



HARRIS – STOWE STATE UNIVERSITY STUDENT HANDBOOK

2006-2007

3026 LACLEDE AVENUE
ST. LOUIS, MISSOURI 63103
(314) 340-3366

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HARRIS-STOWE STATE UNIVERSITY

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Dear Student:

This Student Handbook is a “ready guide” to Harris-Stowe State University. The publication has been designed to give you basic information about the University, Students Rights and Responsibilities, and Policies governing student behavior. It is important that you familiarize yourself with this handbook. You will find important information that should prove beneficial during your matriculation here.

We are here to assist you in meeting your educational goals. The Harris-Stowe State University faculty and staff recognize that your success means our success!

If you have any questions or concerns, please contact the Student Activities Office at (314) 340-3523 and we will be glad to help you.

We wish you every success in your academic efforts and in your personal development at Harris-Stowe State University.

Staff of the Division of Academic Student Affairs

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This handbook is intended as a guide and does not constitute a contract between the student and the University. Every effort has been made to provide students with complete and accurate information. However, the University reserves the right to change, amend or revoke any rules regulations, policies or procedures.

GENERAL INFORMATION

THE FIRST 150 YEARS

Harris-Stowe State University traces its origin back to 1857 when it was founded by the St. Louis Public Schools as a normal school and thus became the first public teacher education institution west of the Mississippi River and the twelfth such institution in the United States.

The earliest predecessor of Harris-Stowe State University was a normal school established for white students only by the Public School System of the City of St. Louis. This school was later named Harris Teachers College in honor of William Torrey Harris who had been a Superintendent of Instruction in the St. Louis Public Schools and also a United States Commissioner of Education. The College began offering in-service education for St. Louis white teachers as early as 1906. In 1920, Harris Teachers College became a four-year, under-graduate institution, authorized to grant a Bachelor of Arts in Education Degree. In 1924, the College received accreditation from the North Central Association of Schools and Colleges. Accreditation from other agencies followed, including accreditation by the American Association of Colleges for Teacher Education and the National Council for the Accreditation of Teacher Education.

A second predecessor institution was Stowe Teachers College that began in 1890 as a normal school for future black teachers of elementary schools in the City of St. Louis. This normal school was also founded by the St. Louis Public School System and was an extension of Sumner High School. In 1924, the Sumner Normal School became a four-year institution with authority to grant the baccalaureate degree. In 1929, its name was changed to Stowe Teachers College, in honor of the abolitionist and novelist, Harriet Beecher Stowe.

These two teacher education institutions were merged by the Board of Education of the St. Louis Public Schools in 1954 as the first of several steps employed to integrate the public schools of St. Louis. The merged institution retained the name Harris Teachers College. Later, in response to the many requests from alumni of Stowe Teachers College and members of the Greater St. Louis Community, the Board of Education agreed to restore to the college's name the word "Stowe" and to drop the word "teachers".

In 1979, the General Assembly of the State of Missouri enacted Senate Bill 703, under which Harris-Stowe College became the newest member of the state system of public higher education. The Institution's name was again changed by the addition of the word "State" and since then has been officially known as Harris-Stowe State College. In addition to the name change, the college's baccalaureate degree was changed to Bachelor of Science in Education. In compliance with new state standards and teacher certification requirements, the College's teacher education curriculum was modified and three separate teacher education majors were approved: early childhood education, elementary school

education, and middle/junior high school education.

In 1981, the College received state approval for a new degree program the Bachelor of Science in Urban Education. This program is the only one of its kind at the undergraduate level in the United States and is designed to prepare non-teaching urban education specialists who will be effective in solving the many urban-related problems facing today's urban schools.

In 1993, the Governor of the State of Missouri, Mel Carnahan signed into law Senate Bill 153 which authorized Harris-Stowe State College to expand its mission in order to address unmet needs of Metropolitan St. Louis in various applied professional disciplines. In response to Senate Bill 153, Mission Expansion, the Business Administration Department began operations with the Fall Semester of 1993 with a Bachelor of Science in Business Administration with four options: Accounting, General Business Management, and Management Information Systems. During fall of 1995 the Bachelor of Science in Business Administration, and Marketing began. Subsequently, during the Fall of 1997 the Bachelor of Science in Health Care Administration was implemented. Mission Enhancement has provided the opportunity for Harris-Stowe State University to refine the degree offerings to make the graduates more competitive. A Bachelor of Science in Accounting replaced the Bachelor of Science in Business Administration Option, Accounting.

A Bachelor of Science in Hospitality and Tourism Management was added to the curriculum in the Fall of 2000. Bachelor of Science in Information Sciences and Computer Technology with options in Computer Studies, Management Information Science, Computer/Network Analyst option, and Systems/Network Analyst replaced the Bachelor of Science in Business Administration, Management Information Systems option. The Bachelor of Science in Business Administration with options in General Business Management and Marketing option and the Bachelor of Science in Health Care Management have been increased in total credit hours required to 128 to be consistent with the other programs in the Business Administration Department and to accommodate the new state requirement for 42 credit hours of general education course work.

On March 17, 2005, Governor Matt Blunt signed Senate Bill 98 changing the name of Harris-Stowe State College to Harris-Stowe State University, effective August 28, 2005. This name change launched a new level of excellence in the institution's history. The 2006-2007 academic year marks the sesquicentennial anniversary, 150th year of the founding of Harris-Stowe State University.

INTRODUCTION TO THE UNIVERSITY

Harris-Stowe State University is dedicated to the advancement of people through learning. Every social institution is, in some way, special. Educational institutions are particularly so because they alone have been established to promote learning in formal and appropriately designed settings. This University recognizes and accepts, as an integral aspect of its mission, the task of providing urban-oriented experiences that will enable its students to function as constructive agents of change for the improvement of urban living.

The demands of today's society require the services of professionals. Harris-Stowe State University is well known for its four-year professional education programs.

Harris-Stowe State University is unique among Midwestern Institutions of higher education. This uniqueness is derived from two main characteristics: (1) its philosophy that stresses the importance of the learning potential of each individual student and (2) its high accessibility both geographical and financial.

Institutional Philosophy: Harris-Stowe State University is deeply committed to that philosophy which acknowledges and respects the right of each human being to self-fulfillment within a context of rational responsibility. The University affirms its belief that all persons are equal in their right to life, liberty, and the pursuit of happiness and that each individual has the potential to achieve high degrees of excellence and deserves the opportunity to bring this potential to fruition in order that he/she can reasonably serve others, achieve personal and professional goals, and remain loyal to his/her convictions and principles.

Harris-Stowe State University is firmly convinced that choice is basic to self-actualization. Each student is, therefore, encouraged to define his/her own goals, to acquire the knowledge and skills which will make possible the conditions of life which the student believes are important, and to develop a system of values consistent with rationale, thought, and living. The University believes that the proper role of an institution of higher learning is primarily that of providing many varied opportunities for in-depth learning. Through such experiences, the individual can develop a keen sense of his/her own responsibility for acquiring skill in both marshaling and utilizing resources and in processing information, leading to rational and constructive problem-solving -all toward the improvement of the quality of life for self and for others.

Harris-Stowe State University is located at the business, education, and transportation hub of Metropolitan St. Louis. The University is close to many major corporations, governmental agencies, and nationally recognized cultural and educational resources, as well as historical landmarks. It is easily reached via Interstate Highways 55 and 44 and US Highway 64, and the Metro Link Rail System. This institution is within 15 minutes, by automobile, of over half the population of Metropolitan St. Louis. The University is also very easily reached by regular public transportation.

Accessibility

To meet the educational needs of an urban population, working varying hours of the day and night, on weekdays and on weekends, Harris-Stowe schedules instruction during the day, at night, and on Saturdays. Also, in an effort to meet special educational needs of government agencies and school districts throughout the area, the University provides, to the extent possible, courses off-campus at the work site both during and after regular work hours.

Financial accessibility is also an important feature of Harris-Stowe. This University continues to provide opportunities for instruction in professional education at the most affordable cost in the Metropolitan St. Louis area.

Accreditation and Affiliations

Harris-Stowe State University is accredited by the Commission on Higher Education of the North Central Association of Colleges and Universities, which is the major accreditation agency for this region. The Teacher Education Program is fully accredited by the National Council for Accreditation of Teacher Education and the Missouri Department of Elementary and Secondary Education. The Business Administration Program is accredited by the International Assembly of Collegiate Business Education and the Association of Collegiate Business Schools and Programs. The University is also a member of the American Association of Colleges for Teacher Education. Appropriate accreditation of the University's new professional degree programs will soon be sought.

Major affiliations of the University include membership in the Association for Continuing Higher Education, Association of American Colleges and Universities, Association of Collegiate Business Schools and Programs, Association of Governing Boards of Universities and Colleges, National Collegiate Athletic Association, American Association for Affirmative Action, National Association for Equal Opportunity in Education, American National Association of Collegiate Registrars and Admissions Officers, and the National Association of Student Personnel Administrators.

BUSCH SCHOOL OF BUSINESS ADMINISTRATION

The Busch School of Business Administration is located on the South Campus at 5707 Wilson Avenue and houses degree programs in Accounting, Business Administration, Health Care Management, Hospitality and Tourism, Information Science and Computer Technology, Marketing, and Management. Busch School of Business Administration has several Student Organizations including Student Chapters of American Marketing Association, the Association of Information and Technology Professional Chapter, Students in Free Enterprise (SIFE), and American College of Healthcare Executives. For more information, contact Mr. Charles Berry at 256-8614.

GRADUATE CREDIT

Graduate Opportunities are offered at Harris-Stowe State University through two of our sister institutions: University of Missouri St. Louis and Southeast State University in Cape Girardeau. Students may apply to the UMSL Graduate School to work toward a Masters degree in Elementary, Middle, or Secondary Education. Students in Criminal Justice who wish to work toward an advanced degree may apply to do so at Southeast Missouri State University. Some courses will be taught and taken at HSSU. For more information, contact Dr. Leroy Kemp at (314) 340-3662.

STATEMENT OF HUMAN RIGHTS AND EQUAL OPPORTUNITY

The Board of Regents has committed itself and Harris-Stowe State University to the policy that there shall be no discrimination either in employment or in the admission of students on the basis of race, creed, color, sex, age, national origin, handicap, religion, marital or veteran's status. This policy pertains to all educational programs and other activities.

Pursuant to, and in addition to this policy, the University abides by the requirement of Titles VI and VII of the Civil Rights Act of 1964, Revised order No. 4, Executive Orders 11246 and 71374, Sections 7999A and 845 of the Public Health Service Act, Title IX of the Education Amendments of 1972, and other federal regulations and pertinent acts of Congress.

ACADEMIC SUPPORT PROGRAMS

Instructional Resources and Special Academic Support Programs

Instructional Resources and Special Academic Support Programs are located in Room 307 in the west wing of the third floor. The department provides a comprehensive academic support program and operates an Academic Support Center providing activities, materials, and personnel to assist all students and faculty.

Services and programs include:

The Media/Instructional Technology Laboratory

The Media/Instructional Technology Laboratory, located in Room 307B, and the Computer/Video Enrichment Laboratory, located in 307A are components of the Academic Support Center. The Media/Instructional Technology Laboratory circulates a variety of non-print instructional materials and multi-media equipment throughout the University. The Instructional Television Fixed Service System allows reception of teleconferences through St. Louis Community College that are broadcast from satellite. Examples of the technology available to faculty and students in this laboratory are: 35mm cameras, video camcorders, audio tape duplicating machine, video editing with voice over, film and slide projectors, overhead transparencies from computer output, multimedia CD-ROM production including digital video, digital camera, and laptop computer with internet access. The Computer/Video Enrichment Lab provides computers and video, as well as audio equipment for previewing audio-visual materials placed on reserve by instructors.

Adjacent to the Instructional Media/Technology Laboratory is a multipurpose area, Room 307E, which may be reserved for the use of multimedia equipment and rehearsal of instructional presentations using technology.

Students and faculty are encouraged to see the Media/Instructional Technology staff for assistance in the production of instructional materials (i.e. overhead transparencies, handouts, slides, video and computer aided presentations).

The Communication Skills and Mathematics Laboratories

The Communication Skills Laboratory (Room 307C) and the Mathematics Laboratory (Room 307D) are components of the Academic Support Center. Tutorial services to remedy academic deficiencies and to assist with university course work are available to all Harris-Stowe students. Students needing assistance with reading, writing, speaking, mathematics courses, statistics, or mathematical applications in the natural sciences may use the

services of the laboratories, or instructors may refer their students. Communication Skills and Mathematics tutors are degree holding professionals who work with students individually or in small groups.

The Communication Skills and Mathematics Laboratories also offer topical workshops and standardized test preparation seminars and they disseminate standardized test preparation materials. Small reference libraries with printed materials, computer software, and audio-visual aids related to mathematics and communication skills are housed there, too. Students may use certain test-preparation packages and reference materials in the laboratories, and some reference materials are available to faculty on short-term loan.

During the academic year, the Academic Support Center provides a day and evening schedule, Monday through Thursday, and a morning schedule on Friday.

ADA (Americans with Disabilities Act)

Harris-Stowe State University does not discriminate in the admission or treatment of students on the basis of disability. The University is committed to compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act:

Section 202 of the 1990 Americans with Disabilities Act

"No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the service, programs or activities of any public entity, or be subject to discrimination by any such entity."

Section 504 of the 1973 Rehabilitation Act

"No otherwise qualified handicapped individual in the United States shall solely, by reason of his handicap, be excluded from the participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance."

While ensuring the academic integrity of its programs, the University is dedicated to providing the reasonable accommodations needed to ensure equal access to educational opportunities for individuals with verified disabilities.

Procedures

The Academic Support Center is responsible for the coordination of services to students with disabilities as defined by Section 504 of the Rehabilitation Act.

A. Identification

The Academic Support Center is committed to a reasonable approach in the identification of disabled students. The Academic Support Center will contact all students who voluntarily identify themselves as having a disability during the college admission or orientation process.

Faculty members who observe student learning difficulties that are indicative of a physical/learning disability may refer that student for assistance to the Academic Support Center.

Students who suspect they have a disability may contact the Academic Support Center for information regarding disabilities and referrals for a psycho-educational assessment when needed. In all cases, students who need an assessment to determine their learning disability are responsible for providing the required documentation and the cost of the assessment.

Information regarding a disability will be kept confidential unless the student signs a Release of Information Form, which requires a notarized signature.

Academic requirements that are defined by Harris-Stowe State University as essential to courses, programs of study or any related licensing or certification requirement are not regarded as discriminatory.

Qualified students with a physical disability may be required to provide documentation of their disability to receive any necessary academic modification and/or reasonable accommodations.

Learning disabled students are responsible for providing the University with documentation regarding their disability.

Documentation for a learning disability must include psycho-educational assessment that has been done within the last four years to ensure that appropriate academic adjustments are provided. Based upon the specific needs of the student, reasonable accommodations and academic modifications are determined by the faculty involved and Academic Support Center personnel.

For students with learning disabilities or, in some cases, students with a physical disability, under the Core Curriculum, the policy for all substitutions requested of required courses is:

- a. A student shall have a psycho-educational assessment that delineates not only the problem, but a prescriptive program for study;
- b. The University shall provide reasonable accommodations in learning opportunities and support for these students; only if the University is unable to provide these reasonable accommodations, shall substitutions for the requirements be sought;
- c. The allowable substitution, if one can be found, shall be determined jointly by the department of the course in

- question and by the Vice-President for Academic Affairs based on the learning objective of the requirements and;
- d. Under no circumstances shall an absolute waiver with no substitution be made.

Request for Academic Modification or Reasonable Accommodations

1. The student is responsible for contacting the Academic Support Center personnel to review his/her concerns and develop a plan for accommodation or modification;
2. If a student feels that the accommodations or modifications, which have been determined to be appropriate, do not meet his/her standards, he/she has the right to petition for an appeal.

All actions processed under this provision will require authorization from the Office of the Vice President of Academic Affairs.

Basic Skills Test Preparation Course Program

Among the responsibilities of the department is the delivery of Basic Skills instruction. Each semester, a capable and energetic faculty offers courses in communication, arts and mathematics to those students whose placement test scores indicated a need for developmental work. One purpose of the Basic Skills courses is to help students to overcome academic deficiencies so that their potential for success in university-level course work increases. A secondary, but related, purpose of these courses is to prepare students to improve their performance on standardized tests.

The University Testing Service

The Academic Support area also houses the University Testing Service (UTS) responsible for the administration of placement and standardized tests.

To ensure that no student is placed in a university course for which he/she may not be prepared, each semester UTS administers a battery of placement tests to entering freshmen and transfer students with fewer than 32 hours of university course work. In addition, UTS conducts the Official College Basic Academic Subjects Examination for students needing to meet certification requirements for the State of Missouri. Students who need to take this exam should check the most recent class schedule or report to UTS to receive additional information.

In addition, the Academic Support Program has available: General Educational Development (GED) Testing Services. The GED Test is administered for persons in the Missouri area on four days of each week. More than 2500 GED candidates are tested annually making Harris-Stowe State University the largest testing center in Missouri.

Southwestern Bell Library and Technology Resource Center

The Southwestern Bell Library and Technology Resource Center contains the University library, a computer lab and meeting rooms. The building offers a very modern setting for information retrieval, with a warm and friendly staff. Borrowing privileges are extended to all faculty, students, and staff. During 2001, the University went on-line with the statewide MOBIUS System that permits borrowing from over 50 academic libraries containing over fourteen million volumes. MORENET, the Missouri research and educational network, provides the University with direct and inexpensive access to the Internet for all locations on campus.

The main collection of books supporting the four-year degree programs is positioned at the north end of the main library arena. The southern end contains specialized materials for Urban Multi-cultural (U.C.) studies, curriculum collection of textbooks used in grades K through 12, and the juvenile collection. This collection contains over 10,000 books for children ranging from the Easy Readers for very young children, through young adult materials. It also contains a special section of Parent-Teacher materials. Quiet study areas occupy both of the far ends beyond the stacks. Reference books and periodicals are housed within two special alcoves.

Over forty computers for use by students and community members contain all types of word processing and graphic software. Three stations are dedicated to PAC (Public Access Catalogs) for direct access to the library's book collection. Internet connections are maintained and are free for use on all terminals. Numerous databases come with the MORENET service. EBSCOHOST Elite indexes over 2,000 journals, and supplies full text for articles from over 1,000 of them. This also includes newspapers from St. Louis and Kansas City, as well as other cities. For access to other databases, ask any of the Library & Tech Center staff.

A Seminar and Archives Room provides a board meeting table with operant technology for 20 people the Telecommunity Room offers 60 seats for interactive video teleconferences, distance learning, satellite uplink and downlink and a computer classroom. The Library Computer Lab offers 18 computer workstations for a variety of training sessions.

To reserve any of these rooms, please call:

Marty Knorr, Director
Library and Technology Center
(314) 340-3621
email: knormm@hssu.edu
Fax: (314) 340-3630

HSSU Library & Technology Center operating hours, which are subject to change for holidays, final exam periods and summer sessions, include the following:

Monday-Thursday 7:30 a.m. - 10:00 p.m.
Friday 8:00 a.m. - 4:00 p.m.
Saturday- Sunday 9:00 a.m. - 3:00 p.m.

For more information or to arrange a tour, call (314) 340-3620 or

(314) 340-3622.

A FEW HELPFUL HINTS

Absences

If you must be absent from a number of classes or from an examination, notify your instructor prior to the absences. It is your responsibility to follow up on absences with the instructor. An excessive number of absences could result in a grade of "F." Emergency absences (prolonged illness, death in family, etc.) may be communicated to the Counseling Office at 340-3516. In order to be eligible for federal financial aid, the student must attend 60% of class sessions in each class.

Class Cancellation

Occasionally, a class may be canceled because of low or insufficient enrollment. When this occurs, the University will attempt to notify the students before the first class meeting. Students will be given the option of adding another class.

Course Revisions

The University reserves the right to add or cancel courses; to revise subject matter contents or make any other necessary changes.

Regulations

Harris-Stowe Students are subject to all regulations as published in the Harris-Stowe State University Bulletin and Student Handbook. In addition, residential students are subject to all the regulations as stipulated in the Residential Life Handbook of Gillespie Residence Hall.

Student Identification Number

Each student is assigned a student identification number in the Admissions Office as a part of the Admissions process. This number gets entered on the student's identification card, which is generated in the Office of Campus Public Safety.

Academic Transcripts

Students may receive a copy of their transcript by contacting the Office of the Registrar located in Room 116.

SERVICES AVAILABLE TO STUDENTS

Harris-Stowe has a full range of student services from personal counseling to food service, from career counseling to parking permits.

ACADEMIC ADVISEMENT

HGA 008 (314) 340-3307

The single most important aspect of the student's academic life is his/her academic program. To help each student select and organize a viable academic program, Harris-Stowe provides assistance through the Office of Academic Advisement. While Academic Advisors offer advice and guidance to all students, the initiative, decision and final organization of the student's academic program and direction and intensity of his/her academic work and progress rest solely with the student.

The Office of Academic Advisement, in cooperation with the Office of Admissions, the Office of Records and the Office of Academic Affairs, serves as a general contact point for information, regulations, clarification and general discussion about all aspects of a student's academic life, including, but not limited to, the following topics:

- Available degree programs
- Curriculum outlines
- Selection of specialization or option areas
- Transfer credit
- Dropping/adding courses
- Academic problems or concerns
- Grade forgiveness policy
- Graduation and/or certification requirements
- Admissions requirements
- Program admissions information
- Standards of academic progress
- Relationship between financial aid and standards of academic progress
- Sources of academic assistance

ACADEMIC SUPPORT CENTER

HGA 307 (314) 340-3650

Academic Support Programs and Media Services are located in Room 307, in the west wing of the third floor. The area provides a comprehensive academic support program, including basic skills courses, and operates an Academic Support Center providing professional tutoring, media technology, workshops and personnel to assist and support all students and faculty in academic achievement.

Services and programs include:

- Southwestern Bell Foundation Academic Support Center: The Media/Technology Laboratory The Communication Skills Laboratory The Mathematics Laboratory
- Basic Skills & Test Preparation Courses/Workshops
- The University Testing Service
- Academy for College Preparation
- GED Testing Program

ATHLETICS

EPC 103 (314) 340-3530

Intercollegiate Athletics

The intercollegiate athletic program at Harris-Stowe State University provides opportunities for men and women to compete under the guidance of experienced and qualified coaches.

Sports Programs for Men

The men of Harris-Stowe State University compete in the National Association of Intercollegiate Athletics, (NAIA) and are members of the American Midwest Conference. The men compete at the intercollegiate level in the following sports: Baseball, Basketball, Soccer, and Tennis.

Sports Programs for Women

The intercollegiate athletics program for women at Harris-Stowe State University has produced a level of competition of which the University is proud. The program is affiliated with the National Association of Intercollegiate Athletics (NAIA) and the American Midwest Conference. Varsity competitions offered in: Basketball, Soccer, Volleyball, Softball and Tennis.

Harris-Stowe Cheerleaders

The Harris-Stowe Cheerleaders is a group of men and women who enthusiastically support the university's intercollegiate athletic teams. They accompany the teams to their intercollegiate events and provide spectator spirit and enthusiasm for the "university teams." Membership on the Cheerleaders is by application. Each year tryouts are held under the supervision of the Cheerleader Sponsor. Throughout the year, practice sessions are scheduled in preparation for home and away athletics events.

Intramural Program

The University offers a program of intramural athletic activities to all members of the University community - students, faculty, and staff at all levels. Competition in the various sports is available at both the individual and team level. Although instruction in the rules and skills peculiar to the various games is provided, such instruction is not the major emphasis. Rather, the program's main focus is on the cultivation of the needed skills for recreational purposes and on the joy and comradeship available in such activities. Thus enjoyment and safety -not the level of skill -are the major consideration. Among the recreational athletic activities included in the intramural program are: basketball, volleyball, softball, and tennis. Other activities can be arranged based on the interest of students, faculty, and staff.

Eligibility

Harris-Stowe State University requires that all participants in intercollegiate athletics be in good academic standing, as determined by the University. To participate in intercollegiate athletics, students must maintain a prescribed cumulative grade point average and be a full time student during each semester of athletic participation. Athletes must also adhere to the rules and regulations set forth by the National Association of Intercollegiate Athletics (NAIA).

Financial Aid for Athletes

Harris-Stowe State University provides athletic awards for qualified students. The awards cover university fees and the cost of textbooks (either totally or partially). Determination of students who qualify for these awards is made by the University's athletic director and the coach of the specific sport in which the athlete will compete. Athletes interested in the various other forms of financial aid should contact the University's Financial Aid Office for additional information. Numerous types of scholarships, grants and loans are available.

To learn more about Harris-Stowe State University and its intercollegiate and intramural athletic programs, we invite you to visit the campus and talk with an admissions officer or coach.

Athletic Office 340-3530

Admissions 340-3300

EMERSON PHYSICAL EDUCATION AND VISUAL/PERFORMING ARTS CENTER

Gymnasium use during open hours is limited to those students, faculty and staff with a Valid HSSU I.D.

Children and non-Harris-Stowe affiliates are not allowed in the Emerson Physical Education and Visual/Performing Arts Center.

Special considerations are permitted for:

Intercollegiate Sporting Events and Theater Performances

Valuables

HSSU is not responsible for lost or stolen property. Valuables cannot be checked at the front desk. All users are advised not to bring valuables with them.

Attire

Only proper running shoes are to be worn by anyone using the gym. Shirts, pants/shorts, and gym sneakers are required. No cleated shoes allowed.

Activities

When a class is in progress in the gym, the gym is off limits to all persons except those participating in the class. The gym is also off limits when

varsity sport teams are practicing. During practice spectators are allowed in the gym only if permitted by the coach conducting the practice.

Equipment

Available gym equipment can be borrowed ONLY under the following conditions:

- The student will deposit his/her valid HSSU I.D. with attendant.
- The student is willing to take proper care of the equipment.
- The student is willing to assume responsibility for the replacement of lost or damaged equipment.
- The student must sign out the equipment in the equipment storage room.
- Free gym time will be made available; a schedule of free gym time will be posted.
- All users must enter and exit through the front doors.
- No music of derogatory nature

The Weight Room and Fitness Center are available to students, faculty and staff with a Valid HSSU I.D. during open hours. The Weight Room features treadmills, Stairmasters, aerobic cycles, and a weight lifting section consisting of Olympic weights, a multi-station universal system, and dumbbells. Please observe the posted rules so everyone has a great workout!

THE BANK OF AMERICA THEATRE

Popularly called on campus, "The Little Theatre," this auditorium seats an audience of 227 and provides the University with a small and intimate setting that is especially well-suited for theatrical performances, concerts, guest lecturers, and panel presentations.

BOOKSTORE

GH 105 (314) 340-3373

The Follett Bookstore is open Monday through Thursday from 9:00 a.m. until 5:30 p.m. and on Friday from 9:00 a.m. until 12:30 p.m. In addition to these hours, the Bookstore implements extended hours during registration.

CAMPUS PUBLIC SAFETY

HGA 019 (340) 340-3333

Public Safety Officers are on duty during regular university hours of operation. Officers regularly patrol the lots and surrounding property on foot or in a clearly marked vehicle. The switchboard operator has access to all Public Safety personnel through radio communications. Each officer can be contacted immediately by dialing 340-3366 on any outside phone, or by dialing 03366 on any classroom or office phone. Maintenance and Public Safety personnel provide security when classes are not in session. The

buildings are monitored twenty-four hours per day, seven days per week. Identification cards may be obtained from the Campus Public Safety Office.

CAREER SERVICES

HGA 119 (314) 340-3512

The Office of Career Services provides comprehensive career planning services to help students and alumni gain self-knowledge and a better understanding of the world of work in order to implement career goals. Career counseling is available to assist students with life/career issues such as choice of major, career alternatives, career transitions, and job search preparation. Students are encouraged to attend an orientation session to learn about the services provided.

The Office maintains a career resource center from which students can obtain information about occupations, career fields, resume writing, job search strategies, interviewing techniques, labor market trends, employer information, and job openings. In addition, workshops are offered each semester on resume writing, interviewing skills, and job search strategies.

Full-time, part-time, co-op, internship, and summer employment opportunities are coordinated and posted with the Office. Students interested in exploring career related interests, and in gaining professional work experience, can participate in the resume referral program for co-op and internship positions. The Office also coordinates on-campus recruiting and interviewing activities with a wide variety of employers. Job fairs are sponsored each year to assist students in obtaining professional employment.

Harris-Stowe State University encourages students to volunteer for community service. The Community Service Learning Corps (CSLC) is the program through which volunteering experiences are facilitated. Students that wish to participate can obtain additional information in the Office of Career Services.

The Office of Career Services is located in Room 119. Office hours are 8:00 a.m.-5:30 p.m., Monday through Friday. Evening and weekend hours are available by appointment. Go to www.hssu.edu/careerservices for more information and a calendar of events.

CHILDREN -Students are NOT permitted to bring children of any age to class, nor should children be left unattended in the SWB Library, computer labs, annex, cafeteria or halls. Harris-Stowe State University does not accept responsibility for the welfare of unattended children.

GILLESPIE RESIDENCE HALL

Harris Stowe State University's first living and learning community

For information, contact the Gillespie Hall Community Director in GH 136.

STUDENT DEVELOPMENT & WELLNESS

Harris-Stowe offers free counseling, consultation, and health services to all currently enrolled students. Our professional staff can assist with personal problems that interfere with school and employment performance. We assist individuals experiencing difficulties related to, but not limited to the following:

Counseling

GH 111A & 111B (314) 340-3516

- University Adjustment & Transition
- Family /Personal problems
- Stress & Time Management
- Interpersonal Relationships
- Crisis/Grief Management
- Test Anxiety & Study Skills

Health Services

GH 111 (314) 340-3526

- First Aid Services
- Hypertension Screening
- HIV/AIDS Testing
- Nutritional Information
- Diabetes & Cholesterol Monitoring

The Department of Student Development & Wellness also coordinates the Fall and Spring Orientation Programs for New Students.

FOOD SERVICES

HGA 013A (314) 340-3370

Food Services will provide three meals a day for Harris-Stowe State University students, faculty, and staff. Meal plans may be purchased from the Cashier's Office for one, two, or three meals a day. Cafeteria hours will be posted. Snacks may be purchased from the vending machines in the Annex.

OFFICE OF FINANCIAL ASSISTANCE

HGA 111 (314)340-3500

Students who wish to apply for Financial Aid or obtain information about the

Financial Aid programs at Harris-Stowe State University should contact the Financial Aid Office. The Financial Aid Office encourages every student seeking Financial Aid to apply early in the year, after filing the required income tax forms.

STUDENT ACTIVITIES

GH 110A (314)340-3523

The Offices of Student Activities provides a wide range of activities. Traditional events have included the following: Welcome Week, Homecoming, Annual Student Government Leadership Retreat, Spring Fest, and Black History Month festivities. Students who wish to become involved in campus activities or organizations should contact the office.

SEXUAL HARASSMENT POLICY

Sexual Harassment Complaint Procedure

A. Introduction

Harris-Stowe State University seeks to provide the following procedures to enable flexibility and ease of reporting for any person(s) complaining of harassment, while balancing the interests of the accused party and the University's need to obtain the accurate information necessary to resolve reported harassment issues.

If you have any questions regarding the policy or procedures, please contact any of the following: Office of the Executive Vice President, Office of Vice President for Academic Affairs, the Dean of Student Affairs, the Director of Human Resources or the Coordinator of Counseling & Health Services.

B. Reporting and Resolution

The complainant should report all incidents of sexual harassment to either a person in a supervisory capacity or the appropriate Vice President. The reporting of a sexual harassment incident constitutes a formal complaint. In addition, all members of the community who serve in a supervisory capacity, such as directors, coordinators, managers and chairs are responsible for reporting all complaints of sexual harassment to the Executive Vice President. Complaints will be treated with discretion and will be promptly and thoroughly investigated.

Sexual Harassment can have a serious and detrimental effect on the lives and careers of individuals. False complaints can have a similar impact. Intentionally false charges are grounds for discipline, up to and including discharge and/or expulsion. Disciplinary proceedings shall follow applicable procedures as set forth in the Harris-Stowe State University Student Handbook or the Employee Handbook.

C. Confidentiality

In order to balance the interests and rights of all parties involved, Harris-Stowe is committed to keeping complaints of such sensitive nature confidential. The University will attempt to keep the name of the complainant confidential and to respect the rights of the accused harasser. However, the University recognizes that there are certain situations that may require disclosure of information. Furthermore, when credible information received through an investigation shows that there may be violations of other Harris-Stowe State University policies, then the appropriate officials will be notified.

ACADEMIC HONESTY

Cheating on exams and/or classroom assignments and plagiarism are serious offenses against the University and its entire community of learners. Any academic dishonesty suspected by an instructor shall be dealt with accordingly. Such actions might result in corrective consequences such as failure in the assignment, failure in the course and/or dismissal from the course. The Vice President for Academic Affairs may impose other possible corrective sanctions.

Classroom Behavior

Harris-Stowe State University recognizes the right of the instructor to control the academic environment of the classroom; violent and disruptive behavior will not be tolerated.

A faculty member may insist that a student leave the classroom or laboratory if the student is disruptive and does not heed a first warning. Should a faculty member determine that a disruptive student should be dismissed from a class for the remainder of the semester with a failing grade, there shall be a written statement to the student citing the charge and the student's right to appeal the decision.

STUDENT SUPPORT SERVICES

HGA 004 (314) 340-3580

The Student Support Services is a federally funded educational program that aids eligible students academically, financially and socially by providing academic support and moral inspiration for individual and personal development. Eligible participants of the program receive Advisement, Counseling, Cultural Experiences, Tutoring and Supplemental Instruction.

TECHNOLOGY SERVICES/COMPUTER LABS & HSSU STUDENT COMPUTING

It is with great pride that Harris-Stowe State University provides its students with superior on-campus computing facilities. While enrolled at the University, students have the opportunity to work in state-of-the-art classrooms and labs, all of which are continually updated to keep students current with emerging technologies. Harris-Stowe is strongly committed to making contemporary technological tools freely available to students, faculty, and staff; in doing so, the University assists all computer users in achieving their academic and professional objectives. The materials below are meant to familiarize HSSU students with the latest policies and procedures regarding academic computing resources and practices at the

university. By understanding and employing good computing practices, all members of the campus community can greatly contribute to the future quality of services and equipment available at the university.

HSSU WEB SITES OF INTEREST TO STUDENTS

- HSSU Home Page: <http://www.hssu.edu>
- Student Home Page: <http://www.hssu.edu/students>
- Library: <http://www.hssu.edu/library>
- Financial Assistance: <http://www.hssu.edu/FinAid/FinAid.htm>
- Admissions: <http://www.hssu.edu/Admissions/>
- Student Activities: <http://www.hssu.edu/StuAct/>
- Registrar: <http://www.hssu.edu/Registrar/>
- Student Government: <http://www.hssu.edu/sga>
- Athletics: <http://www.hssu.edu/athletics>
- ADA Home Page: <http://www.hssu.edu/ada>

HSSU ACCEPTABLE USE POLICY (ABRIDGED)

(A COMPLETE COPY OF THE ACCEPTABLE USE POLICY MAY BE OBTAINED ON THE INTERNET AT <http://www.hssu.edu/acceptable.htm>)

All users of Harris-Stowe State University computer networks are expected to be familiar with, and will be held accountable for, compliance with this policy. This policy is not meant to limit use of the Internet, but to ensure its appropriate use. Remember, each time you use the University's connection to the Internet; you are a representative of the University!

This policy is subject to change and should be reviewed periodically for questions of compliance. Due to the volatile nature of the Internet and the continuing expansion of services available to the University community, this document will be updated and expanded over time as needed.

UNACCEPTABLE OR ILLEGAL USE

The public, students, and staff may only use computing resources for legal purposes. Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of other users.
- Libeling or slandering other users.
- Violation of another user's privacy.
- Destruction of, or damage to, equipment, software, or data belonging to the institution or other users.
- Violation of software license agreements.
- Disruption or unauthorized monitoring of electronic communications.
- Unauthorized copying or use of copyright-protected material.
- Disruption of normal network use and service. Such disruption includes, but is not limited to, the propagation of computer viruses, the violation of personal privacy, spamming, or the unauthorized access to protected and private network resources.

- Use of HSSU computing resources for commercial or private money-making activities.
- Use of HSSU computing resources for purposes which violate any federal, state, or local law.
- The installation or use of software and/or hardware on publicly used equipment belonging to the institution without prior authorization from HSSU personnel designated to approve such requests.

COOPERATIVE USE

Computing-resource users can facilitate computing in many ways. The institution endorses the practice of cooperative computing. Facilitating good computing habits includes the following:

- Regular deletion of unneeded files from shared computing resources.
- Refraining from overuse of connect time, information storage space, printing facilities, or processing capacity.
- Refraining from overuse of interactive network utilities.
- Refraining from use of sounds and visuals which might be disruptive to others.
- Refraining from use of any computing resource in an irresponsible manner.

DISPLAY/DISSEMINATION OF SEXUALLY EXPLICIT MATERIALS

Use of Internet access stations to display or disseminate sexually explicit or sexually suggestive (obscene/pornographic) material on campus is prohibited. Violators of this policy in public areas such as the library or labs will be removed and will have their computer use privileges revoked.

HSSU COMPUTING SECURITY POLICY (ABRIDGED) (A COMPLETE COPY OF THE COMPUTING SECURITY POLICY MAY BE OBTAINED ON THE INTERNET AT <http://www.hssu.edu/SecurityPolicy.htm>)

INTRODUCTION

As the Internet has grown enormously over the last several years, the number of reported Security incidents relating to Internet connectivity has grown at a similar pace. Harris-Stowe State University expects Harris-Stowe's employees, students and visitors to be aware of Security issues and to respond to Security incidents. To meet these growing needs and expectations, Harris-Stowe's MIS Department has identified three services addressing Internet Security:

- Security Incident Response Team - Provides response for Harris-Stowe employees and students to Security incidents involving system, server or network infrastructure attacks or compromises.
- Security Consulting - Provides Harris-Stowe employees, students and visitors with advice and recommendations for general Security procedures for their network workstation.
- Internet Security Training/Seminars - Conducts and sponsors training sessions on Internet Security topics and best practices.

Contact the HSSU computing security manger by emailing essenprk@hssu.edu.

Harris-Stowe State University Computer Labs

Phone: (314) 340-3557 Location: HGA 023

Lab is available from 9:00 a.m. until 10:00 p.m. Monday thru Friday, and from 9:00 a.m. until 4:00 p.m. on Saturday. Students may contact the Computer Lab for current hours of operation.

Current library computer lab hours are available by contacting the library at (314) 340-5770

STUDENT RIGHTS AND RESPONSIBILITIES

Every student enrolled in Harris-Stowe State University is obligated at all times to assume responsibility for his/her actions, to respect constituted authority, to be truthful, to respect the rights of others, and to respect private and public property. This code of obligations, together with specific rules and regulations, always applies to conduct occurring on property owned or controlled by the University and University-sanctioned events. On-campus misconduct that involves possible violations of federal, state or local laws may result in prosecution by appropriate civil authority in addition to University corrective action. Off-campus acts constituting violation of law when that conduct has substantially interfered with the University's functions or mission prompts University corrective action. No special consideration will be requested by the University when a student has been apprehended elsewhere for a violation of public law because of his/her status as a student. When students are prosecuted for violations of public laws, institutional authority will not be used to merely duplicate the functions of those laws, and may include dismissal from the University.

The policies and procedures contained herein are instituted under the authority granted by law to the Board of Regents to establish policies and procedures for the government and management of Harris-Stowe State University. The overall responsibility for the enforcement of these regulations rests with the President of Harris-Stowe State University or his designees. All alleged violations are adjudicated in accordance with the established procedures of the judicial system. Every student is expected to observe the principles underlying University policies for student life. In order to maximize the freedom and enjoyment of University life for all persons, the personal conduct of each student is expected to reflect a high consideration for the rights of others. As citizens and as members of the University community, students enrolled at Harris-Stowe State University have specific rights.

I. Those rights common to all citizens under federal and state constitutions and through pertinent laws are retained by students. These rights include, but are not limited to: the rights of privacy, equal opportunity, non-discrimination and freedom of speech, assembly and association. The application of these rights in the university setting includes the following examples:

- A. To promote their common interest, students have the right to join organizations that meet the standards of

- acceptability adopted by the University;
- B. Students have the right to engage in discussions to exchange thoughts and opinions;
- C. Students have the right to speak freely and write or print on any subject in accordance with established law.

II. Students gain rights also through membership in the University community. Examples of these are:

- A. The right to fair and impartial treatment;
- B. The right to participate in the formulation of policy directly affecting students through membership on appropriate committees as determined by the President and his/her representatives;
- C. The right to protection afforded under specific policies authorizing inspection, search and seizures on University property;
- D. The right to use University facilities in accordance with guidelines established for the use of those facilities.

Each student enrolled at Harris-Stowe State University has the responsibility to reflect, in his/her conduct, the understanding of Institutional standards and to refrain from those acts which impose upon the rights of others. The necessary corrective action, which may involve dismissal from the University, will be taken as a result of any student or student organization engaging in the following actions:

False Information

Students are not to provide false information in any form to University officials. Students are not to knowingly misuse, misrepresent or falsify any university record, I.D. card, form, computer resource or procedure. Students who assist by any means the providing of false information as described in this expectation will be considered in violation. Students are not to take any action (verbal, written, or behavior), based on known incorrect data, with direct intent to be hurtful or harmful to the university.

False Report of an Emergency

The intentional false reporting of a bomb, fire, attack or other emergency on any university-owned or -controlled property is strictly prohibited.

Financial Obligations

Students are expected to promptly pay all university bills, accounts and other related financial obligations when due. If for good reason a student cannot pay such obligations on time, he/she is responsible for contacting the department or the individual concerned in order to arrange an extension. Failure to meet university financial obligations and deadlines generally results in the suspension of registration and the withholding of credits and grades.

Acceptable and Unacceptable Behavior

Each student enrolled at Harris-Stowe State University has the responsibility to reflect, in his/her conduct, the understanding of Institutional standards and to refrain from those acts which impose upon the rights of others. The necessary disciplinary action, which may involve dismissal from the University, will be taken as a result of any student or student organization engaging in the following actions:

- I. Vandalism, arson, damage or destruction to University or private property while on campus.
- II. Theft, accessory to theft and/or unauthorized possession of property belonging to the University or member of the University community.
- III. Misappropriation or conversion of University funds, supplies, equipment, labor, material, space, or facilities.
- IV. Trespassing or unauthorized entry on University owned or controlled property.
- V. Failure to comply with a proper request of a University official acting in performance of his/her duties or to identify oneself to the official when asked.
- VI. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the University.
- VII. Forgery, alteration or misuse of University documents, records or identification.
- VIII. Interference with, or obstruction of, any University-sponsored or approved function or activity.
- IX. Initiation or circulation of a report or warning of a crime, emergency, impending disaster or catastrophe, knowing that the report is false, or the transmission of such a report to an official or official agency.
- X. Failure to observe rules and regulations issued by proper University authority, including all publications and notices pertaining to student life.
- XI. Physical abuse of any person on University-owned or controlled property or at University-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person.
- XII. Any act or threat including profane or abusive language, perpetrated for the purpose of harassing or submitting any member or guest of the University community to pain, discomfort or indignity.
- XIII. Disorderly, lewd, indecent or obscene conduct or expression on University-owned or controlled property or at University-sponsored or supervised functions.
- XIV. Use, possession or distribution of narcotics or dangerous and illegal drugs as defined under municipal, state or federal law.
- XV. Use, possession or distribution of alcohol on University-controlled property or at University-sponsored or supervised functions.
- XVI. Conduct involving violations such as civil or criminal laws when such violations adversely affect the University and/or members of the university community.
- XVII. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities including its public service functions or other authorized activities on University premises.
- XVIII. Violations of University policies or regulations including University regulations concerning the registration of student organizations, the

use of University facilities or the time, place and manner of public expression.

- XIX. **USE OF FIREARMS, AMMUNITION, EXPLOSIVES AND OTHER LETHAL WEAPONS:** Only authorized security personnel (Police Officers and Public Safety Officers) are permitted to carry and use firearms and ammunition. The possession, use or sale of firearms, ammunition, explosives and other lethal weapons are strictly forbidden on the Harris-Stowe State University campus. Appropriate University corrective action, as well as criminal sanctions, will be applied in all cases of violation of these security regulations

STUDENT ACADEMIC GRIEVANCE PROCEDURE

The Academic Grievance Procedure is established for the purpose of reviewing grades contested by students. During the follow-up investigation of the academic grievance, efforts are made to determine whether established grading criteria were fairly applied.

The following grievance procedure is to be followed by any student who believes he/she has received an unjustified grade in a course and wants a review of the matter.

Step 1 – At the Instructor’s Level **(30 days in the succeeding semester)**

If a student has an academic grievance, he/she must present to the instructor in writing a grievance statement which sets forth the following:

1. What did or did not occur;
2. Why the grade received should be reviewed
 - Instructor’s clerical error
 - Instructor’s assignment of the grade was not based on the student’s performance in the course.
 - Instructor’s assignment of the grade was the result of standards that were not applied to other students in the course.

The instructor is required to respond, in writing, to the written grievance.

NOTE: If the student is not satisfied with the instructor’s written response, he/she may make a Second-Step appeal to the Department.

Step 2 – At the Department Level **(10 days after the deadline identified in Step 1)**

The student is required to secure a copy of the Departmental Academic Grievance Procedure from the appropriate department. This document will inform the student of all appropriate instructions for processing this review at the department level. The departmental chairperson shall notify the student, in writing, of the department’s decision within **thirty (30) days** of receipt of the student’s *Second-Step* appeal.

- NOTE:
1. The original of the Chairperson's response must be sent directly to the student concerned.
 2. A copy must also be sent to the instructor involved. A copy must be placed in the department file for possible later reference.

Step 3 – At the Academic Vice President's Level

- A. If the student is NOT satisfied with the RESULTS of the *Second-Step* of his/her grievance, he/she may make a *Third-Step* appeal to the Vice President for Academic and Student Affairs. This *Third-Step* appeal must be in the form of a **MEMORANDUM** similar in format and attachments to that used in *Step 1*, including the student's reasons for regarding the *Step 2* response as unsatisfactory.

NOTE: The *Third Step* appeal memorandum must be submitted by the student to the Vice President for Academic and Student Affairs within **FIVE (5) SCHOOL DAYS** after receipt of the Chairperson's response.

- B. Within **SEVEN (7) SCHOOL DAYS** after receipt, the Vice President for Academic and Student Affairs will appoint a Hearing Committee consisting of at least two (2) faculty members and at least one (1) student.

NOTE: All appointees to this committee must be **disinterested** persons.

- C. The Hearing Committee must conduct and conclude an investigation of the matter aggrieved within **30 days** after its appointment.
- D. Within **TEN (10) SCHOOL DAYS** after the conclusion of the committee's investigation of the matter, it must submit a written report to the Vice President for Academic and Student Affairs. This report must include (1) the committee's findings, (2) the committee's conclusions, and (3) the committee's recommendations for a resolution of the grievance.

*The decision of the Vice President for Academic and Student Affairs is final.

DRUG & ALCOHOL POLICY (Drug-Free School and Campus)

Forward

One of the certifications now required for the receipt of Federal grants and funds is a formal statement from the grantee that it has adopted a policy and implemented a program that prevents the illicit possession, use, or distribution of drugs and alcohol by students and employees of the institution. Further, the

grantee must maintain evidence that it is in compliance with all sections of the relevant Federal regulations.

Annual Distribution

In compliance with this Federal requirement, Harris-Stowe State University has established the written drug/alcohol prevention program described herein. This written program will be distributed at least annually to each employee of the University and to each student who is taking one or more classes for any type of academic credit regardless of the length of the student's program of study.

Standards of Conduct

The following is the University's official statement of the Standards of Conduct expected of its students and employees and the University's commitment to, and action toward, ensuring a drug-free and alcohol abuse-free school and campus.

- A. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol on the campus of Harris-Stowe State University or at any location at which the University is conducting programs or events are strictly prohibited.
- B. All students and employees of Harris-Stowe State University are required, as a condition of admission to, or of employment at the University, to comply with this strict rule.
- C. Employees, as a condition of continued employment, must notify the Office of Human Resources of the University of any criminal drug status/conviction occurring in the workplace no later than five days after such conviction.

Description of Legal Sanctions Under Local, State, and Federal Law Below are summaries of sanctions provided in Local, State, and Federal laws against the unlawful possession, use and distribution of illicit drugs and alcohol.

- A. Sanctions imposed by local laws consist of Ordinances of the City of St. Louis which prohibit the sale of alcohol to minors, the operation of an automobile while under the influence of alcohol, public drunkenness, and similar offenses. These offenses are misdemeanors punishable by fine and imprisonment in the workhouse. Fines may be as high as \$500.00, and imprisonment may be for as long as one year.
- B. Sanctions imposed by State law are more extensive and include the following:
 - Possession of a controlled substance; depending on the quantity of controlled substances in possession, penalties can range from one to seven years.
 - Trafficking of drugs; penalties can range from five to thirty years in prison and may be served without probation or parole.
 - Unlawful use of drug paraphernalia; penalties include imprisonment not to exceed one year.
 - Unlawful distribution of a controlled substance to a minor; penalty of from five to fifteen years imprisonment.
 - Distribution of a controlled substance near schools; penalty can range from ten to thirty years or life imprisonment.
 - Other sanctions and penalties can include:
 - 1. Forfeiture of vehicles, vessels, or aircraft.

2. Disqualification from voting and jury service.
- C. Sanctions imposed by Federal law:
- First conviction: up to 1 year imprisonment and fined at least \$100,000 or both.
 - After one prior drug conviction: at least 15 days in prison, not to exceed 1 year and fined at least \$2,500.00, but not more than \$250,000 or both.
 - Special sentencing provisions are in effect for possession of crack cocaine:
 1. Mandatory minimum sentence of at least 5 years in prison, not to exceed 10 years and fined up to \$250,000 or both, if:
 2. First conviction and the amount of crack possessed exceeds 5 grams;
 3. Second crack conviction and the amount of crack possessed exceeds 3 grams;
 4. Third or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
 - Other penalties and sanctions may also apply:
 1. Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.
 2. Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.
 3. Civil fine of up to \$10,000.
 4. Denial of Federal benefits, such as student loans, licenses, up to 1 year for the first offense, up to 5 years for the second and subsequent offenses.
 5. Ineligible to receive or purchase firearms.
 6. Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., as vested within the authorities of individual Federal agencies.

Corrective Sanctions that the University will Impose for Violations of the Standards of Conduct by Employees or Students.

- A. All members of the university community are urged to report to the Office of Human Resources any firsthand knowledge of (a) the possession, (b) use, or (c) distribution of a controlled substance on campus or at any location at which the college is conducting a program or event.
- These reports should be in writing and to the furthest extent possible:
 - a. Identify the alleged violator.
 - b. Identify the controlled substance.
 - c. Pinpoint the time and place of the violation.

- Upon the receipt of such a report, the Director of Human Resources will forward the report to the appropriate Vice President to handle the situation.
- B. Harris-Stowe State University will vigorously enforce the Standards of Conduct established herein in a fair and consistent manner. Penalties for violation of these Standards of Conduct are as follows:
- Employees of Harris-Stowe State University - full-time, part-time, and student workers - who have been determined by the University to have violated the Standards of Conduct will be corrected in accordance with the procedures set forth in the University's current personnel policies and procedures manuals and other documents. The penalties include:
 1. verbal reprimands;
 2. mandatory attendance in rehabilitation program;
 3. written reprimands which will be filed in the personnel file of the employee;
 4. dismissal.
 - Students of Harris-Stowe State University - who have been determined by the University to have violated the Standards of Conduct - will be disciplined in accordance with the procedures set forth in the University's current Student Bulletin, and in which nonacademic grievance proceedings are described, as well as other documents. The penalties include:
 1. verbal warning;
 2. written warning which will be filed in the student's file maintained at the University;
 3. mandatory attendance in a rehabilitation program;
 4. suspension not to exceed one semester;
 5. expulsion;
 6. referral to appropriate authorities for prosecution.
- C. Harris-Stowe State University will conduct a biennial review of its program to provide a drug-free and alcohol abuse-free environment on its campus and at campus-sponsored activities. The purpose of this review is:
- To determine the effectiveness of the program and to implement changes if warranted;
 - To ensure that all corrective sanctions are consistently, fairly and vigorously enforced;
 - To ensure that the University will maintain appropriate records to establish its compliance with this program.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Below is a brief description and summary of side effects caused by illicit drug and alcohol abuse.

A. Drugs

1. Controlled substances:
 - a. Narcotics;
 - b. Depressants;
 - c. Stimulants;
 - d. Hallucinogens;
 - e. Cannabis
2. Anabolic steroids:
 - a. Create side effects ranging from liver cancer to acne and include psychological as well as physical reactions;
 - b. Affect the liver, and the cardio-vascular and reproductive systems;
 - c. Produce psychological effects that include very aggressive behavior known as "roid rage" and depression;
 - d. May cause respiratory depression and death

B. Alcohol

1. Causes a marked change in behavior:
 - a. Impairs judgment;
 - b. Increases the incidences of a variety of aggressive acts;
 - c. Causes marked impairment in higher mental functions severely altering a person's ability to learn and remember information;
 - d. May cause respiratory depression and death.
2. Consumed in large quantities can lead to permanent brain and liver damage.
3. Consumed by women during pregnancy may result in infants with fetal alcohol syndrome.
 - a. These infants have irreversible physical characteristics and suffer mental retardation;
 - b. Children of alcoholic parents run a greater risk of becoming alcoholics than children of other parents.

Description of Drug and/or Alcohol Counseling, Treatment or Rehabilitation or Re-Entry Programs that are Available to Employees and Students

Drug or alcohol counseling, treatment, or rehabilitation programs which are available to employees and students are:

- A. Each semester, Harris Stowe State University has established a drug-free awareness program which is conducted by the University's Office of Counseling Services in conjunction with the Office of Health Services. This program, open to both students and employees, will include at least the dissemination of printed materials, and also include periodic meetings and/or conferences designed to inform all students

and employees about:

1. The University's policy of maintaining a drug-free campus;
 2. The availability of drug counseling, rehabilitation, and
 3. other assistance programs;
 4. The penalties that may be imposed upon students and employees for drug and alcohol abuse violations occurring on campus;
 5. The dangers of drug abuse and its effect on academic and personal success.
- B. The Office of Counseling Services will provide referral services and programs offered through that office and also through various community agencies.
- C. Persons who successfully complete rehabilitation programs are eligible for consideration for re-employment on the University campus.

Inclement Weather Policy and Procedures

Classes will usually be in session during snow or other inclement weather conditions. Should it become necessary to cancel classes or adjust the academic schedule, such decisions will be made on KMOX (AM), KXOX, KMJM, KYKY

The University information will be reported in one of two categories:

"The University is closed."

"The University is operating on the Snow Schedule and will open at 11:00 a.m. NOTE: (This statement means that classes will begin at 11:00 a.m.; all classes before this time will be canceled).

Students are reminded that they should not contact the radio stations or the University switchboard. Both sources will be unable to respond to questions concerning the opening or closing of institutions. The reporting system described above is the source for such information.

Harris-Stowe State University

Student Government Association Constitution (SGA)

Please see the Student Government Association web site at <http://www.hssu.edu/sga>.

The Harris-Stowe State University Student Pledge

As a student at Harris-Stowe, I am firmly committed to doing all of the things, within my power, that will enable me to become the kind of graduate of which, I, myself, and my alma mater can be justly proud. To that end, I pledge myself to accomplish the following things throughout my years of study at Harris-Stowe State University – and beyond.

- To always respect myself, as a person who is endowed with great human dignity, and to always respect others in the very same way.
- To exhibit behavior – both on the campus and elsewhere – that is commensurate with, and worthy of, a mature person.

- To attend my classes on a regular basis, being absent only under circumstances which beyond my control or which make my absence absolutely necessary.
- To not only attend, both regularly and punctually, all of the classes in which I am enrolled, but to also perform academically as well as my abilities permit.
- To choose language and dress that are appropriate in a university and in all other environments in which I am a participant, and to always refrain from being belligerent or offensive to others.
- To respect the beliefs and customs of others and to also recognize the importance of cooperation within any group of which I am a part.
- To be a problem-solver in the various situations that I encounter in life.
- To participate actively and constructively in the various events that takes place on and off the University campus.
- To be honest and sincere in all of my dealings with others.

These actions I solemnly pledge to pledge to perform to the very best of best ability.

University Motto

Not Quantity – But Quality

University Colors

Brown and Gold

University Alma Mater

We Sing of Harris-Stowe

Ev'ry where I go, I sing of Harris Stowe.

I love my alma mater dear with praise increasing year by year.

May ev'ry one her know my love of Harris-Stowe.

I owe her all my loyalty, respect reserved for royalty.

Observe the outward glow inspired by Harris-Stowe.

Whither winds may blow, I'll stand by Harris-Stowe.

Her honor I will e'er defend with strength that cannot ever bend.

On guard now, ev'ry foe of dear old Harris-Stowe.

We know our true identity, upon the hallowed entity.

So let the praises flow for dear old Harris-Stowe.

Chorus

Harris-Stowe, Harris-Stowe, sons and daughters we!

Harris-Stowe, Harris-Stowe, all our praise to thee!