qualitative Academic Standards**

<b>Overall Hours Attempted</b>	<b>Delta State Grade Point Average</b>
0 – 29	1.60
30 – 59	1.80
60+	2.00

#### **Minimum Quantitative Standards**

<b>Hours Attempted</b>	<b>Ratio of Hours Passed</b>
0 – 29	50%
30 – 59	60%
60 – 89	70%
90+	75%

### **Graduate Students**

The minimum academic standards a graduate student must meet in order to receive financial assistance are illustrated below:

#### **Minimum Qualitative Academic Standards**

<b>Overall Graduate Hours Attempted</b>	<b>Delta State Grade Point Average</b>
0 – 6	2.50
7 – 11	2.75
12+	3.00

## Minimum Quantitative Standards

Graduate Hours Attempted	Ratio of Hours Passed
0 – 6	100%
7 – 11	100%
12+	100%

## Suspension, Probation, Appeals and More

- 1) Students who receive financial assistance but do not successfully complete all hours attempted, may be placed on financial aid hold/suspension. W's and F's are not considered successful completions.
- 2) Students who receive financial assistance and then withdraw from school will be placed on financial aid suspension. Students on suspension are not eligible to receive financial aid. W's and F's are not considered successful completions.
- 3) Students who have earned I's are ineligible for financial aid the following term because an I is not considered a passing grade. Financial aid will be reinstated once the student completes the course requirements and receives a grade. Should the student fail to obtain grades in the courses in question, he will be responsible for all fees.
- 4) Financial aid is not awarded for audits. Therefore, a student may be required to repay any financial aid awarded for a course that is changed to an audit at a later time during the term if that change results in the student's enrollment being less than full-time.
- 5) Students may use financial aid funds to cover the first repeat of a course. Up to 12 hours may be repeated during the undergraduate career under these financial aid guidelines. Ineligibility for all or a portion of financial aid funds based on this policy cannot be appealed. A class that a student registers for and subsequently drops, is included in the number of repeats of a course.
- 6) Students who have been granted full admission with academic deficiencies must participate in a Summer Developmental Program to remove those academic deficiencies. Financial assistance is available for this program. If deficiencies are still evident after completion of the Summer Developmental Program, a student will not be eligible for re-admission and any financial assistance offered for an up-coming term will be cancelled.
- 7) Students admitted to Delta State University in the Over 21 program are not eligible for federal financial aid until they have successfully completed twelve (12) semester hours with at least a 2.0 grade point average at Delta State. Additional information about this program can be obtained in the Admissions office.

8) Federal regulations require that a student complete the requirements for one undergraduate degree within a 150% time frame. For purposes of monitoring satisfactory academic progress within this 150% period, we have assumed that 130 hours are required for an undergraduate degree; therefore, 195 hours attempted would constitute the maximum (150%) allowable hours in pursuit of an undergraduate degree. Aid may be granted for up to 195 hours of course work provided those courses are required for completion of a degree. Students who have attempted more than 160 hours will be required to complete an appeal and attach a copy of the Application for Degree from the Dean of their school and a Transcript Evaluation from the Registrar's office.

9) Students who are pursuing a second undergraduate degree must submit a list of courses required to complete their second undergraduate degree. This can be obtained from their advisor or Dean.

10) A student's financial aid may be suspended if their enrollment record indicates to the financial aid staff/director a recurring pattern. This may include, but is not limited to: course drops, withdrawal from school, degree progress.

11) Students whose Delta State grade point average for any one semester is a 1.00 or less may be placed on financial aid probation or suspension.

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Academic progress will be evaluated at the end of each semester. Students will be notified in writing of any action taken regarding their loss of eligibility for financial assistance. The hours attempted and GPA as reported in the computer database of Delta State University will be the only official record accepted for all satisfactory academic progress determinations. If there is an error discovered, the student should contact the Registrar's office before notifying the Student Financial Assistance Office.

Students may be placed on financial aid probation for one academic semester. Students may receive aid during their probation status after signing and returning their financial aid probation letter.

Students may be placed on financial aid suspension for one or more academic semesters. Students on financial aid suspension cannot receive financial assistance.

All students have the right to appeal decisions regarding holds/suspensions of financial assistance. A student may file an appeal by completing a Request for Reinstatement of Financial Aid form with appropriate documentation. Requests for reinstatement should be submitted at least ten (10) working days prior to the last day to register. All requests will be reviewed within ten working days of submission to the SFA office provided they are properly completed and documented.

Students who are denied reinstatement of financial aid funds may be reinstated to good standing for financial aid purposes as soon as they are once again making satisfactory progress as outlined in this policy. Those students who attempt to reinstate eligibility after being denied must do so without benefit of financial assistance from any of the Title IV funds and must improve their standing while attending Delta State unless otherwise advised by the DSU Financial Aid staff/director.

### **Withdrawals**

Students should be aware that if they withdraw from the university after having received financial assistance, they may have to repay a portion of that assistance. Students who receive Federal Stafford Loans should also know that the Office of Student Financial Assistance is required to notify lenders of student withdrawals.

Contact information for DSU Financial Assistance office:

#### **Christie Rocconi**

Director of Student Financial Assistance

[chrconci@deltastate.edu](mailto:chrconci@deltastate.edu)

#### **Katie Stroup**

Assistant Director

[kstroup@deltastate.edu](mailto:kstroup@deltastate.edu)

#### **Timothy McKinney**

Counselor

[tamckinney@deltastate.edu](mailto:tamckinney@deltastate.edu)

#### **Jerri Burchfield**

Office Manager

[jbrchfld@deltastate.edu](mailto:jbrchfld@deltastate.edu)

#### **Hope Bolden**

Counselor

[hbolden@deltastate.edu](mailto:hbolden@deltastate.edu)

#### **General Information**

Kent Wyatt Hall 144

Cleveland, MS 38733

[finaid@deltastate.edu](mailto:finaid@deltastate.edu)

Phone: 662-846-4670

Fax: 662-846-4683

## Division of Enrollment Management

The Division of Enrollment Management is responsible for four main areas: undergraduate recruiting, admissions, university scholarships, and the high school dual enrollment program.

**Undergraduate Recruiting:** the office has a team of 7 full-time recruiters; 5 focus on high school students and 2 focus on transfer students. In addition to the full-time staff, the Delta Diplomats, a group of 20 student recruiters assist in on and off-campus recruiting efforts. The recruiters travel throughout the state of Mississippi and various locations in the southeastern United States. Contact the Director of Recruiting, Caitlyn Thompson, for any questions or to schedule a school visit.

**Undergraduate Admissions:** the office is responsible for processing undergraduate admission applications for entering freshmen, transfer students, former students returning after a one year or more absence, senior citizens, over 21 program applicants, and high school students taking college courses. The review process for admission may include an evaluation of: high school and/or college transcripts, standardized test scores (including AP and IB) and immunization records. Contact the Coordinator of Admissions, Diana McDowell, with any questions related to admission/eligibility requirements.

**University Scholarships:** the office is responsible for managing academic and leadership scholarships; both initial awards and renewals for all students. It also manages the privately funded scholarship awards for the academic units. Contact the Dean of Enrollment Management, Dr. Debbie Heslep, with any questions.

**High School Dual Enrollment Program:** the dual enrollment program offers high school students the opportunity to earn college-level coursework while still enrolled in high school. The University works with school districts and individual schools to establish a plan of study that is most beneficial to individual students. In addition to high school students taking college courses, the Advanced Placement (AP) and International Baccalaureate (IB) programs award credit based on appropriate AP and IB Exam scores. Contact the Dean of Enrollment Management, Dr. Debbie Heslep, with any questions.

Campus Contact and Location:      Office of Enrollment Management  
Kent Wyatt Hall, Room 117  
Cleveland, MS 38733  
662-846-4020 | [admissions@deltastate.edu](mailto:admissions@deltastate.edu)

## Student Business Services



Welcome! Student Business Services is responsible for billing, collecting tuition and fees, emergency loans, servicing student accounts, the Federal Perkins Loan program, the Workforce Investment and Opportunity Act(WOIA) program, and providing helpful information to students about transacting their business with the University. Our office is also charged with receiving and depositing all other University funds generated from auxiliary sales and services, contracts and grants and gifts and donations from both private and federal sources.

The following core principles guide the work that we do in Student Business Services:

- Complete and professional interaction every time
- Accountability based on consistent reliability
- Unquestionable concern for confidentiality and accuracy
- Skilled counseling with accurate information

Students are our chief client and most important asset! We recognize we play a vital role in your success here! Welcome to Delta State University. Please contact our office for every question or concern you have regarding your student account.

Sincerely,

Kelvin Davis, Director  
Student Business Services



Student Business Services is the central billing and collection point for Delta State University. The department is responsible for managing university billing, collecting, refunding, and cashiering functions. The office oversees the Okra Kard, the Workforce Opportunity Investment Act program (formerly known as the WIA program), the Perkins Loan program, and third party billing including MPACT. Our staff is committed to providing excellent customer service while assisting students and parents with activities related to paying their bill and other financial services. We strive to provide services in an efficient and timely manner.

2016 – 2017 Financial Information  
ITEMS OF GENERAL EXPENSE  
(Per Semester)

TUITION FOR FULL-TIME STUDENTS (12 to 19 hours for an Undergraduate Student) (9 to 13 hours for a Graduate Student)	\$3,149.00
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ROOM	
Cleveland, Court of Governors, and Cain-Tatum	\$2,075.00
Lawler-Harkins	\$2,150.00
Brumby-Castle	\$2,175.00
New Men	\$2,200.00
Foundation Hall	\$2,350.00

ADDITIONAL PRIVATE ROOM RATE/PER SEMESTER	
Cleveland, Court of Governors, and Cain-Tatum	\$ 1,037.00
Lawler-Harkins	\$1,075.00
Brumby-Castle	\$1,087.50
New Men	\$1,100.00
Foundation Hall	\$1,175.00

MEAL PLANS	
*All Access + \$190 Flex	\$1,530.00
50 Meals per semester DSU Faculty/Staff \$100 Flex	\$290.00
Campus Dining Dollars	\$190
**B.Y.O.P. – Build Your Own Plan \$560 to \$1,530.00	

\*Residence Hall students - if a meal plan is not selected before the last day to add a class, the All Access + 175

Flex a meal plan will be charged to your student account.

\*\*Choose from 50, 80 or 120 Block Meals and add the flex of your choice: \$190, \$400 or \$600.

Price dependent on combination of Block and Flex.

## **PART-TIME TUITION**

These fees are per semester hour for both on and off campus locations:

PART-TIME TUITION (per semester hour)

Undergraduate \$262.50

Graduate \$350.00

## **OVERLOAD TUITION**

An undergraduate on or off campus pays \$262.50 per semester hour for each hour over 19.

A graduate on or off campus pays \$350 per semester hour for each hour over 13.

## **PAYMENT OF TUITION AND FEES**

To be officially registered, total tuition and fees are due and payable by the payment due dates for each term. Payment in full should be made to Delta State. Students who do not pay in full must be enrolled in one of our designated payment plans. Payment due dates will be published in the Payment and Registration Guide each semester. Contact Student Business Services for information concerning the available plans. The University accepts payment by cash, check, or money order. Payment by check, American Express, MasterCard, Visa, or Discover credit cards can also be made online via our website at [www.deltastate.edu](http://www.deltastate.edu).

### **Okra Kard**

The Okra Kard is the official identification card for the University. Upon being fully admitted into the University, students are provided with an Okra Kard. There is a \$25.00 replacement fee for all Okra Kards reported as lost or stolen.

### **Okra Green Anywhere**

Okra Green is a convenient and secure way to use an Okra Kard as a prepaid spending account for books, food, supplies, and much more at locations on and off campus. The Okra Green program offers flexibility and convenience, with no overdraft or service fees. The Okra Green program is not affiliated with the dining services meal plans. Funds may be added to your Okra Kard in person at Student Business Services, online via the 24/7 Online office at <https://services.jsatech.com/index.php?cid=89>, or via the cash value centers in the H. L. Nowell union and Roberts-LaForge Library.

### **Third-Party Billing**

Students expecting payment of tuition from a third party vendor should contact the Third Party Billing Coordinator in Student Business Services. Each term the University invoices third parties for payment after the add/drop period for the semester. Third party vendors include pre-paid tuition plan, i.e. MPACT, etc.

### **e-Billing**

All invoices for tuition and applicable fees will be delivered electronically via a student's Okramail account. It is imperative students routinely check their Okramail account for regular updates on their student account.

### **Authorized Users**

Parents, legal guardians and representatives of the court may be added as an authorized user to a student's account with permission from the student. Authorized users do not have access to a student's academic history, only to billing and payment information. In order for representatives in Student Business Services to speak with a parent or guardian regarding a student's account, he or she must be listed as an authorized user. Instructions for adding authorized users can be found at [http://www.deltastate.edu/PDFFiles/univ\\_relations\\_PDF/AuthorizedUser.pdf](http://www.deltastate.edu/PDFFiles/univ_relations_PDF/AuthorizedUser.pdf).

### **Refunds**

Student Business Services will issue all refunds via the method selected by students. Students are encouraged to sign up for direct deposit via their MyDSUOnline Services account. Refunds issued via direct deposit are delivered three to five business days before that of a physical check. All Student opting not to sign up for direct deposit will receive their refund via physical check. The University no longer allows students to pick checks up in person. Therefore, any refund issued via check will be mailed within 24-48 hours of being printed.

### **Campus Dining Dollars**

Any student registering in six or more semester hours that are taught on campus must purchase campus dining dollars for that semester. Campus dining dollars can be used to eat in the cafeteria and Union food court. All unused campus dining dollars can be refunded in the event a student stops attending the University completely for a semester or more or when a student graduates.

## Office of the Registrar

As the central point for student records, the Registrar's office serves Delta State's students through a variety of services. Our team assists in areas including enrollment, academic records, graduation (degree certification and diplomas), grades, transfer credit, transcripts orders, student-athletes and veteran certifications, and much more. Although our staff is always ready to help, our online homepage (<http://www.deltastate.edu/academic-affairs/registrars-office/>) offers a variety of self-service option. Our office is located in Kent Watt Hall in Suite in 152, or we can be reached by phone at 662-846-4040.

Let's take a look at some of the services offered through our office:

### Register for Classes

Before you can register for your classes, you will need to obtain your Alternate PIN from your advisor. No one else can provide this number to you. This PIN is different from the one you use to log in to your *DSU Online* services. It is a temporary PIN that is populated each term and only used for registration purposes. Once you have the Alt PIN and know what courses you want to take, you will log in to *DSU Online* services to register. You can select the "**Register for Classes**" button on the Registrar's homepage or click on the *MyDSU* option on the <http://www.deltastate.edu/> homepage to access the login screen.

In order to login to *DSU Online* services, you will need your student ID (900#) and PIN. If it is your first time logging in to the service, your PIN will be your Date-of-Birth in the two digit format (MMDDYY). If you have previously logged in and changed your PIN, use your personalized PIN. Should you forget your PIN and not be able to log in, you can reset it by selecting the "**Forgot PIN?**" button. If you are still having trouble, contact our office and we will reset your PIN to default back to your Date-of-Birth.

Once you have logged in to *DSU Online* services, you will select *Student Services & Financial Aid*, then *Registration*. Under *Registration* you will find the option to *Add/Drop Classes* and *Look-up Classes to Add*. You can also view your schedule by day & time, or by detail. Remember, you can only register using the online service during the scheduled registration time. To get started click on the *Select Term* option and select the current term of registration. You will then be asked to enter the Alt PIN, obtained from your advisor. Once you have accessed the registration screen, you will be able to add your courses using the CRN number.

What should you do if you try to register, and receive a notice that you have a hold on your account that is preventing you from registering? You can either check your holds on *DSU Online* services or call our office to determine who placed the hold. Once you have identified which office placed the hold, you will need to contact them to find out what you need to do to clear the hold. Once all the holds have been removed you will be able to add your classes.

Be aware, if you enroll in more than 19 hours, you will be charged an overload fee. Also, remember, before you drop a class, do the math! Make sure that if you drop a class it will not cause you to drop below your needed hours. Although full-time status is 12 hours, in order to qualify for state financial aid you must remain enrolled in 15 hours.

Should you need to add/drop classes after registration has closed, you can obtain an add/drop form from the Registrar's office or print one yourself by selecting ***Forms and Policies*** on the Registrar's homepage. You will need to make sure you have all of the required signatures and return the form to our office. We will then add/drop you from the requested course.

### **View Grades**

To view your grades you can select the ***View Your Grades*** button on the Registrar's home page, and then login to ***DSU Online*** services. Once you have logged in, select ***Student Services & Financial Aid***, and then select ***Student Records***. Here you will be able to view your midterm grades, final grades, and a copy of your unofficial transcripts, as long as there are no holds on your account.

### **Transfer Students**

We accept transfer credits from all accredited colleges/universities. Although we accept most general courses, there are a limited number of technical courses we accept. There is also a limit on the number of duplicated course you can transfer. For example, you will only be able to transfer in one varsity sport credit per year. We will need an official transcript from ALL of the previous institutions you attended.

If you select to repeat a course, the current grade for that course will be counted in your GPA. The previously taken course, whether transferred in, or taken at DSU, will be excluded from the GPA average, but still appear on the transcript.

### **Request Transcripts**

You can view and print an unofficial copy of your transcript by logging in to ***DSU Online*** services. Select the ***myDSU*** option, at the top of the Delta State University homepage. Once you have logged in, select ***Student Services & Financial Aid***, and then select ***Student Records***, and finally select ***Academic Transcripts***.

To obtain an official copy of your transcript select the ***Request Transcript*** button in the middle of the Registrar's homepage, or go directly to ***Transcripts on Demand***'s webpage at <https://iwantmytranscript.com/deltastate>. If you have never used ***Transcripts on Demand***, you will need to set up an account by clicking on the ***sign up*** button. If you have previously used the service, sign in using the email and password you used to set up your service through ***Transcripts on Demand***. If you have technical difficulty with their services, you can contact them directly by calling 1-847-716-3805.

### **Veteran Students (Tuition Assistance)**

The Registrar's office also houses the Veteran's Benefits office. The Registrar will help the veterans apply for and manage their benefits. To access information on Veterans Education Benefits, students can click on the ***Veteran Students*** option, on the left side of the Registrar's homepage. On this page, veteran students will find important information, such as, the 60% Refund Policy, VA Information Form, VA Verification forms, VA application, and a host of other resources.

## Enrollment Verification

Instruction for how to obtain enrollment verification through the *National Student Clearinghouse* is also located on the Registrar's homepage. To access this form go to *myDSU* and login in to the *DSU Online* services. From here, you will select *Student Services & Financial Aid*, and then select *Student Records*, next select *Enrollment Verification*, and finally select *View Enrollment Status*. You will be redirected to the *National Student Clearinghouse* website where you can follow the instructions to obtain the verification form.

## Other Services

The Registrar's office homepage provides a host of other helpful information. The *Curriculum Check sheets* are a valuable tool that will allow you to monitor the courses you are taking and make sure they are necessary for your major. Under the *Forms and Policies* you will find information such as; Confidentiality Holds, Change Major Instructions and Forms, FERPA Notification of Rights, etc.

## Apply for Graduation

The Registrar's office plays an integral part in your education when you are ready to graduate. You should apply for graduation at least two semesters in advance of the semester you are eligible to graduate. The current term's commencement information is located on the Registrars website under the *Graduation* tab. To apply, login in to the *DSU Online* services. From here, you will select *Student Services & Financial Aid*, and then select *Student Records* and finally, select *Apply to Graduate*.

Make sure you meet with your advisor prior to graduation to ensure you have met all the requirements of your degree. Once you have been approved for graduation, you will need to pay your graduation fees to the business office. If you intend to walk in the graduation ceremony, you will also need to order your cap and gown through the campus bookstore. Be sure to pick up your regalia prior to the ceremony and return it to the designated area following the graduation.

All diplomas will be mailed unless otherwise indicated notifying the Registrar's office prior to the mail-out. Please see the *Commencement Information* sheet on the Registrar's homepage form more information.

Prior to graduation all students who received Federal Direct Subsidized or Unsubsidized loans must attend exit interviews through the Financial Aid department. Contact their office at 662-846-4670 to schedule your appointment. Also, students receiving Perkins Loans will need to attend exit interviews through the Student Business Services. Call 662-846-4698 for times and locations.

Each graduate will receive a specific number of guest tickets. NO guest will be allowed to attend the ceremony without a ticket as there are a limited number of available seats. You will be able to pick up your tickets in the Registrar's office the week prior to the ceremony.

This overview is provided as an example of some of the resources available through the Registrar's office. From enrollment through graduation, we are committed to being at your service every step of the way. For more information, please feel free to contact us at 662-846-4040 or at [Registrar@deltastate.edu](mailto:Registrar@deltastate.edu).

## **The Student Success Center – *Navigating Success!***

The Student Success Center is your college compass! We are here to help you successfully navigate your college experience at Delta State as you make your way from classroom to cap and gown. We proudly provide a wide range of student support services that can be tailored to meet your individual needs. We have resources to help you stay in school: Academic Advising Services, Academic Support Services and Developmental Studies, First Year Seminar, International Student Services, and Okra Scholars. Specific programs include academic advising for undeclared students, the S.O.S. Stay Okra Strong early alert system, intermediate and tutoring needs, international student admissions and current international student development, and first-year experience. We encourage you to browse our website, send us an email, give us a call, or better yet, come by and see us! The Center is located in Union 308.

Dr. Christy Riddle  
*Executive Director*  
H.L. Nowell Union 308  
DSU Box 3232  
P: 662-846-4574  
studentsuccess@deltastate.edu

### *Academic Advising Services – Map Your Course!*

We offer a wide range of advising tools and resources for students, faculty, and staff. We assist undecided students with course selection and schedule advisement, while allowing them to test the waters in a degree program they wish to pursue. We also provide resources for university faculty and staff to support effective academic advising.

Unsure of what major you want to pursue and courses to take? No problem! The Coordinator of Academic Advising Services serves as the academic advisor for undeclared majors and assists them in choosing a major. We are here to assist you with course scheduling and advisement, giving you time to explore and find the degree that best suits you. DSU requires you to take certain basic courses (General Education) regardless of your major. Undeclared academic advising allows you to complete those requirements while exploring your options.

To learn more about all the majors that DSU offers and their requirements, check out our Meta-Majors and Academic Maps. These are structured, semester-by-semester schedules that show when each course should be taken throughout an academic program and can be used when you are making decisions about which classes to take. Undeclared students may select a Meta-Major, which will allow undeclared students to stay on track by taking courses that count for multiple degree areas before choosing their major.



## Stay Okra Strong (S.O.S)

The S.O.S. (Stay Okra Strong) early alert system is an integral part of Academic Advising Services. The intervention system helps identify and assist at-risk students through organized outreach, led by the Student Support Specialist. You can alert an at-risk peer, and the team will follow-up with next steps. Students who are at-risk may be experiencing behaviors such as skipping class, expressing frustration, or lack of motivation, just to name a few. You can choose to remain anonymous in alerting our team, but we encourage you to “Let Us Know!”

Darla Sisney

*Coordinator*

H.L. Nowell Union 309

DSU Box 3232

P: 662.846.4577

dsisney@deltastate.edu

### Academic Support Services and Developmental Studies – *Stay Your Course!*

We introduce strategies to help you stay on the right track to achieve your academic goals. We are here to assist you in developing the skills and attitudes necessary for success in college course work at Delta State University.

FREE tutoring is available for DSU students in a variety of general education courses. Study skills classes and workshops provide assistance and reinforcement of academic skills such as: time management, learning strategies, stress management, and general study skills.

Take advantage of these opportunities to find and stay on course to graduate!

Tricia Killebrew

*Coordinator*

H.L. Nowell Union 311

DSU Box 3232

P: 662.846.4654

tkillebrew@deltastate.edu

### First Year Seminar – Discover Your Course!

First Year Seminar (FYS) is a course that introduces you as a 1<sup>st</sup> semester DSU student to the tools and resources available campus wide that, when properly utilized, helps you reach your ultimate college journey destination: GRADUATION. It explores various topics critical to the development of academic, social, and life-skills such as effective note-taking, time-management, conflict resolution, and cultural competency. It also assists you in successfully navigating university resources and procedures, developing basic academic skills, and finding your unique place as part of the DSU community.

There is a Student Peer Mentor component to FYS. The Student Peer Mentors are returning students who have successfully navigated their own first year of college and are willing to share their knowledge with new students. These students are recruited directly by the FYS instructors they serve. This team of students loves DSU, and they want to help you develop that same sense of pride that they have!

Here at Delta State, we feel very strongly that the earlier you begin to feel a part of the DSU family, the more likely you are to experience success here. Your Statesman Journey and your Okra Life begin here – we can't wait to see what you become!

Dr. Jonathan Westfall  
*Coordinator*  
H.L. Nowell Union 215  
DSU Box 3232  
P: 662.846.4501  
jwestfall@deltastate.edu

International Student Services – *Explore Your Course!*

Delta State University welcomes international students to the Mississippi Delta – providing them with a HOME-AWAY-FROM-HOME experience. Our advisors help international students receive one-on-one assistance, guidance and advice from the very beginning of the application and enrollment process, throughout their time at Delta State, and post-graduation.

We encourage students to become involved with the International Student Association (ISA). We strive to create the best possible environment for international students, provide assistance, and integrate international students with DSU students, faculty, staff, and community. ISA organizes fun events that promote cross-cultural awareness to bridge the gap between international and local students. March is International Student Month – check the university calendar that month for events/activities sponsored by International Student Services.

Tymeed Winslow  
*International Assistant Advisor*  
H.L. Nowell Union 308  
DSU Box 3232  
P: 662.846.4574  
international@deltastate.edu

Okra Scholars – *Complete Your Course!*

We serve as a GPS for Success – offering students an opportunity to learn and apply skills needed to be successful in college and career. The project works to increase the university's retention and graduation rates through providing holistic support services. From freshmen to senior year, selected participants receive assistance with determining a major, developing a career plan, and cultivating cultural sensitivity.

Okra Scholars is a *First in the World* project supported by a major grant from the U.S. Department of Education's Fund for the Improvement of Post-Secondary Education.

Dr. Jonathan Westfall

*Coordinator*

H.L. Nowell Union 215

DSU Box 3232

P: 662.846.4501

[jwestfall@deltastate.edu](mailto:jwestfall@deltastate.edu)

## The Delta Center for Culture and Learning



Greetings Delta State Students!

It is my pleasure to introduce The Delta Center for Culture and Learning, a “Center of Excellence” at Delta State University. The Delta Center is the recipient of the [2016 Georgene Clark Diversity Champion Award](#). It manages the Mississippi Delta National Heritage Area in partnership with the National Park Service. It is the home of the International Delta Blues Project funded by the Robert M. Hearin Support Foundation. For eight years running, The Delta Center also has administered the National Endowment for the Humanities “The Most Southern Place on Earth” workshops for K-12 educators.

Whenever possible, we like to engage Delta State University students with our programs. The International Delta Blues Project, in particular, offers excellent opportunities for Delta State University students to learn about and celebrate the Mississippi Delta region’s rich cultural heritage. Students from diverse academic backgrounds have served as volunteers, presenters, and performers at the International Conference on the Blues. The 2016 conference featured GRAMMY Award-nominated Blues artist Cedric Burnside, as well as Lawrence "Boo" Mitchell of Memphis’ Royal Studios, producer of “Uptown Funk,” 2016 GRAMMY Record of the Year. We also hosted a "sold out" free public community screening of the award-winning film "Take Me To the River" with live performances from legendary soul singer William Bell and Memphis-based hip hop artists Al Kapone and Academy Award winner Frayser Boy, among others. The 2017 conference promises to be just as educational and entertaining.

In collaboration with the First Year Seminar program, we have introduced incoming freshmen to educational modules focused on Mississippi Delta culture and history. We encourage all Delta State University students to consider enrolling in the Blues Studies program administered by The Delta Center. For more information, visit [www.internationaldeltabluesproject.com](http://www.internationaldeltabluesproject.com).

The Delta Center is proud to serve as a diverse educational and cultural hub that connects, promotes, and empowers people, places, and institutions throughout the Mississippi Delta region.

We look forward to continuing to involve Delta State University students in advancing our mission and our work.

On behalf of The Delta Center, welcome to Delta State University!

Rolando Herts, Ph.D.

Director

The Delta Center for Culture and Learning and the  
Mississippi Delta National Heritage Area

Delta State University

DSU Box 3152

Cleveland, MS 38733

Email: [rherts@deltastate.edu](mailto:rherts@deltastate.edu)

Phone: (662) 846-4311

Fax: (662) 846-4701

LinkedIn: <http://www.linkedin.com/pub/rolando-herts-ph-d/8/520/242>

Visit our website: <http://deltacenterdsu.com/>

Keep up with Delta Center news at <http://deltacenterdsu.com/news-1/>

The Delta Center is on Facebook! <https://www.facebook.com/TheDeltaCenter>

Learn more about the Mississippi Delta National Heritage Area:

<http://www.msdeltaheritage.com/>

Facebook: <https://www.facebook.com/MDNHA>

Learn more about the International Delta Blues Project:

<http://www.internationaldeltabluesproject.com/>

Learn more about the National Endowment for the Humanities “Most Southern” workshop:

<http://deltacenterdsu.com/mostsouthern/>

The [Delta Center for Culture and Learning](#) is a “Center of Excellence” at Delta State University. The Delta Center’s mission is to promote greater understanding of Mississippi Delta culture and history and its significance to the world through education, partnerships, and community engagement. The Delta Center fulfills this mission through various programs housed within our department including:

- the [Mississippi Delta National Heritage Area](#), a cultural heritage and economic development partnership between the people of the Mississippi Delta and the National Park Service focused primarily on education, tourism, and preservation;
- the National Endowment for the Humanities [“Most Southern Place on Earth: Music, Culture and History of the Mississippi Delta” workshop](#), a week-long educational and cultural immersion experience for K-12 educators from across the country; and
- the [International Delta Blues Project](#), which comprises the [International Conference on the Blues](#), the [Blues Studies Program](#) at Delta State University, and a [Blues Leadership Incubator](#) promoting economic development and entrepreneurship related to Blues tourism and the creative economy.

Whenever possible, we like to engage Delta State University students with our programs. The International Delta Blues Project, in particular, offers excellent opportunities for Delta State University students to learn about and celebrate the Mississippi Delta region’s rich cultural heritage. Students from diverse academic backgrounds have served as volunteers, presenters, and performers at the International Conference on the Blues. The 2016 conference will feature GRAMMY Award-nominated Blues artist Cedric Burnside, as well as Boo Mitchell of Memphis’ Royal Studios, producer of “Uptown Funk,” 2016 GRAMMY Record of the Year.

Through a partnership with the university’s First Year Seminar program, we are introducing this year’s incoming freshmen to educational modules focused on Mississippi Delta culture and history. We are encouraging these students and all Delta State University students to consider enrolling in the Blues Studies program administered by The Delta Center. For more information, visit <http://www.internationaldeltabluesproject.com>.

As the recipient of the [2016 Georgene Clark Diversity Champion Award](#), The Delta Center is proud to serve as a diverse educational and cultural hub that connects, promotes, and empowers people, places, and institutions throughout the Mississippi Delta region. We look forward to continuing to involve Delta State University students in advancing our mission and our work.

## The Office of Student Life & Development



Welcome to Delta State University! We are honored by your decision to join our DSU community and thrilled about your enthusiasm and your motivation to attend Delta State. I am confident that here, you will find an environment that will allow you to define your personal uniqueness as you realize your goals and work toward your future aspirations.

Our focus is to give you the tools necessary to develop skills in scholarship, leadership and service so that you may graduate as well-rounded Statesmen. What this means is that as a Statesman, we would like you to succeed academically by: always striving for high academic honors, assuming leadership roles, getting involved in different clubs and organizations, and giving back to your community through dedicated service.

The faculty, staff and students at DSU are here to make you feel right at home no matter who you are or where you are from. Together, we will help you set goals, make career choices and understand the true meaning of STATESMEN PRIDE! This is a new chapter of your life; I suggest you write it with detailed stories of fun, leadership, and growth! Delta State University will forever be my home, and I am glad you have chosen to make it yours as well.

Welcome to the Statesmen Family!

Michael J. Lipford  
Director of Student Development  
H.L. Nowell Union 200

## The Office of Career Services



Welcome to the Office of Career Services (OCS). Our office provides all the tools you will need to land the career you've always wanted. We provide services that include: job and internship placement, resume consultations, career coaching, job postings, job search planning, workshops on interviewing and business etiquette skills, on-campus interviews and career fairs. We also advise and support the Career Ambassadors' student organization and much more.

The Office of Career Services provides all of the aforementioned services to current students as well as alumni. The OCC provides opportunities to explore careers, schedule interviews, and discuss internships. Our friendly and knowledgeable staff are eager to assist you with all of your career needs. Don't hesitate to visit or contact our office at any time.

Best,

Nakikke Wallace-Johnson  
Director of Career Services

Delta State University

P.O. Box 3174

Cleveland, MS 38733

Phone:662-846-4646

Fax:662-846-4680

For Job/ Internship postings, visit: [www.deltastate.edu/statesmenconnect](http://www.deltastate.edu/statesmenconnect)



## Career Services

Delta State University Career Services is located on the third floor of the H. L. Nowell Student Union. We assist undergraduate and graduate students and alumni in continuing their career journeys! The services that we provide are listed below:

### Statesmen Connect

- Statesmen Connect is our in house software system that allows students to research any available position and follow necessary steps to apply for jobs. This system houses job postings for on campus (Work-Study, Regular Student Employment, and General On-Campus) positions as well as posting for part-time/ full-time positions globally. Students have the option to upload up their resume for potential jobs and for employers to view. Students can also access career resources through the site that allow them to research different types of careers, take a basic interest inventory, and also gain access to resume samples within the majors that DSU offers.
  - *Students can access Statesmen connect Here:*  
[www.deltastate.edu/statesmenconnect](http://www.deltastate.edu/statesmenconnect)
  - *Select STUDENT as user type*
  - *Log in or Sign-up using your Okramail or other email address*

### 6 to 8 Career Fairs Each Year!

- Nurse Recruitment Fair, 2 Business Career Fairs, 2 Teacher Recruitment Fairs, Statesmen Connect Fair, and one in house career fair for academic departments to showcase their field of study to undeclared students or students wanting to change their major.

### Resume Consultations

- We can assist someone in all phases of the resume process, whether building one from scratch, or making edits to an existing document. We offer suggestions to make it stronger and more marketable to employers. This can done for students on an individual basis (i.e. the student makes an appointment or emails it to the office) or through an in class workshop.
  - *Students can meet with a member of the Career Services staff to discuss their resume by emailing [careerservices@deltastate.edu](mailto:careerservices@deltastate.edu) and requesting an appointment.*
  - *Students can also email their existing resume to [careerservices@deltastate.edu](mailto:careerservices@deltastate.edu) for edits*

### Student Pre-interview Preparation

- Our office meets with students (preferably multiple times) to assist in the interview process. Students can also participate in a Mock Interview session. During this service students will practice interviewing skills by role playing an actual interview. Afterwards our staff will provide feedback and Offer suggestions on how to strengthen “soft skills” and presentation to include: handshake, eye contact, enunciation, posture, and proper attire.
  - *Students can call 846-4646 or schedule an appointment at [careerservices@deltastate.edu](mailto:careerservices@deltastate.edu)*

## **Workshops**

- We provide “real life” experience via luncheons, workshops, and other educational sessions. Students are refreshed on dining etiquette, professionalism, social media presence, and more. Students can participate and find out more details about these events by following our social media outlets.

## **Career Guidance**

- We provide career coaching, mentoring, guidance, etc... to students in a confidential manner. This can be anything from resume assistance, changing of the student’s major, or what a student wants to “do” with their career. We take a friendly and personable approach to assisting students and provide a listening ear.
  - *To make an appointment, students can call 846-4646 or email the office [careerservices@deltastate.edu](mailto:careerservices@deltastate.edu)*

## **Career Ambassadors**

- Career Ambassadors is a student organization that helps our office promote career success. Student Ambassadors assist during career fairs and career related events and serve as “ambassadors for the Career Services office.”
  - *For more information or to join, students can call 846-4646 or email the office [careerservices@deltastate.edu](mailto:careerservices@deltastate.edu)*

**For more information contact Career Services**

**Web address: [www.deltastate.edu/careerservices](http://www.deltastate.edu/careerservices)**

**Email: [careerservices@deltastate.edu](mailto:careerservices@deltastate.edu)**

**Statesmen Connect [www.deltastate.edu/statesmenconnect](http://www.deltastate.edu/statesmenconnect)**

**Phone: (662)846-4646**

## **Counseling Center and Disability Services**

The DSU Counseling Center's mission is to enhance the total educational mission of Delta State University by providing psychological services to the university community through, counseling, education and consultation in order to facilitate personal growth and development.

The Counseling Center is located within the O.W. Reily Health Center and is available by appointment between the hours of 8:00 A.M. and 5:00 P.M. They can be reached by phone at (662)846-4690 or for after-hours emergency through the Campus Police at (662)846-4155. Therapy services are provided by certified or licensed professionals and are free to full time students and current DSU employees. The staff has expertise in stress management, anxiety, depression, Trauma as well as Life enhancement, time management, sleep enhancement, social adjustment and relational issues. Services are provided in an individual, group, or educational format. Training in Suicide Prevention and Mindfulness are also available.

DSU Disability Services focuses on providing individualized support services to encourage full participation for students with documented disabilities according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Federal guidelines are followed through compliance with the following 3 steps. 1) The student must directly request accommodations. 2) Current documentation (within 3-5 years) from a professional (a MD, Psychologist or Psychometrist) must be presented as diagnosis of disability. IEP's are not accepted due to the differing laws that govern Universities rather than K-12. 3) Direct meeting with coordinator and Informed consent signature for authorizing faculty notification. The Coordinator for ADA is Dr. Richard Houston who can be reached at 662 846-4690, Fax 662 846-4632 or [rhouston@deltastate.edu](mailto:rhouston@deltastate.edu). The office is located in the O.W. Reily Health Center.

### **DSU Testing**

DSU Testing provides computerized testing for the College Level Examination Program - C.L.E.P and the Millers Analogy Test – MAT. Both tests are given by appointment Monday – Thursday 8:30 A.M. or 1:30 P.M. The CLEP test is paid \$80 on line by credit card. The MAT is \$50 by check. Both tests have an administration fee of \$15 paid by check or cash to DSU. Results are printed out for you upon completion. You call 662 846-4690 to schedule an appointment. The test is administered in the O.W. Reily Health Bldg. The CAAP Writing Essay Exam is administered through this office as well. Call 662 846-4690 to register in advance. The cost is \$30, payable to DSU by cash or check. Testing of non-DSU tests can be proctored at the rate of \$50 an hour and parts of an hour. All other computerized testing is administered in the Gibson Gunn Commercial Aviation Bldg. They can be reached at (662) 846-4205 for information.



The Health Center is now operated by staff from the Bolivar Medical Center with the same operating hours as above. No appointment is necessary but you should expect to present your insurance card to be seen by the Family Nurse Practitioner.

The services are available to all DSU students, faculty and staff. You can contact them by phone at (662) 846-4630.

**C.A.R.T (Confidential Assessment Response Team)**

C.A.R.T. is a proactive tool that is available to faculty, staff, students and the Delta State University community. It is used to report changes in behavior, actions, and/or distresses. The concept of C.A.R.T. is made available to all who feel a need to seek help, or report a concern anonymously, as requested. Once a concern is received, C.A.R.T. (comprised of faculty and staff) will identify and assist in behavioral intervention. Reports may be submitted to C.A.R.T. at: <https://publicdocs.maxient.com/incidentreport.php?DeltaStateUniv>.

If you have questions, comments or concerns, please contact Dr. Richard Houston at [rhouston@deltastate.edu](mailto:rhouston@deltastate.edu) or 662.846.4633.

## Housing and Residence Life



Welcome to the Office of Housing & Residence Life. We are your first and hopefully only stop for your living arrangements while at DSU. Living on campus is affordable and central to everything our campus has to offer. Living on campus broadens the college experience; it provides opportunities to develop friendships and create memories that will last a lifetime. Residence Life at Delta State can be characterized by its “home away from home” atmosphere. Our seven residence halls and one family housing complex are comfortable and designed to meet the residential needs of our students.

The Office of Housing & Residence Life is located in Bailey Hall, room 108. Please stop by and see us any time you need our assistance. We can be reached at 662-846-4151, <http://www.deltastate.edu/student-life/housing-and-residence-life/> or [housing@deltastate.edu](mailto:housing@deltastate.edu). Our friendly and knowledgeable staff will be happy to assist you with all your residence life needs.

Julie Jackson, Director  
Housing & Residence Life

## **Housing and Residence Life**

The Department of Housing & Residence Life strives to provide a comfortable, safe and secure environment for living and learning while enhancing the overall development of each student. Delta State Residence Life puts you in the middle of the action for all campus events and programs. Living on campus will broaden your college experience and provide you will opportunities to make new friends and create memories that will last a lifetime. We are dedicated to making your resident experience the best it can be in a friendly home away from home atmosphere. We promote community building and provide a place for developing, shearing and learning.

University supervised residence halls are provided for men and women students who are enrolled full-time. The following statement of policy is Delta State's official position on residency: On-campus living provides living and learning experiences that enhance the total philosophy of higher education; therefore, Delta State University encourages students to live in University housing facilities. Students find living on campus an exciting educational experience. The Office of Housing & Residence Life supervises all residence halls and family housing. Each residence hall has a director who lives in and supervises the building and its residents.

Delta State University is a tobacco free campus; this includes all residence halls and family housing units.

Modern and well-equipped residence halls are maintained for both men and women. TV cable service is installed in every room on campus including the apartments for family housing. Internet access is available in every room via an Ethernet connection. The DSU Health Center is available to all housing residents. There is no additional charge for any of these services.

The women's residence halls are Lawler-Harkins, Cleveland, Brumby-Castle, Cain-Tatum (south wing) and Foundation Hall (north wing). The men's residence halls are a four-wing Court of Governors (Brewer, Clark, Noel & Longino), Blansett, Cain-Tatum (north wing) and Foundation Hall (east wing).

A deposit of \$50 is required to make a room reservation in the residence halls. This deposit must be paid at Student Business Services, cash, check, money order or credit card payments are accepted. Assignments are made in order of receipt of deposit. A student in residence has first choice both in reservation and room. The Housing Office makes room assignments for admitted applicants only and notifies these applicants when assignments are made. Rooms may be occupied only by students to whom they are assigned. Room transfers must be made and approved prior to moving only at times specified by the Housing Office. Residence hall requests should be made as early as possible and mutual requests must be made at the same time to be guaranteed.

If at any time a forfeiture of or charge against the deposit occurs, the student must immediately repay the deposit in order to retain his/her room or reservation for future housing. Room deposits will not be refunded the first two weeks of any session. If an applicant finds it necessary to cancel a reservation, the deposit is refunded only if the written cancellation reaches the Housing Office before August 1<sup>st</sup> for the Fall semester, December 1<sup>st</sup> for the Spring semester, May 15<sup>th</sup> for Summer I term or June 15<sup>th</sup> for Summer II term.

Each assignment requires the resident to complete an academic year contract. If a resident is unable to fulfill the terms of the academic year contract, there is a financial penalty, which is half of one semester's room cost.

Each residence hall student is required to select a residence hall meal plan. This plan may be changed within the first week of the term. The meal plan will be added to their student account. Any unused Flex dollars in the fall will roll over into the spring, but will be forfeited at the end of the spring term. Freshman and sophomores are required to have the All Access Plan. If a student neglects to choose a plan, the All Access Plan will be selected for you as a residence hall student.

Private rooms, when available, may be obtained for an additional charge. A student living alone, on the first Friday of each term, will be required to come to the Housing Office for reassignment with a roommate or pay private room fees regardless of the circumstances that caused the single occupancy. You will be charged for a private room from the date you become the only occupant of that room.

Any full time student under 21 years of age, who has completed fewer than 30 college semester hours will be required to live on-campus for one academic year (two semesters). Exceptions are made for married students, single parents, recent war veterans, and for those students who live with their parents or legal guardians and commute from a distance of no more than 30 miles. Married students are required to submit a copy of their marriage license. A single parent is required to submit a copy of the child's birth certificate. Exemption requests must be submitted in writing to the Office of Housing & Residence Life. The written appeal should include your reason for appeal and must be mailed to Housing & Residence Life, DSU Box B-3 Cleveland, MS 38733 or emailed to [housing@deltastate.edu](mailto:housing@deltastate.edu). Single freshmen who enroll and are found to be living off campus without an authorized exemption will be billed for one semester's housing fee.

Bedrooms have beds, chests, desks, chairs, a waste can and adequate closet space. Each student is required to furnish sheets, pillowcases, pillow, blankets, bedspreads, towels, laundry bags, mattress covers, and a shower curtain, all of which should be plainly marked with the owner's name.

Each residence hall has a residence hall director and students serving as resident assistants who are striving to make your residence hall experience safe, well-managed, well-maintained, and of course fun!

## **Refund of Living Expenses**

A student withdrawing from the residence hall is entitled to an adjustment to room and board charges based on the number of calendar days since the residence halls officially opened without regard to the date the student actually moved in. The date residence halls open is listed in the calendar and should be very easy to identify and defend.

1st day through the 10th day...75%

11th day through the 20th day...50%

21st day through the 25th day...25%

After 25th day...0%

## **Charges/Damages**

At the time of occupancy the resident will be checked into the room by a member of the residence hall staff and a record will be made of the condition of the room and its contents. The residents are responsible for damages to or loss of any room property. Charges will be assessed for any damages beyond fair wear and tear. All thefts, damage to property, etc. should be reported immediately to the Resident Assistant, Assistant Hall Director, Residence Hall Director, and DSU Police Department. The university is not liable for the loss of or damage to any or all student property regardless of the location on campus.

## **Inspection of Rooms**

The university reserves the right to inspect the living quarters of any student residing in University property at any time that its administrative officials or their agents shall deem such inspection to be in the best interest of the university and/or to protect campus order and the safety and well-being of students, faculty, staff or others.

## **Holidays & Interims**

The residence halls are closed during regular University holidays, including Thanksgiving, Christmas, spring vacation, and interim periods between semesters. Your room rent does not include vacation periods or interim periods.

If you have extenuating circumstances, permission may be granted to live on campus during holidays and semester breaks for an additional charge. For safety and security, you may be assigned to a new room for this period of time. You must request permission ONE WEEK prior to the closing for the holiday or interim period.

The charge will be applied to the student account at the end of the holiday/interim period. The charge will be determined by the “reserved times” indicated on the holiday/interim form completed in the Housing Office, Bailey 108.



Because the residence halls are occupied only by those who have special permission from the Office of Housing & Residence Life, the resident must agree to abide by the following:

- all rules and regulations stated in the current DSU Student Handbook.
- all policies and procedures as stated in the current DSU Bulletin.
- all policies and procedures as stated in any other official publication of the University.
- all notices posted in and around the residence halls.
- all entering and exiting of the residence hall will be through the main entrance doors only.
- the combination for the residence hall will be given to me but I will not share it with anyone else.
- visitors, either male or female, will not be allowed inside the residence hall for any reason.
- any suspicious or emergency situation will be reported immediately to the DSU Police Department at 4155.

### **General Living**

Residents are to turn off lights, appliances, and televisions when leaving their rooms for any length of time. However, hall and lobby lights are left on at night for safety reasons. Anything requiring electricity must be disconnected during holiday periods.

All trash or waste should be deposited daily in appropriate trash containers in designated areas of each residence hall.

Regular fire, safety, and room checks will be made in every residence hall to determine if all safety regulations and expected standards of cleanliness are being observed. Repeated violations of this code will result in disciplinary action.

Between 5:00 p.m. and 7:00 a.m., residents of all residence halls must use only combination/card access doors to enter or exit the residence halls. Other doors may be used only in case of emergency. Doors may not be propped open except during busy check-in and check-out days. Violators will be subject to disciplinary action.

All thefts, damage to property, etc. should be reported immediately to the resident assistant, residence hall director, and Delta State Police Department. The University is not liable for loss of or damage to any or all student property.

Residents are encouraged to see the hall director before leaving for a holiday in order to document the departure and return times.

Students must remove all personal belongings from the residence hall rooms upon check-out. Housing is not responsible for theft, damage, security of, or storage of personal belongings. This is part of the proper check-out procedure.

## Room Condition/Damages

Residents of the Delta State residence halls are allowed to personalize their rooms using the following guidelines and with the approval of the Director of Housing and Residence Life. Housing reserves the right to restrict a resident's use of this policy in certain areas or buildings when necessary.

- **Students will not be allowed to apply wallpaper to walls or any permanent material to the residence hall walls without prior approval from the Director of Housing and Residence Life.**
- **Carpet may be used in the residence hall rooms as long as it is not permanently attached to the floor. Do not use any tape.**
- **Small chests, chairs, lamps, etc. may be added to the room, but any other furniture must be approved by the Director of Housing and Residence Life prior to moving any other furnishings into the residence hall.**
- **No lofts or permanently attached furnishings may be added to the existing residence hall rooms, and no alterations to the existing room may be done without the approval of the Director of Housing and Residence Life.**
- **All tape, tacks, nails, and adhesive material used to hold pictures, posters, etc. on the walls must be removed before the “check-out” process is complete. Charges will be made for wall damage due to tape, tacks, nails, and other adhesive materials.**

The rental and use of a microfridge are subject to the terms of the microfridge rental contract.

Any violation of the above policy may result in the appropriate disciplinary actions as well as charges for room or property damage.

Students are responsible for damaging or mutilating property or equipment in any building whether accidental or intentional and will be assessed for those damages. The assigned occupants of a residence hall room are financially responsible for all property that is a part of that room. Residents must be checked in and checked out by a member of the housing staff and are held accountable for any damage that occurs while living there. Students must sign the check-in sheet upon moving into the room and must also sign the check-out sheet when moving out of the room. The signature verifies acceptance of the documented condition of the room property. Residents must make an appointment for check-out with the resident assistant or hall director at least 24 hours in advance. Students are also responsible for any mutilation or defacement of lobby areas and furnishings. Room deposits will not be refunded or will be forfeited if the proper check-in or check-out procedure is not followed. Turning in the room key does not constitute the proper check-out procedure. Student housing charges are based on the dates provided on the check-in/check-out sheet. Dates are based upon occupancy. Officially checking in and/or leaving personal belongings in a room without officially checking-out constitutes occupancy.

## Visitation

Members of the opposite sex will be allowed to visit in the rooms only during visitation. Visitors may visit in the residence hall lobby from 12:00 noon to 1 a.m. unless otherwise posted. From 5:00 P.M. – 1 A.M. a desk assistant must be on duty for lobby visitation.

Students may have an overnight guest of their own sex in their residence hall rooms only after registration with the director of that residence hall. However, the housing office discourages overnight guest during week nights – Sunday through Thursday. Guests will be subject to the same code of conduct expected of the student host or hostess and must be registered with the residence hall director. No guest under 12 years old is permitted.

No guest is allowed during holiday or interim periods. Students will be charged if the guests are not properly registered at the rate of \$10.00 per night. All of this includes students from one residence hall visiting in another residence hall.

### **Permissions and Prohibitions**

- Pets and other animals are not permitted in residence halls.
- Halogen lights are not permitted.
- Cooking appliances are limited to microwaves, refrigerators, and coffee makers. These must be closely supervised by the user. After one violation, all privileges will be revoked.
- Students are not allowed on the roof of any residence hall.
- Bicycles are not permitted in the residence hall. Bicycle racks are provided outside.
- Candles and incense are not to be burned anywhere in the residence halls or the family housing apartments.
- Babysitting is not allowed in the residence halls.
- Sales and solicitors are prohibited in residence halls. Students are advised to report unauthorized salesmen to the Housing Office. All signs of advertisement must be approved by the director of housing and distributed by the Housing Office.
- Students are not to engage in conversation in or out of windows or make unnecessary noise in the residence hall.
- Students will not be permitted to remove any furniture from their rooms or move furniture from one room to another. Lobby and study room furnishings (including cushions) are not to be moved into a student's room.
- Students found guilty of tampering with residence hall fire detection systems will be suspended from the residence hall.

### **Family Housing**

Rental rates are available at the housing office (Bailey 108) and on the family housing application. If you would like to apply for family housing, please complete and return the application to the Housing Office and pay the \$100 deposit at Student Business Services.

## Amenities

Apartment units are available in the Canal St./Hill Apartments. Each unit is a two bedroom, two-story apartment with central heat and air, basic cable, wireless internet access, local telephone service, and apartment stove furnished. A telephone is available for each apartment if needed as the apartment becomes occupied.

## Eligibility

To be eligible for occupancy in family housing, the lessee must be married or a single parent with a minor child in residence and enrolled as a full-time student at Delta State University. The lessee must maintain the full-time student status throughout the year except during the summer. (A full-time student is enrolled in at least 12 undergraduate hours or 9 graduate hours.) The lessee must be enrolled in at least 3 academic hours during either session of summer school to remain in the complex during the summer months. Audited hours are not considered for full-time status.

## Application/Assignment

There is a waiting list for the family housing apartments. A deposit of \$100.00 paid at Student Business Services is required to place a student's name on the waiting list. This deposit is refundable at any time should the student wish to take his/her name off the list or at the time he/she vacates the apartment with proper notification and without damages. Assignments are made in order of receipt of application and after admission to the University.

## Lease Information

A lease serves as the apartment housing contract and may be amended as needed with notification to residents. The term of this lease shall be effective beginning the date the contract is signed. The rent payable by the lessee shall be due on or before the first day of each month. Rent is subject to change. Non-payment of rent when due or breach of any of the terms and conditions of this lease by lessee shall give the University the right to terminate this lease. The lessee is responsible for any damages to the apartment. Charges will be determined by the housing office. If proper check-in and check-out procedures are not followed, the apartment deposit will be forfeited. To receive the deposit refund, the lessee must clean the apartment to the University's satisfaction, check-out in person with the housing staff, be exempt from charges, and have a paid in full account with the University. Charges in excess of the deposit will be billed to the student lessee.

All family housing residents must abide by all Delta State policies and procedures in the Student Handbook, other university publications, and notices posted by university officials. Failure to comply may result in eviction.

## University Police Department



The Delta State University Police Department welcomes you to the campus. We hope that your time here is safe and without incident, but if you should need police assistance while attending the University we are here to help. Please call us with any campus safety issue. Our department strives to create the best possible environment in which to live and learn. Additionally, we can provide your group, class or organization with presentations on Campus Safety topics.

The University Police Department (UPD) operates twenty-four hours a day, seven days a week patrolling University owned or controlled property and roadways or adjacent to University pursuant to state law. UPD employs certified police officers with the same authority to affect arrests and enforce laws as would a municipal officer in a city. The University provides vehicle boosts and courtesy unlocking to students and employees with a properly registered vehicle.

There is no unregulated parking on campus. All employees and students must register their vehicles and obtain a decal to park on campus. While some areas of campus may not have zone restrictions, they do require the registration of vehicles parked there by students or employees. If you have parking questions, please contact the UPD.

Store our telephone number 662.846.4155 in your phone for quick access. Make sure that you log into Okra Alert and validate your cellular number so urgent alerts about weather and campus emergencies are received.

We wish you every success during your time at Delta State University. Should you need to come by our headquarters we are conveniently located on the 2<sup>nd</sup> floor of the Student Union in the center of campus. Remember, it takes everyone to make a safe campus so if you see something, say something!

Sincerely,

Office of the Chief  
University Police Department

## **Parking Regulations**

The Board of Trustees, State Institutions of Higher Learning of Mississippi, approved the establishment of the following traffic rules and regulations for the control, direction, parking, and general regulations of traffic of all motor vehicles on the campus of Delta State University. These regulations are an official part of General University Administrative Regulations. All students and employees (faculty, staff and other employees) by their enrollment or acceptance of employment, are subject to said administration regulations.

The Delta State Police Department is located in Office 202 of the H.L. Nowell Union. The director and staff encourage students, faculty, staff and visitors to solicit their assistance on all matters concerning traffic regulations and campus security.

## **Motor Vehicle Registration**

Students and employees who park their motor vehicles on the campus must register their vehicles with the Delta State Police Department. Parking decals may be purchased by using your OKRA Green Anywhere at the DSU Police Department. The University will not be responsible for providing parking spaces for registered vehicles, nor can the University be held responsible for any damages to vehicles or occupants while vehicles are on campus.

## **Online Vehicle Registration:**

In order to obtain your parking permit (decal), complete the following steps:

- Type parking2.deltastate.edu in the web browser address bar (no www is necessary.)
- Follow the steps given on this website.
- You are not complete until you have clicked 'submit'.
- Come to the Police Department (Union 202A) with your driver's license and Okra Kard to pick up your decal.

*You have completed your vehicle registration!*

## **Payment Options:**

The fee for the decal is \$40 in the Fall/Spring and \$20 for either summer session.

This fee can be paid in one of two ways:

1. At the Police Department with OKRA Green Anywhere ONLY. You may use a Cash Value Center (CVC) located in the Union lobby or library to add money to the Okra Kard, or you may use a credit/debit card to put money on your Okra Kard at deltastate.edu through the OkraKard 24/7 Online Office.
2. At Student Business Services with cash or check.

*You may come pick up your decal at any point after registering, so don't wait! Get it done immediately. If at any time you have any questions regarding the vehicle registration process, contact our office at 662.846.4155.*

## Zones and Regulations

Motor vehicles are to be parked on the campus and streets of Delta State University only in the areas designated as parking areas, in such a manner, at such a place, and for such time as may be indicated on appropriate signs or markers. Zoned areas are provided by number and color of decals as follows:

ZONE 1 • Blue • Faculty & Staff
ZONE 2 • Red • Men's Residence Halls
ZONE 3 • Green • Women's Residence Halls
ZONE 4 • Yellow • Commuting Students
ZONE 5 • Purple • Family Housing
ZONE 6 • Orange • Areas Open to All Decals

These zones are already marked and should be used only as indicated above. Zone violators will be ticketed. Only one decal may be visible on vehicles. Parking restrictions are in effect in:

ZONE 1 • from 7 a.m. to 5 p.m. (M-F)
ZONE 2 • At all times
ZONE 3 • At all times
ZONE 4 • from 7 a.m. to 1 p.m. (M-F)
ZONE 5 • At all times
ZONE 6 • Open to All Decals

It is a violation of parking regulations to:

- Park in the wrong zone.
- Park in any area where curbing is painted yellow or red.
- Park in a manner so as to block a drive or walkway, or impede the flow of pedestrian traffic.
- Park out of marked lanes.
- Park on the grass.
- Double Park.
- Park against traffic.
- Park any vehicle, boat trailer, 3-wheeler, 4-wheeler, or any other contraption of this nature in any parking space or around apartments over a long period of time. Parking of this nature must have permission of the Delta State Police Chief. Any vehicle, trailer, or other contraption violating this section shall be towed away at owner's expense.
- Park in a space marked *Reserved*, *Visitor*, *For Handicapped*, or *Bailey Child Care*. These spaces are not to be used for dropping off or picking up passengers during any type of weather.
- Park in the mail drive.
- Back into a parking slot or pull through a parking slot.

*Drivers of all DSU-owned vehicles should comply with all traffic and parking regulations. No faculty, staff, or student can advise a person to park illegally. No unauthorized motor vehicle or bicycle may park in a posted handicapped parking place or block or obstruct access to such a parking place.*

### **Parking Decals**

**A registered decal for a vehicle shall be effective from the date of purchase through August 31 of the following year. Decals must be permanently affixed to the outside of the lower left corner of the rear window or left rear bumper or fender of motorcycles (motorcycle tag attachments are acceptable).**

**The cost of vehicle registration/decal purchase will be as follows:**

- \$40 if purchased in the fall term
- \$40 if purchased in the spring term
- \$20 if purchased in the 1st/2nd sessions of summer terms

**Replacement Decals:** Recipients will at all times be responsible for the decal issued to them. If a vehicle is sold or traded within the school year, a current decal may be removed (place pieces on a scrap of paper) and presented to the Delta State Police Department where a new decal may be obtained for \$3; otherwise, there will be a charge of the full registration fee.

**Temporary Permits:** You may obtain up to three temporary parking permits per term for each vehicle you have registered. The temporary permits may be issued for a minimum of one day or a maximum of one week. Persons using vehicles other than their registered vehicle(s) must obtain a temporary campus permit which will be issued at no charge. Temporary permits may be picked up at the Delta State Police Department. Such permits should be acquired immediately after arriving on campus. The temporary permit should be affixed to the lower left side of the rear window.

**Changing Decals:** Students changing from a commuter to a campus housing status or from a campus housing status to commuter, etc., may remove a current decal and exchange it for the needed type for \$3. The decal on your vehicle should always reflect your current status as a student: failure to make the proper changes may result in parking tickets and/or charges through student court.

**Dealer Tags:** Persons wanting to register vehicles displaying dealer tags will not be sold a Delta State decal. A free temporary parking permit may be obtained for a vehicle with a dealer tag when your currently registered vehicle is in the shop and the dealer has supplied you with a dealer vehicle. You must present a statement on dealership letterhead advising that you have been loaned such vehicle while your vehicle is being worked on in order to obtain a temporary permit. Without this letter, we will not issue a temporary permit. Temporaries will not be issued beyond ten days from the date of the letter.

**Rental Tag:** Persons wanting to register vehicles displaying rental tags will not be sold a Delta State Decal. A free temporary parking permit may be obtained for a vehicle with a rental tag while your currently registered vehicle is in the shop for repair.



**Handicap Decals:** Students/Employees who need access to handicap parking areas on campus must obtain a green Delta State Handicap Decal (at no extra charge) in addition to their regular decal. To obtain one, simply present a recent statement on letterhead from your physician advising your handicap or a copy of your state issued handicap permit, etc., to the Delta State Police Department. Anyone with a handicap permit may park in any legal parking space on the Delta State campus. *Please Note: This allows us to distinguish between those who really need the handicap areas and those who do not need the handicap parking access but are simply using a relative's car that is marked with a handicap tag, etc.*

**Delta State reserves the right to regulate further the use of motor vehicles on the campus or to forbid the use of motor vehicles by a student or employee who refuses to abide by the parking and traffic regulations. Vehicles which have accumulated three or more unpaid tickets are subject to being immobilized. Immobilized vehicles may be towed after (5) days if fines remain unpaid. An additional fine of \$50 is levied at the time of immobilization. To operate a motor vehicle on the campus is a privilege, not a right, subject to the regulations set forth by the Board of Trustees and administered by the University.**

**Vehicles with student or employee decals which are repeatedly ticketed for the same violation are subject to being immobilized or towed at the owner's expense after a third ticket for the same violation has been issued—regardless of whether the prior tickets are outstanding or have been paid in full. Any violations cited against a permit number will be charged to the person to whom the permit was issued.**

#### Driving Regulations and Violations

1. The owner of a vehicle is responsible for the vehicle at all times.
2. Driving regulations are in effect at all times.
3. The campus speed limit is fifteen (15) miles per hour for all motor vehicles unless otherwise marked. However, safe driving is the principal regulation.
4. All operators of any motor vehicle must have in their possession a valid operator's license and proof of Insurance.
5. All operators of any motor vehicle must have a valid, up to date license plate (tag) on vehicle in plain view.
6. Operators of motor vehicles must have children restrained in a proper child safety restraint as per Mississippi Code #63-7-301.

It is a violation of driving regulations to:

- Drive in excess of the speed limits.
- Fail to heed traffic signs.
- Operate a vehicle in a careless or irresponsible manner or while under the influence of intoxicating liquors, narcotic drugs, or any other mind altering agent.
- Drive on the grass.
- Move a vehicle from the scene of an accident until given permission by the investigating officer.
- To drive around any barricade unless otherwise directed by a member of the University Police Department.
- Fail to come to a complete stop and proceed with caution at a stop sign.

- Operate a vehicle in such a manner as to make or cause to make any type loud or offensive noise including continuous horn blowing, car radio and unauthorized use of a public address system.
- Fail to report immediately to the Delta State Police Department any accident or collision on the campus or streets of Delta State University.
- Fail to obey the same traffic regulations while riding, operating, or parking any bicycle or non-motor vehicle.
- Operate a motorcycle or motorbike on any Delta State University property without a standard crash helmet securely fastened upon the head of the driver. Each passenger of the vehicle must wear a helmet.
- Operate a bicycle, motorcycle, or a motorbike when traveling at night without any operational headlight and tail-light. A bicycle may use a reflector instead of tail-light.

### **Motorcycles, Rollerblades (Skates), Skateboards, etc.**

1. Students and any member of the University community may register their bicycles for the sole purpose of having their number and description on record in case of theft.
2. Registration of bicycles will be done free of charge.
3. Any person who rides, operates, or parks a bicycle or any other non-motor vehicle, including boats and trailer, on the campus shall be subject to all the terms and provisions of these regulations, except for those provisions which by their nature can have no application.
4. No person shall ride a bicycle on any sidewalk, walkway, or any other area of the campus customarily used by pedestrians.
5. No person shall park a bicycle in a walkway, on a sidewalk, in a hallway, or in or near a doorway except where use is made of a parking rack furnished by the University.
6. No person shall ride, operate, or park at night on the campus or streets of Delta State University a bicycle not equipped with headlight and tail-light or reflector.
7. Every regulation herein applicable to anyone riding, operating, or parking a bicycle on the campus shall also apply to anyone riding, operating or parking a motorcycle or motor scooter.
8. No person who operates or drives a motorcycle, or other motor driven cycle having two or more wheels, shall carry any other person in or upon such vehicle on the campus unless such vehicle is equipped with:
  - A dual seat designed for two persons, or a separate passenger seat with a double footrest:  
or
  - A side car attachment providing a separate seat space for a passenger to be seated entirely within the attachment.
9. No person shall roller blade (skate) on any sidewalk, walkway or any other area of the campus customarily used by pedestrians or inside any building on the campus. Any person wishing to roller blade (skate) on campus is to do so only on streets or parking lots and at their own risk. It is recommended that protective gear and reflective clothing be worn.
10. Operators of motor vehicles or bicycles may not park or stop so as to block or obstruct a handicap entrance on a sidewalk, street or into any building.

11. No person shall skateboard on any sidewalk, walkway or any other area of campus customarily used by pedestrians including patios, stairs, and handicapped ramps, or inside any building on the campus. Any Delta State student wishing to Skateboard on campus is to do so only on streets or parking lots and at their own risk. It is recommended that protective gear and reflective clothing be worn.
12. Hoverboards (and similar vehicles/devices) are prohibited on campus, including campus buildings and campus grounds. Hoverboards (and similar vehicles/devices) may not be stored or charged on campus.

### **Administration of Traffic Violations**

When violation of any rule or regulation set forth herein has been clearly established by waiver, voluntary admission, and /or by an official hearing, the offender shall be subject to a special administrative fee and/or shall be subject to disciplinary action.

After notice of a violation, an appeal may be made within seven (7) working days from the date of the citation at the Student Life Union Office on a form provided by that office. If the offender so desires, he/she may request, and be entitled to, legal counsel. When appearing before the Student Court, the offender may be present and question witnesses.

The following reasons are NOT acceptable grounds for appealing a traffic ticket:

- Ignorance of regulations
- Inability to find a legal parking space
- No space available
- Inclement weather
- Late for class
- Improperly displayed decal
- Failure to purchase a decal

In lieu of the above procedure, the violation ticket may be taken to the Bolivar County District II Justice Court.

After proper notification, any person who fails to surrender his/her registration permit (decal) or who operates or parks a motor vehicle on the Delta State Campus after the date which such privileges have been suspended shall have his/her vehicle towed off campus. This person shall be responsible for all costs incurred in towing and storing the vehicle. The University and its officials shall not be liable for any damage to the vehicle resulting from towing or storage thereof.

Any vehicle that is illegally parked, abandoned, found on the campus with no license plate, no inspection sticker, or parked so as to constitute a hazard to vehicular or pedestrian traffic, shall be removed under the same stipulation as stated in Section VI., E. Mississippi Code, 1972.

*NOTE: Any vehicle that is broken down and has been parked on campus for over one month will be removed from campus at the owner's expense unless otherwise approved by the department director.*

### **General Traffic Regulations**

Delta State University is located within the corporate limits of the City of Cleveland. Delta State Police officers are full-time police officers certified by the State of Mississippi upon completion of Police Academy training. Each officer meets the professional criteria as established by the state's Minimum Standards Board.

Any student or employee who so desires may take a violation ticket to the Bolivar County District II Justice Court. Appeals handled through the Justice Court will be charged through Mississippi Code #37-105-1.

Provisions effective July 1, 1972, require that all vehicles operated on the University streets will be properly insured with a minimum of 10-20-5 by a reputable insurance company and that proof of insurance be kept in vehicle as per MS Code #63-15-4-2a.

In addition to the aforesaid rules and regulations, all ordinances of the City of Cleveland and/or the laws of the State of Mississippi are in effect on all Delta State University property.

The Rules and Regulations herein promulgated have been (and future changes and additions will be) published in three consecutive issues of the University newspaper.

### **Campus Safety**

#### **Authority**

The University Police Department (UPD) is a state authorized law enforcement agency and the primary law enforcement agency for Delta State University. It is the objective of the Delta State University Police Department to provide and maintain a safe and secure environment for the students, staff, faculty, residents and visitors of Delta State University. The UPD phone line (662.846.4155) is monitored 24/7. The department consists of the following areas:

- Patrol
- Investigation
- Communications
- Administration

University Police officers are armed and have arrest powers and authority on all property owned or governed by the university. All police officers are employed full-time and meet the professional criteria as established by the Board on Law Enforcement Officers Standards and Training, and are certified by a law enforcement training academy. Officers also regularly attend other advanced and in-service training programs.

University Police officers are on duty 24 hours a day, 7 days a week, including holidays. Police officer functions include, but are not restricted to the following:

- Vehicle, foot, and bike patrols of campus to ensure the safety of persons and property.
- Responding to reports of crime in progress on University property.
- Investigating offenses that have been committed and preparing required reports.
- Assisting other local, state, and federal law enforcement agencies.
- Providing motorist assistance, unlocking vehicles on campus, providing vehicle boosts on campus and providing escorts.
- Responding to calls from emergency phones and other similar emergencies.
- Enforcing state laws and university regulations.
- Educating the DSU community on methods to keep themselves as well as their property safe.

## **Awareness**

### **Drugs and Alcohol**

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, Delta State University has implemented a policy to express its commitment to the elimination of alcohol and drug abuse. Please refer to the Code of Conduct section of the Student Handbook and Employee Handbook. The Student Handbook is available online and in the Office of Student Affairs for reference. The Employee Handbook is available through the Office of Human Resources.

### **Sexual Assault**

The Delta State University Police Department provides programs throughout the year to promote awareness of sexual assault, date/ acquaintance rape, and other sex offenses. Prompt reporting of sex offenses is strongly recommended. University Police Officers are available 24 hours a day to assist victims in obtaining medical attention and reporting offenses.

### **Use of Cell Phone While Operating a Motor Vehicle**

As a driver, your first responsibility is the safe operation of the vehicle you are driving. If you must use a cell phone while operating a motor vehicle, please keep in mind the following precautions:

Never dial the phone while driving. If possible, dial while the car is not in motion, such as at a traffic light or stop sign.

Keep calls brief.

Make sure the phone is easy to reach and see.

Learn about the features on your phone, such as voice mail and speed dial.

If a passenger is in the vehicle, let the passenger answer the phone and relay the information to you or take a message for you to return the call at a later time.

## **Prevention**

The Delta State University Police Department has an active crime prevention program which is dedicated to reducing criminal opportunities and encourages the members of the campus community to take responsibility for their own safety and security, and the safety and security of others. Crime prevention programs are available for all students, staff, and faculty. Some of the topics include, but are not limited to personal safety and property security, alcohol and DUI awareness, drug abuse awareness, fire safety, sexual assault/date rape prevention. The Crime Prevention Program also coordinates Operation I.D., which is a program to assist students in identifying and recording property in case of theft. A bicycle registration form is available to students who bring bicycles on campus.

Safety on a college campus is a genuine concern. Delta State offers many different services and crime prevention programs in an effort to continuously improve safety in the university community. Ultimately, each person is responsible for his/her own safety, but practice of preventive methods can help to reduce the probability of one becoming a victim of crime. During the year, the police department will offer workshops and presentations on crime prevention. You should take the opportunity to attend these programs. If you have any questions or comments concerning campus safety, please call us at 662.846.4155 or send an email to [police@deltastate.edu](mailto:police@deltastate.edu).

## **Weapons on Campus**

### **Policy Statement**

The Board of Trustees of Mississippi's Institutions of Higher Learning recognizes that the possession of pistols, firearms or other weapons on any of its institutional premises or at its institutions or student functions off- campus by persons other than duly authorized law enforcement officials, institutional security officials, other authorized persons and the institutional approved programs creates an unreasonable and unwarranted risk of injury or death to its institutions' employees, students, visitors and guests and further creates an unreasonable and unwarranted risk of damage to properties of the institutions, employees, students, visitors, guests and properties of others. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms or other weapons in any form by any person other than duly authorized law enforcement officials, institutional security officials and other authorized persons. "Authorized persons" includes those individuals authorized by applicable law and by the institutional executive officer or his/her designee. "Authorized persons" also includes those who have in their possession a valid, unexpired state firearms permit with the "Instructor Certified" (IC) sticker on the back, or the equivalent permit issued by a state with a reciprocity agreement with Mississippi. Even so, those possessing such permits are not permitted to possess firearms in any institutional facilities and/or areas that are deemed non-public. Students and employees are not authorized to possess firearms on institutional property or at institutional off-campus events regardless of possession of firearms permits.

## **Definitions**

**Authorized persons:** Includes those individuals authorized by applicable law and by the institutional executive officer or his/her designee. It also includes those who have in their possession a valid, unexpired state firearms permit with the “Instructor Certified” (IC) sticker on the back, or the equivalent permit issued by a state with a reciprocity agreement with Mississippi.

**Employee:** This generally includes faculty and staff employees who are working on paid appointments by the University. It generally excludes students or temporary employees. For specific information on who is considered an employee, contact the Human Resources Department.

**Student:** A person enrolled at the university whether full-time or part-time.

## **Procedures and Responsibilities**

Unless authorized by the Chief of the University Police Department or otherwise authorized under this policy, students, faculty, staff, and visitors are prohibited from possessing pistols, firearms, or other weapons on University property regardless of their possession of an enhanced conceal carry permit.

A visitor of Delta State University, who is permitted to carry a firearm in accordance with Mississippi’s Enhanced Concealed Carry law (Mississippi Code #45-9-101), is permitted to carry a firearm in the following public locations:

- Charles W. Capps Archives and Museum
- H.L. Nowell Student Union
- Outdoor locations (excluding sites listed below)
- Roberts-LaForge Library
- Young-Mauldin Dining Hall

All visitors to the campus are prohibited from carrying firearms, regardless of their possession of an enhanced conceal carry permit, in all other buildings, facilities, and campus locations including, but not limited to, the following:

- Academic buildings
- Administrative offices and buildings
- Athletic facilities
- Residence Halls

A visitor who has an enhanced conceal carry permit but is in possession of a firearm outside of the allowable areas listed above or is in violation of the requirements of the enhanced conceal carry permit, such as not having their firearm concealed, is in violation of this policy and may, at a minimum, be required to leave the premises.

## **Violations of Policy**

Any individual who violates this policy may be subject to appropriate corrective and/or disciplinary action, including but not limited to arrest, termination, and/or expulsion.

## Interim Emergency Operations - Public Protocols

### Quick Reference

#### Fire Alarm/ Building Evacuation

- A FIRE ALARM SOUNDING indicates a fire or building evacuation.
- Call UPD (662)846-4155 provide your location and what you see.
- Do NOT assume an alarm is false, always investigate and be prepared to escape.
- If you see fire or smoke before an alarm sounds, pull the nearest fire alarm and get out.
- Do NOT use an Elevator. Try to assist any elderly or disabled persons out of the building.
- If you are in a class stay together once outside.
- All persons should be at least 500 feet away or as directed by emergency personnel.

#### Medical Emergency

- Call 911 IMMEDIATELY DO NOT WAIT.
- Render first aid if you are trained to do so.
- Report all medical emergencies, accidents, or injuries to the UPD (662)846-4155.
- AEDs (defibrillators) are located on campus.

#### Tornado Warning/Tornado Emergency

- **LISTEN** for overhead siren. DO NOT WAIT FOR VERBAL INSTRUCTIONS.
- **SHELTER** on a ground floor interior hallway/room staying away from exterior glass, windows and doors.
- **Tornado Warning means a Tornado has been sighted by radar.**
- **Tornado Emergency means a Tornado is confirmed on the ground causing damage.**
- **STAY** sheltered until advised of an “all clear” by emergency officials.

#### Hostile or Disruptive Behavior

- **Stay Calm** and **GET AWAY!**
- Get away from the problem area and call UPD (662)846-4155.
- Do not confront the subject or block his/her exit as they could be dangerous.
- Get to an area where you can lock the door. Follow **Shelter in Place** procedures.



## Police Emergency (SHELTER in PLACE)

- The **Okra Alert** will advise that a Shelter in Place or Police Emergency has occurred. (RUN,HIDE, FIGHT protocols)
- **REACT/RUN. Do not wait for further instruction or confirmation.** Run away from the affected area if safe to do so, get off campus and do not return until safe.
- **HIDE:** In a lockable area such as any classroom, offices or designated areas.
  - **LOCK** any door, close blinds, cover windows, turn off lights and stay down on the floor. **Silence cell phones.**
  - **STAY away from windows and doors.** Use furnishings as barricades.
- If you are in a hallway or lobby go to the nearest office or classroom.
  - If outside **RUN AWAY** from the sound of gunfire or incident area.
  - **DO NOT TRY TO HELP POLICE!**
- **FIGHT:** If you are forced into an encounter **FIGHT** like your life depends on it.
  - Throw objects or items do anything you can to get away
  - Beware of weapons.
- **KEEP HANDS UP AND VISIBLE TO LAW ENFORCEMENT.**
- **Don't put your hands in your pockets.**
- **Do not unlock the door for anyone other than clearly identified police.**
- **OPENING DOORS ENDANGERS EVERYONE INSIDE.**
- Law enforcement will escort you to safety or give the “all clear”.

## Bomb or Bomb Threat

- If you observe a suspicious device do not touch or move it.
- Clear the area and call UPD 662.846.4155 immediately.
- If you are advised of a bomb by phone:
  - note the date, time, and location of the call
  - ask the caller where, when, how, why, the bomb was placed
  - Note the age, gender, speech, attitude, noises, accent, or any identifiers.
  - Check the caller ID on your phone and note information.
- If advised of a bomb or suspicious in writing or e-mail:
  - Try not to handle the letter or package. Save and report.
  - Note the date, time, and location, return address or e-mail address.

**REPORT ALL INCIDENTS AND SUSPICIOUS PEOPLE TO University Police 662.846.4155**

# **Reserving University Facilities**

## **H.L. Nowell Union**

A centrally located, three-story student union building situated at the south end of the quadrangle was completed in 1974. At the second-floor level, a balcony encircles the building and provides a panoramic view of campus buildings and the landscape. Lounges, patios, study areas, meeting rooms, and banquet rooms are provided for student use and campus meetings. Service areas provide for a bookstore, food court and vending machines, and post office. The Union also houses offices which provide various student services. The building encompasses Scott Hall which first served as the dining hall and later the cafeteria from 1930 to 1966, and from the summer of 1966 to 1974 as the student center. The building is named after H. L. Nowell, who served the university 38 years in a variety of student services positions.

## **Reserving University Facilities**

Only active and registered student organizations may conduct activities on or off campus. The use of university facilities for university related activities must be approved by the Coordinator of University Facilities and Campus Calendar. Initial scheduling and planning should begin early enough to acquire approval at least seven (7) days prior to an event. Any organization that desires to use a campus facility should contact the Coordinator of University Facilities and Campus Calendar for the appropriate forms (H. L. Nowell Union 200).

The event should be cleared and entered on the university calendar before further arrangements are made (i.e. food services, live bands, technology requests, etc.). For more information on available campus spaces, please visit the Office of Student Life website at [www.deltastate.edu/student-life](http://www.deltastate.edu/student-life) or give us a call at (662)846-4666.

## **DSU Dining** **Southern Food with Southern Hospitality**

DSU Dining aims to provide the students of Delta State University with campus dining experiences. As studies have shown, students who eat a well-balanced meal have a better chance of succeeding in the classroom. Our wide variety of options provides students with social centers while offering convenience at a great value. From the coffee shop to the dining hall, we've got you covered.

### **Chick-Fil-A**

From the famous chicken sandwich to the delicious waffle fries, Chick-fil-A serves breakfast, lunch, and dinner options to accommodate the needs of the customers. Located in the H. L. Newell Student Union.



### **Burrito Bowl**

Burrito Bowl offers signature rice bowls, burritos, and salads with a unique international flair. You can also build your own with everything from Thai peanut sauce and Athenian Greek dressing to basil pesto and authentic buffalo sauce.



### **Burger Studio**

This grill is your studio and the ART IS UP TO YOU. We rarely make the same burger twice in the same day. We'll supply the medium...TASTY toppings, WICKED cheeses and INSANE sauces to celebrate you individuality with, whether it's sirloin, chicken, or a veggie burger that inspires you. We believe burgers should be awesome not just good and served in a friendly SUSTAINABLE environment...no exception.



### **Java City**

Relax and recharge on campus. Comfortable atmosphere, wireless environment and, of course, a full range of delicious and aromatic coffees, light snacks and desserts await you.



### **POD Express**

P.O.D. Express reinvents the campus store experience by offering “corner store” quick convenience within the Student Union. Grab a snack or beverage in between classes!



### **Young Mauldin Cafeteria**

At the Young Mauldin Cafeteria, students can get a taste of home from our wide selection of Real Food on Campus. Meet your friends for breakfast, lunch or dinner at our comfortable, all-you-care-to-eat location. Watch the preparation of your made-to-order meal or try one of our international or homestyle entrees. Your favorites from the grill, deli, or salad bar are always there for you too.



## **Meal Plans**

Whether you live on or off campus; there is a meal plan option to suit your personal needs. Meal plans are convenient, flexible, and loaded with options. Your meal plan includes dining locations all across campus with a range of menus and offerings. You'll get guaranteed value, whether you eat on campus three times a week or three times a day! We've got you covered.

Our meal plans come with a set number of Block Meals and Flex Dollars. Flex Dollars are a declining balance dollar to be used at all dining locations on campus.

### **All-Access**

The All-Access Plan provides the most freedom for dining. Eat what you want, when you want. The All-Access Plan allows you to make as many visits as you would like at our residential restaurant any day of the week. Stop in for a cup of coffee and an apple before class or for a full meal anytime during the day. The All-Access comes with \$190 Declining Balance to use at our restaurants.

### **Build Your Own Plan**

Build Your Own Plan gives you meals to use for the entire semester at our All-You-Care to eat dining halls. The Build Your Own Plan has a 50, 80 and 120 Block option and comes with either \$190, \$400 or \$600 Flex Dollars to use at our restaurants.

## **United States Postal Service/DSU Post Office**

The Delta State Post Office provides campus postal services by following U.S. Post Office regulations and Delta State Policies and Procedures to meet the needs of the University community. The Post Office boxes are free for resident students and are assigned by visiting the Post Office located in the H.L. Nowell Union. Commuter students and those residents in family housing may reserve a mailbox for a yearly fee of \$40.00 or a six month rental of \$20.00 to be paid at the Post Office. Everyone is required to pay a \$25.00 key deposit, which will be refunded to them once their key is returned.

Daily mail service is available during the posted office hours. The Post Office accepts packages mailed through the United States Postal Service (USPS) only. To receive mail, it should be addressed: name, DSU Box #, Delta State University, 1003 West Sunflower Road, Cleveland, MS 38733.

All box holders are required to provide a forwarding address when leaving the university and return their key.

## **Okra Express**

The Okra Express Copy Center at Delta State aims to provide services that contribute to the success of the University. We can handle all of your printing needs in an efficient and productive manner. Services include design, digital printing, binding, stationary, envelope printing, brochures, posters, newsletters, catalogs, personal and community projects, lamination, fatheads and more. Printing services are available in color or black and white and on all types of paper. We provide printing functions for academic, administrative and support departments, faculty, staff, students and community members.

## **Hours of Operation**

Monday through Friday 8:00am - 5:00pm  
Saturday 9:00 am - 11:00 am.

## The DSU National Alumni Association

Greetings from the Delta State University National Alumni Association! The Office of Alumni Relations is the primary communications link between the University and our alumni and friends. It is our goal to encourage lifelong alumni participation, involvement, and commitment, and to perpetuate the memories of university life. We strive to provide a medium through which interest in Delta State University may be promoted, and to assist in establishing alumni chapters. Our focus is to bind the alumni into a united fellowship working together for the advancement of the university, and to act as a service organization for former Delta State students. **Most importantly our mission is to motivate the student body to be active alumni when their student experience is complete!**

The Delta State National Alumni Association provides the connection linking the University with our more than 30,000 graduates. The office serves alumni interests by developing strong ties to Delta State after graduation through programs and publications for the University's oldest and newest graduates.

The Alumni staff recognizes, acknowledges, and embraces our alumni as vital stakeholders in the advancement of the University. Therefore, we encourage all alumni to participate in and support the programs, services, and numerous events on and off of the Delta State campus. We encourage our alumni, friends of the University, and current students to be ambassadors for Delta State in their respective communities by assisting with the recruitment of students and hiring of Delta State graduates.

The Alumni staff invites you to be a member of the Student Alumni Association. The SAA is a bridge between the Delta State student body and the Delta State University National Alumni Association. The organization helps the Alumni Association with projects such as Pig Pickin' and Homecoming, and is also very active in community service.

For more information, contact the Alumni Association at 662-846-4660 or email [alumni@deltastate.edu](mailto:alumni@deltastate.edu). To stay up to date on the Alumni Association's activities, follow these social media sites: Facebook (Statesmen Graduates), Twitter (@DSU\_Alumni), Tumblr (<http://www.dsualumni.tumblr.com>), LinkedIn (DSU alumni), Instagram (dsualumni) and YouTube (dsualumni1).

I hope to meet you on campus soon or see you enjoying an Alumni Association sponsored activity on campus!

Go Statesmen!

Jeffrey Farris  
Director of Alumni Affairs  
Delta State University  
[jfarris@deltastate.edu](mailto:jfarris@deltastate.edu)  
@jfarris\_dsu



## **Alumni and Foundation Office**

The purpose of the **Delta State University Foundation** is to foster private financial support for Delta State University. The Delta State University Foundation encourages and receives gifts and bequests for the University, including both restricted and unrestricted purposes. The Delta State University Foundation also manages endowment funds and other private assets contributed for the benefit of the University.

The **Delta State University National Alumni Association** provides the connection linking the University with our more than 32,000 graduates. The office serves alumni interests by developing strong ties to DSU after graduation through programs and publications for the University's oldest and newest graduates.

The **Student Alumni Association** is a bridge between the Delta State student body and the Delta State University National Alumni Association. The SAA works with the Alumni Association on projects such as Pig Pickin', Homecoming and Go Green Weekend. The group is also very active in the community.

Follow the Delta State Alumni & Foundation Office through the social media avenues: Facebook (Statesmen Graduates), Twitter (@DSU\_Alumni), Tumblr (<http://www.dsualumni.tumblr.com>), LinkedIn (DSU alumni), Instagram (dsualumni), Flickr (Statesmen Graduates), and You Tube (dsualumni1).

For more information on how you can get involved with the Alumni Association or to make a gift to Delta State University, please feel free to visit [www.deltastategiving.org](http://www.deltastategiving.org) or contact us at (662) 846-4704.

## The Roberts-LaForge Library

The Roberts-LaForge Library is a state-of-the-art 92,000 square/foot facility that offers group study rooms, seminar rooms, a bibliographic instruction room, computer lab, and numerous public computers.

The facility also provides access to substantial physical collections, wireless access, and acts as a 24/7 gateway to a wide range of online information resources regardless of location. The library collection currently consists of 374,000+ bound volumes, 71,000+ E-books, 832,000+ microforms, 20,000+ A/V materials, and 24,000+ electronic journals. In addition, it serves as a partial state and federal depository and provides access to government information to campus and the regional community.

### Instructional Resources Center

The Instructional Resources Center (IRC) is housed within Roberts-LaForge Library and offers a wide range of resources primarily in support of the College of Education and Human Sciences including: state adopted textbooks, general textbooks, teacher resources, reference sources, juvenile collection, kits, Ellison Die Cuts and journals. In addition, the IRC provides access to A/V materials and musical scores. Additional equipment available to patrons includes computers, headphones, scanners, and poster printer.

### Capps Archives and Museum

The Capps Archives and Museum provides access to historical collections that document the history and culture of Mississippi with an emphasis on the Mississippi Delta region. Manuscript collections, photographs, oral histories, and institutional records are available for student research. In addition, the Mississippi Delta Chinese Heritage Museum is located within the archives on the third floor.

#### Hours of Operation

*Fall and Spring Semesters. . .*

##### **Roberts-LaForge Library**

Monday – Thursday — 7:30am to 10:00pm

Friday — 7:30am to 4:00pm

Saturday — closed

Sunday — 2:00pm to 10:00pm

*Fall and Spring Semesters. . .*

##### **The Instructional Resources Center (IRC)**

Monday – Thursday — 7:30am to 10:00pm

Friday — 7:30am to 4:00pm

Saturday — closed

Sunday — 2:00pm to 10:00pm

*Fall and Spring Semesters. . .*

##### **Capps Archives and Museums**

Monday & Tuesday – 8:00am to 5:00pm (closed 12-1pm)

Wednesday – 1pm to 5pm

Thursday – 8:00am to 5:00 pm (closed 12-1pm)

Friday — 8:00am-12pm

Saturday — closed

Sunday — closed

## **Delta State University Athletics**

In over 80 years of competition, no other Mississippi university has enjoyed the level of success that Delta State has achieved. Championships are not just claimed on the field; they are earned in the classroom. Delta State University ranks 10<sup>th</sup> all-time NCAA Division II in Academics All-American honors earned.

Delta State competes in 15 intercollegiate sports as a member of the Gulf South Conference and is the only university in the state with a swimming and diving program.

For all of the latest news, information, and schedules be sure to check us out at [www.gostatesmen.com](http://www.gostatesmen.com)

## **Statesmen Traditions**

### **Cookouts on the Quad**

There seems to always be someone cooking something good on the Quad. We guarantee to entertainment will be fun and the food will be good!

### **Music Everywhere**

The beautiful noise of music can frequently be heard across campus, in buildings, at every event, and even impromptu gatherings. Our talent cannot hide here.

### **The Okra**

A student-created mascot turned legend. Fear of the Okra may not be actual fear, but it's enough to get a crowd going.

#### **History of the Fighting Okra**

Delta State, a Division II school with consistently strong athletics, has forever been Statesmen. But, in an inventive generation, the identity now sold on t-shirts, hats, mugs, key chains, banners and even a Beanie Baby is....The Fighting Okra. Sixteen years ago, Delta State baseball players rooted in a rowdy group at basketball games on the Cleveland, MS campus. Creative youngsters found Statesmen a bit boring. They wanted change.

Uniforms are predominantly green, so the hardball suggestion was to become Fighting Algae. "Somebody with common sense suggested that, to rivals, our players would be more grossly labeled Pond Scum," said Delta State sports information director Paul Smith. Baseball boys kept searching for something green "green, Southern and ugly." Soon, the gang began to chant, "Fighting Okra!" Baseballers were so enthused they crashed the locker room at halftime, where stunned basketball chaps were serenaded with bellows of "Okra! Okra!" Smith says the coach thought intruders were yelling, "Oprah! Oprah!" Being more into X's and O's than promos for a TV host, he ejected the cheers. It didn't subside. Other patrons soon picked up the arena cry. Local newspaper writers began calling the hoops facility "Okradome."

Even as Delta State traditionalists lobbied to diminish the Fighting Okra movement, demand kept escalating for a veggie known more scientifically as *Abelmoschus esculentus*. Okra has become a cash cow. Today's symbol is a sneering, grubby piece of okra that wears boxing gloves and perches proudly on paraphernalia sold at the campus bookstore. What a tasty matchup if the Fighting Okra meets Rice.

### **Springfest...and ALL other FESTS!**

Delta State & Cleveland is not shy to have a festival to bring people together for food, fun, and activity. Some festivals include Octoberfest, Italian Fest, Otherfest, & Crosstie Arts Festival.

**Pig Pickin...A Funny Name for a Fun Tradition**

Thirty years ago, Mr. Hugh Ellis Walker, along with the rest of the Alumni-Foundation staff, hosted the very first Pig Pickin' at Delta State University. The event was created to celebrate the first home football game of the season. Since then, it has grown into one of the most popular events on campus. Each year, hundreds of Alumni and friends flood back to campus to tailgate, enjoy the live entertainment, watch a little football, and most importantly, sample some of the finest BBQ ever served. This annual event is known for its party, cooking competition, pep rally, and football game. Pig Pickin' is the time to visit!

**Expression & Art**

Not only can our students sing, they can paint, sculpt, mold, photograph, design, and create. Delta State's beauty is enhanced with works of art from our creative bodies.

**Trunk or Treat**

Every year some fall fun takes place at the stadium. Kids from around the Cleveland community join in on games, activities, and candy eating with the student body.

**Alumni Crawfish Cookout**

This event attracts people far and wide, from current students to alumni and friends of the university. A silent auction, entertainment, fun for the kids, and so much more happens here!

**Royal Crown Cola**

It may not be considered a tradition, but at Delta State, it's not an event if there aren't Royal Crown Cola products present.

## **Alma Mater**

Oh Delta State we cling to the memory  
Of happy days we've spent  
Of standards high and of friendship dear  
Making our life there something to treasure  
We have come to sing the praises  
Of the old school we love best,  
Oh, hail to you, to our dear Alma Mater  
Oh, hail to Old Delta State.